

Health & Safety Policy

J&V Activity Buddies



Owner: Vendula Kufuor

Organisation: J&V Activity Buddies

Version: 1.0

Date: June 2026

1. Policy Statement

J&V Activity Buddies is committed to providing a safe, healthy, and supportive environment for all service users, employees, volunteers, and visitors.

We recognise our legal obligations under the **Health and Safety at Work etc. Act 1974** and associated regulations. We will take all reasonably practicable steps to prevent accidents, injuries, and work-related ill health.

We are particularly committed to safeguarding the wellbeing of people with additional needs by ensuring safe participation in community-based activities.

2. Responsibilities

2.1 Owner / Responsible Person (Vendula Kufuor)

The owner holds ultimate responsibility for health and safety and will:

- Ensure this policy is implemented and maintained
- Provide adequate resources (staffing, training, PPE, equipment)
- Ensure risk assessments are completed and reviewed
- Investigate serious incidents and ensure corrective actions are taken

2.2 Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of themselves and others
- Follow all policies, procedures, and training
- Report hazards, incidents, and near misses immediately
- Use equipment safely and as instructed

2.3 Service Users (where appropriate)

Service users will be supported to:

- Participate safely within their abilities
- Follow guidance provided by staff
- Communicate discomfort, risks, or concerns

3. Risk Assessment

J&V Activity Buddies will carry out risk assessments for:

- Community outings and activities
- Transport and travel
- Manual handling and physical support
- Individual service user needs
- Environmental hazards (venues, public spaces)

Risk assessments will:

- Be recorded in writing
- Be reviewed regularly (at least annually or after change)
- Be person-centred and activity-specific
- Include control measures to reduce risk to acceptable levels

4. Safeguarding and Safety Integration

Although safeguarding is covered in a separate policy, it is closely linked to health and safety. Staff must immediately report:

- Any injury or accident
- Any unsafe behaviour or environment
- Any concern about a service user's wellbeing

5. First Aid and Medical Needs

- A sufficient number of trained **first aiders** will be available during activities
- First aid kits will be carried during community outings
- Individual medical needs (e.g. allergies, epilepsy, diabetes) will be documented in care plans
- Emergency medication (e.g. EpiPens) will be accessible when required

- All incidents will be recorded in an accident book

6. Incident and Accident Reporting

All incidents must be reported immediately and recorded, including:

- Injuries (minor or major)
- Near misses
- Unsafe situations
- Property damage

Serious incidents will be escalated to:

- Owner (Vendula Kufuor)
- Relevant external authorities (e.g. HSE if required)

Corrective actions will be documented and reviewed.

7. Manual Handling and Physical Support

Staff will:

- Receive training in safe manual handling
- Use correct techniques to support service users safely
- Use equipment (e.g. wheelchairs, mobility aids) correctly
- Avoid unsafe lifting wherever possible

Risk assessments will determine safe levels of physical support for each individual.

8. Community Activities and Transport Safety

As a community-based service:

- Transport used must be roadworthy, insured, and appropriately maintained
- Seatbelts must be worn at all times
- Ratios of staff to service users will be risk-assessed per activity
- Emergency contact information must be carried at all times
- Clear meeting points and headcounts must be used during outings

9. Infection Prevention and Control

J&V Activity Buddies will:

- Promote good hand hygiene
- Provide sanitising products where required
- Encourage safe food handling practices
- Follow guidance during outbreaks of infectious illness (e.g. flu, COVID-19)
- Ensure cleaning of frequently used equipment

10. Personal Protective Equipment (PPE)

Where required, PPE will be provided and may include:

- Disposable gloves
- Aprons
- Masks (if risk assessed)
- Cleaning materials for hygiene control

Staff must use PPE correctly and consistently when required.

11. Training and Competence

All staff and volunteers will receive:

- Induction training in health and safety
- Manual handling training (where relevant)
- First aid training (designated staff)
- Safeguarding awareness
- Ongoing refresher training

Training records will be maintained and reviewed.

12. Emergency Procedures

Emergency procedures will cover:

- Fire evacuation
- Medical emergencies
- Missing persons during outings

- Severe weather disruptions
- Transport breakdowns

All staff must be familiar with emergency protocols and act calmly and swiftly.

13. Communication and Reporting

Health and safety information will be:

- Clearly communicated to all staff
- Reviewed in team meetings
- Shared appropriately with service users and families (where relevant)

14. Monitoring and Review

This policy will be:

- Reviewed at least annually
- Updated following any significant incident
- Adjusted in response to changes in legislation, service delivery, or risk profile