

Hummingbird Community Activities

Health & Safety Policy



Owner: Joanna Kusnierek

Organisation: Hummingbird Community Activities

Review frequency: Annually or following any incident or regulatory change

Date implemented: 20/06/2026

1. Statement of Intent

Hummingbird Community Activities is committed to providing a safe, supportive, and inclusive environment for all service users, staff, volunteers, and visitors.

We recognise our legal responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations. We aim to:

- Prevent accidents and work-related illness
- Safeguard individuals with additional needs
- Maintain safe environments during all activities
- Promote a positive safety culture
- Ensure all staff understand and follow safe working practices

2. Responsibilities

2.1 Owner / Responsible Person (Joanna Kusnierek)

The owner is responsible for:

- Overall health and safety compliance
- Ensuring adequate policies and procedures are in place
- Providing sufficient resources (training, equipment, staffing)
- Ensuring risk assessments are completed and reviewed
- Reporting notifiable incidents to relevant authorities (e.g. HSE)

2.2 Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of themselves and others
- Follow all policies, procedures, and risk assessments
- Report hazards, incidents, or near misses immediately
- Use equipment correctly and safely

- Support safeguarding and dignity of service users

2.3 Service Users and Families (where applicable)

We will encourage safe participation by:

- Providing clear instructions in accessible formats
- Supporting individual risk management plans
- Involving families/carers where appropriate

3. Risk Assessment

Hummingbird Community Activities will:

- Carry out written risk assessments for all activities and venues
- Identify hazards, who may be harmed, and control measures
- Review assessments at least annually or when circumstances change
- Maintain individual risk assessments for service users where needed

Typical risks assessed include:

- Community outings
- Transport and travel
- Manual handling (where applicable)
- Challenging behaviour
- Medical needs and emergencies
- Safeguarding risks

4. Safe Activities and Community Engagement

We will ensure:

- Adequate staffing ratios based on risk level
- Pre-visit checks of venues where appropriate
- Safe travel arrangements
- Emergency contact details are always available
- Activity plans include risk controls

5. Safeguarding and Vulnerable Persons

As services support individuals with additional needs, safeguarding is central.

We will:

- Follow a robust Safeguarding Adults and Children Policy
- Train all staff in safeguarding awareness
- Report concerns immediately to the Designated Safeguarding Lead
- Work in partnership with local authorities where required

6. First Aid and Medical Needs

- At least one trained first aider will be present during activities (where possible)
- First aid kits will be available and checked regularly
- Individual medical needs (e.g. epilepsy, allergies, diabetes) will be documented
- Emergency medication (e.g. EpiPens) will be managed safely and in line with care plans
- Emergency services will be contacted when necessary

7. Incident and Accident Reporting

All incidents must be reported, including near misses.

Procedure:

1. Ensure immediate safety
2. Provide first aid if required
3. Inform Joanna Kusnierek or designated lead
4. Record details in the accident/incident log
5. Report to external bodies if legally required (e.g. RIDDOR)

8. Safeguarding of Staff and Lone Working

Where staff may work alone:

- Lone working risk assessments will be completed
- Staff must check in/out with management
- Emergency contact procedures will be followed
- Staff must carry communication devices where possible

9. Manual Handling

Where manual handling is required:

- Tasks will be assessed in advance
- Staff will receive training where appropriate
- Mechanical aids will be used where necessary
- Unsafe lifting will not be permitted

10. Infection Prevention and Hygiene

We will:

- Encourage good hand hygiene
- Provide cleaning materials and PPE when needed
- Follow public health guidance during outbreaks
- Support service users with personal care safely and respectfully

11. Equipment Safety

- All equipment used in activities will be safe, suitable, and maintained
- Faulty equipment will be removed from use immediately
- Regular checks will be carried out and recorded

12. Fire Safety and Emergency Procedures

We will:

- Ensure venues have fire risk assessments (where applicable)
- Maintain clear evacuation procedures for all locations
- Identify evacuation support needs for service users
- Conduct emergency drills where appropriate
- Keep emergency contact lists accessible

13. Transport and Community Travel

Where transport is provided or supported:

- Vehicles must be roadworthy, insured, and appropriately maintained
- Drivers must hold valid licences and appropriate business insurance
- Seatbelts must be worn at all times
- Safeguarding procedures apply during travel
- Journey risk assessments will be completed when needed

14. Training and Competency

All staff and volunteers will receive:

- Induction covering health and safety policies
- Ongoing refresher training
- Role-specific training (e.g. first aid, safeguarding, behaviour support)
- Records of training completion

15. Monitoring and Review

This policy will be:

- Reviewed annually by Joanna Kusnierek
- Updated after incidents, inspections, or legal changes
- Communicated to all staff and volunteers
- Available to service users, families, and regulators upon request

16. Commitment Statement

Hummingbird Community Activities is committed to ensuring that all community-based activities are delivered safely, respectfully, and in a way that protects the well-being of every individual involved.