

# Family Mental Fitness North East

## Health & Safety Policy



### Statement:

Family Mental Fitness North East CIC is committed to ensuring the safety and wellbeing of all staff, volunteers, and clients. We maintain safe, accessible environments and take all reasonable steps to prevent accidents or harm.

### Policy:

- Conduct a risk assessment before each project, event, or programme session.
- Maintain compliance with fire safety, first aid, and public liability insurance requirements.
- Record, report, and investigate all accidents and incidents promptly.
- Ensure all staff and volunteers are trained in emergency and evacuation procedures.
- Keep first aid kits accessible, well-stocked, and regularly checked.

**Lone Working** – FMFNE recognises that some work will involve visiting children and families in their homes or delivering services in community venues without other staff present. Staff and volunteers must follow the Lone Worker Procedure, which includes informing a colleague or director of their location, expected duration, and confirming safe departure.

**Venue-Specific Risk Assessments** – A risk assessment will be completed for every venue, including schools, community spaces, and private homes, before work begins. This ensures any hazards are identified and mitigated.

**Incident Reporting** – All accidents, near misses, or dangerous occurrences must be recorded in the Accident/Incident Log within 24 hours and reported to the Director. Where relevant, these will also be shared with the venue and safeguarding lead.

**Review** – This policy will be reviewed annually, or immediately after any significant health and safety incident, to ensure it remains effective and compliant.

**Date:** July 2025

**Revisions:**

**Review:** Annually

