

SEND the Help CIC

Health & Safety Policy

Policy Title: Health & Safety Policy

Organisation: SEND the Help CIC

Last Reviewed: 23/09/25

Review Cycle: Annually (or sooner if legal / regulatory changes occur)

Next Review Due: 23/09/26

Approved by: Directors, SEND the Help CIC

1. Policy Statement

SEND the Help CIC recognises its duty under the Health & Safety at Work etc. Act 1974 and associated regulations to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, contractors, service users, and visitors. We are committed to:

- Preventing accidents and work-related ill health.
- Providing safe systems of work, safe equipment, and safe handling of substances.
- Carrying out and regularly reviewing risk assessments.
- Providing information, instruction, supervision, and training to ensure competence.
- Consulting with staff, volunteers, and service users on matters affecting health and safety.
- Ensuring contractors working on behalf of the CIC adhere to our health and safety requirements.
- Embedding health, safety, and wellbeing into all aspects of our SEND support and enabling services.

2. Scope

This policy applies to:

- All SEND the Help CIC staff, practitioners, volunteers, and directors.
- All young people, parents/carers, and professionals attending sessions, workshops, or events.
- All work activities, including: enabling services, workshops, home visits, community outreach, online delivery, and office-based work.

3. Responsibilities

Directors:

- Provide clear leadership and resources to implement this policy.
- Review risk assessments and health & safety arrangements annually.
- Ensure compliance with legislation and best practice.

Designated Health & Safety Lead:

- Oversee health & safety systems.
- Ensure incident/accident logs are maintained and reviewed.
- Ensure risk assessments are carried out, updated, and monitored.

Staff and Volunteers:

- Co-operate with the organisation's health & safety measures.
- Take reasonable care of their own health and safety and that of others.
- Use equipment correctly and follow safe working procedures.
- Report hazards, incidents, or near misses promptly.

Young People and Visitors:

- Expected to follow reasonable instructions and behave in ways that ensure safety.
- Supported to understand health & safety boundaries in a developmentally appropriate way.

4. Risk Assessment

- Risk assessments are working documents reviewed at least annually and sooner when activities, environments, or risks change.
- Assessments will take account of SEND needs, medical conditions, accessibility, and communication barriers.
- Staff are responsible for dynamic risk assessment during sessions and visits, adapting activities as required.

5. Training & Competence

- All staff and volunteers will receive induction training, including health & safety awareness, safeguarding, lone working, fire safety, and first aid procedures. - Refresher training will be provided annually or sooner if roles or risks change. - Additional training will be provided where specific risks are identified (e.g., manual handling, managing challenging behaviour).

6. Consultation & Communication

- Health & safety is a standing agenda item at staff/board meetings. - Staff, volunteers, and service users are encouraged to raise health & safety concerns. - Findings from risk assessments and incident reviews will be communicated to staff and acted upon promptly.

7. Accident, Incident & Near Miss Reporting

- All incidents, accidents, and near misses will be reported, recorded, and investigated. - Accident reports will include causes, immediate actions, and long-term preventive measures. - Serious incidents will be escalated to directors and external authorities where required.

8. Monitoring & Review

- Incident and accident records will be reviewed termly to identify trends and lessons learned. - The directors will review this policy and risk assessments annually, or sooner if required by changes in law or circumstances.

9. Related Policies

- Safeguarding & Child Protection Policy - Lone Working Policy - Behaviour Management Policy - Data Protection & GDPR Policy - Equality, Diversity & Inclusion Policy - Complaints Policy