



Healthy and Safety Policy

Monitoring and updating	
Date Policy was reviewed:	February 2026
Signed by: (printed name and signature)	Leah Collins
Date of next review:	February 2027



Aim

This policy aims to make children, parents and staff aware of health and safety issues within our service and to minimise the risks so that all of our service users can thrive in a healthy and safe environment.

Staff and Management Responsibilities:

The managing directors (Jazuela Wall and Leah Collins) have overall responsibility for health and safety. The managing directors are the designated competent persons to meet health and safety requirements.

However, all staff are responsible for health and safety. The management and staff will ensure health and safety is our first priority.

All staff must read this policy and the session specific risk assessments before working at a SENDsenses service.

Where possible, staff should make dynamic risk assessments and take immediate action to ensure the environment and the service users are safe.

If there is a health and safety concern that they are not able to rectify immediately, staff must notify one of the health and safety officers:

Jazuela Wall / Leah Collins
sendsenses@gmail.com

As a team we will strive to;

- create an environment that is safe and without risk to health
- prevent accidents and cases of work related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Fire

Fire safety risk assessments will be in line with government guidance: [Layout 1 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Fire Safety will be included on all risk assessments. In the event of an uncontrollable fire, the session specific risk assessment is to be followed and 999 to be called by the senior member of staff present.

Staff and attendees will be made aware of site specific evacuation procedures before attending the session.

Liability insurance

SENDsenses has Public Liability insurance covered by Policy Bee of an amount up to £2,000,000 and Employers Liability insurance up to the amount of £5 million.

Policy Number: 15168263



Equipment

Staff will ensure all equipment is maintained and safe to use prior to the start of each session.

Where provided, manufacturers instructions will be followed.

Staff will demonstrate safe use of equipment to service users.

Session specific risk assessments will outline the procedures for specific equipment.

Staff Ratios

We recognise that the children in our care have a high level of need and want to ensure they receive the support that they require to enable them to get the most out of our services..

Therefore, our staff to child ratio is higher than legislation requires.

For drop off sessions, with children over the age of 8 years, our staff to child ratio is 1:5.

However, individuals who require 1:1 support due to their needs are required to be accompanied by an external adult (e.g. parent/carer).

Any children under the age of 8 years old will need to be accompanied by an adult.

Session specific risk assessments will outline the ratios required.

First Aid

At least one of the session leaders will hold a first aid certificate. A first aid kit will be available during all sessions. When parents are accompanying their child, they remain responsible for the child's medical needs.

Parents must inform SENDsenses of any medical conditions their child has prior to attending the session.

In the case of serious injury or illness, the parent/carer will be contacted and, where necessary, 999 called.

Reporting & recording

Injuries, accidents, illnesses and outbreaks must be communicated with the parent/carer in writing (e.g via email). In the case of a contagious illness, all attendees of the session will be notified in writing.

Accidents and injuries will be logged by the member of staff present on the 'Accident/Incident/Injury Log' in google drive. This log will be password protected and only accessible to staff. If an access request is made, the relevant information will be exported.

Information will be kept unless there is a request for deletion.

Bristol:

Bristol City Council and North Somerset Council (depending on location of session) are the enforcing authority for health and safety law, they have a role in investigating accidents and complaints, carrying out health and safety inspections, investigate complaints about workplaces and ensure that accident notifications received in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are investigated.

Bristol City Council - Health & Safety Team:



Bristol City Council
Health and Safety (City Hall)
P.O Box 3399
Bristol
BS1 9NE
Tel: 0117 922 2500
Email: health.safety@bristol.gov.uk
North Somerset Council - Health & Safety:
Tel: 01934 888 802
Email: foodandsafety@n-somerset.gov.uk

- Riddor (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Health and Safety Executive (HSE) - RIDDOR online reporting form:

www.hse.gov.uk/riddor/report.htm

[Reporting accidents and incidents at work](#)

Types of reportable incidents:

Employers must report any incident if it results in death, major injury or a member of the public being taken to hospital. Employers must also report occupational diseases, dangerous occurrences, gas incidents, and any disease caused by an occupational exposure to a biological agent including occupational cancer.

- UK Health Security Agency Protection Team (UKHSA HPT)

Education and childcare settings are asked to contact their UK Health Security Agency Health Protection Team (UKHSA HPT) to seek specialist advice and report any outbreak or serious or unusual illness. Education and childcare settings may consider seeking specialist advice from the relevant UKHSA HPT if they are concerned and have seen:

- a higher than previously experienced and/or rapidly increasing number of staff or children's absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital
- more than one infection circulating in the same group of children and staff for example chicken pox and scarlet fever

Childcare settings are also asked to contact their UKHSA HPT as soon as possible to report any outbreak or serious or unusual illness for example, hepatitis, measles, mumps, rubella, scarlet fever, tuberculosis, typhoid, whooping cough and E.coli. These examples are not exhaustive.

UKHSA HPT South West:

Dominic Mellon, Regional Deputy Director
2 Rivergate
Temple Quay



Bristol
BS1 6EH
Email: swhpt@phe.gov.uk
Telephone: 0300 303 8162

Lone working

The lone working employee must have a phone on them at all times in case of emergency. The parent/carer of the child must know when and where the session is taking place. All staff will have an up to date DBS check and be aware of risk assessments and procedures relating to health and safety.

A risk assessment will be in place to reduce risk.

Manual Handling

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All staff who move and handle children receive appropriate physical intervention training, unless it is required in emergency situations to ensure the safety of the child.

Risk Assessments

Risk assessments cover all aspects of the setting, including outings, trips, and specific one-off activities. Risk assessments are reviewed annually or when updates are required and are 'living documents'. Staff are made aware of any changes to risk assessments. Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons.

Review and Monitoring

The setting will regularly (at least annually) monitor and review the health and safety policies to ensure they are reducing risks. Where there is a health and safety incident at the setting, the competent person and others with health and safety responsibilities, will assess the effectiveness of the settings procedures and its response. If necessary, changes to policies and procedures may be undertaken.