

Health and Safety Policy

Policy Management	
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Date of Last Review: <i>July 2025</i>	
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.