

# Flip The Script YOUTH CIC

## HEALTH AND SAFETY POLICY

<b>Document:</b>	HEALTH AND SAFETY POLICY
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### 1. PURPOSE

This policy ensures Flip The Script Youth CIC provides a safe environment for children, young people, staff, volunteers, and visitors. Health and safety is integral to safeguarding.

### 2. RESPONSIBILITIES

- Board of Directors: Strategic oversight of health and safety
- Senior Management: Implement and monitor health and safety policies
- All Staff: Follow procedures and report hazards
- Young People: Take reasonable care of themselves and others

### 3. RISK ASSESSMENTS

We conduct risk assessments for all activities, premises, and equipment. Risk assessments are reviewed regularly and after any incidents. See Risk Assessment Procedures.

### 4. PREMISES

We ensure premises are:

- Clean, well-maintained, and secure
- Regularly inspected for hazards
- Equipped with adequate fire safety equipment
- Accessible and compliant with disability requirements
- Appropriately insured



## 5. FIRE SAFETY

- Fire risk assessments completed annually
- Fire drills conducted termly
- Fire exits clearly marked and kept clear
- Fire extinguishers serviced annually
- Staff trained in fire procedures

## 6. FIRST AID

- Designated first aiders on site during all activities
- First aid kits stocked and accessible
- First aid training updated every three years
- Accidents recorded and reported as required
- Serious incidents reported to HSE via RIDDOR

## 7. TRIPS AND ACTIVITIES

All trips require:

- Risk assessment
- Parental consent
- Adequate supervision ratios
- Emergency contact information
- First aid provision
- Transport safety checks

## 8. EQUIPMENT

All equipment:

- Appropriate for age and ability
- Maintained and inspected regularly
- Used safely with appropriate supervision



- PAT tested annually if electrical

## 9. REPORTING

All accidents, near misses, and hazards must be reported immediately. Serious incidents are investigated, and lessons learned are shared.

## 10. TRAINING

Staff receive:

- Health and safety induction
- Fire safety training
- First aid training (for designated first aiders)
- Role-specific health and safety training

