



Engage Community

Health and Safety Policy

1. Policy Statement

Engage Community is committed to providing a safe, healthy, and supportive environment for all children, young people, staff, volunteers, parents/carers, and visitors. We recognise our legal and moral responsibilities to ensure that risks are minimised and that everyone can participate in our programmes and activities safely.

Health and safety is a shared responsibility. All staff, volunteers, and participants are expected to follow this policy and contribute to maintaining safe practices.

2. Aims and Objectives

Through this policy, Engage Community aims to:

- Comply with all relevant health and safety legislation and guidance.
- Provide safe facilities and equipment.
- Ensure staff and volunteers are trained and competent in health and safety procedures.
- Identify, assess, and manage risks to reduce accidents and incidents.
- Promote a culture of safety awareness and responsibility.
- Respond promptly and appropriately to accidents, incidents, and emergencies.

3. Responsibilities

Management/Leadership Team

- Ensure health and safety is embedded in all activities and operations.
- Conduct regular risk assessments and review procedures.
- Provide training and resources for staff and volunteers.
- Maintain accident/incident records and report where required.
- Liaise with external agencies (e.g. schools, local authority, emergency services) where necessary.

Staff and Volunteers

- Follow Engage Community's health and safety procedures.
- Conduct dynamic risk assessments during sessions.
- Report hazards, near misses, or unsafe practices immediately.
- Supervise children appropriately and ensure safe use of equipment.
- Record and report all accidents and incidents.

Parents/Carers

- Provide up-to-date information on their child's medical needs, allergies, and emergency contacts.
- Ensure children are suitably dressed and equipped for activities.

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Children and Young People

- Follow the safety rules explained by staff.
- Respect equipment, facilities, and others.
- Report any hazards, injuries, or concerns to staff.

4. Risk Assessments

- Risk assessments are carried out for all venues, activities, and trips.
- Dynamic risk assessments will be made where situations change unexpectedly.
- Completed risk assessments are reviewed regularly and updated as needed.

5. Accidents, Incidents and First Aid

- At least one trained First Aider will be present at every session.
- A fully stocked First Aid kit will be available at all sessions.
- All accidents, incidents, and near misses will be recorded in the Accident/Incident Log.
- Parents/carers will be informed of any accidents or injuries involving their child.
- Serious incidents will be reported to the relevant authorities in line with statutory requirements.

6. Fire Safety and Emergency Procedures

- Emergency exits will be clearly marked and kept clear at all times.
- Fire evacuation procedures will be explained to all staff, volunteers, and children.
- Regular fire drills will be carried out where applicable.
- Staff will follow Engage Community's Emergency Procedures in the event of a fire, lockdown, or other emergency.

7. Safe Use of Equipment and Facilities

- All equipment will be checked regularly for safety and maintained appropriately.
- Unsafe or damaged equipment will be removed immediately.
- Children will only use equipment under staff supervision.
- Venues will be inspected before each session to ensure they are safe and suitable.

8. Safeguarding and Health Links

This Health and Safety Policy links with Engage Community's **Safeguarding Policy**. Protecting children from harm includes preventing accidents, ensuring safe supervision, and minimising risks in physical and online environments.



9. Training and Awareness

- All staff and volunteers will receive appropriate health and safety training.
- First Aid training will be refreshed in line with statutory requirements.
- Health and safety will be a standing item at staff meetings.

10. Review of Policy

This policy will be reviewed annually, or sooner if legislation, guidance, or circumstances change.

Adopted by Engage Community

Date: 01.09.2025

Signed: Matt Price (CEO Engage Community)