

# Health and Safety Policy

Policy Management	
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Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

## 1. Purpose

This policy outlines how we protect the health, safety and welfare of everyone involved in Bee-Able CIC's activities.

## 2. Our Commitment

We:

- ☒ Comply with health and safety law
- ☒ Assess and reduce risks
- ☒ Provide training and information
- ☒ Ensure safe environments and equipment
- ☒ Maintain appropriate Public Liability and Employer's Liability Insurance

## 3. Responsibilities

- **Managers:** oversee implementation, risk assessments and compliance.
- **Group Coordinators:** responsible for health and safety at each group and undertake regular health and safety training.



- **Staff and volunteers:** follow procedures, report dangers, hazards and disrepair and take care of themselves and others.
- **Service users and carers:** follow reasonable safety instructions.

## 4. Risk Assessments Process

Group Coordinators and Admin work together to carry out risk assessments for:

- Venues
- Activities
- Transport
- Individuals with specific needs

Assessments are reviewed before each session, before an activity or trip, annually and/or when circumstances change, dependent on type.

## 5. Building and Environment

The main responsibility of the buildings that we use lies with the hirers.

- Safety inspections are carried out regularly and all electrical/gas equipment conforms to safety requirements.
- Heaters, electric sockets, wires and leads are properly guarded and children/adults are taught not to touch them.
- The temperature of the hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas.

## 6. Outdoor Areas

- Outdoor areas are securely fenced.
- A safety check is carried out before the use of the outdoor area.
- All outdoor activities are supervised at all times.



## 7. Security

- Doors are kept locked wherever possible during the sessions.
- Children/adults are unable to leave the building unnoticed.
- A member of staff is at the door area at the start and end of each session.
- The arrival and departure times for each child/adult are recorded, including who will be collecting the child/adult.
- Staff and visitors are responsible for their own personal belongings.
- Staff are required to make sure they leave the building safe and secure.

## 5. Emergencies

We maintain up to date emergency contacts, medical advice and consents for all service users.

We have procedures for:

- Fire evacuation
- First aid
- Accidents and incidents
- Administration of medicines
- Infection control
- Food and drink
- Severe weather closures

## 6. Training

Staff and volunteers have enhanced DBS checks and receive training in:

- Health and safety awareness



- First aid
- Fire safety
- Infection control

## **7. Reporting**

Accidents and near misses are recorded and reviewed to prevent recurrence.

## **8. Monitoring and Review**

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.