

The Log Cabin Charity

Health & Safety Policy

1. Purpose

This policy reaffirms our organisation's strong commitment to creating a safe, healthy, and well-managed environment for children, staff, volunteers, visitors, contractors, and partners, aiming to build confidence and shared responsibility.

It establishes a framework for legal compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, RIDDOR, COSHH, PUWER, the Fire Safety Order, and the Manual Handling Regulations, while also promoting a proactive safety culture.

2. Scope

This policy applies to all staff, sessional workers, volunteers, agency staff, trustees, visitors, contractors, and any individuals using the premises or participating in off-site activities, underscoring everyone's role in maintaining legal safety standards.

3. Responsibilities

- **Trustees:** Provide strategic oversight, ensure adequate resources, and monitor compliance.
- **Head of Service:** Hold overall accountability, ensuring that systems, training, and risk management practices are implemented effectively.
- **Senior Managers:** Implement procedures, maintain registers, oversee staff practices, and monitor incidents.
- **Staff & Volunteers:** Adhere to policies, report hazards, complete necessary training, use personal protective equipment (PPE), and maintain safe practices.
- **Contractors & Visitors:** Comply with site rules, follow instructions, and report any concerns immediately.

4. Health & Safety Arrangements

- **Risk Assessments:** Completed for all activities and reviewed annually or after any incidents.
- **Fire Safety:** Evacuation plans in place, with drills conducted every term, alarm tests performed weekly, and equipment serviced annually.
- **First Aid:** Qualified staff available on-site at all times, first aid kits checked monthly, and accident forms completed for all incidents.
- **Safeguarding Considerations:** Staff are required to consider environmental risks associated with behavioural and Special Educational Needs and Disabilities (SEND).
- **Supervision Ratios:** Managed based on individual needs, potential risks, and regulatory requirements.
- **Manual Handling:** Staff are trained, and lifting of children or equipment is done only when it is safe and appropriate.
- **Control of Substances Hazardous to Health (COSHH):** Hazardous substances must be stored securely, usage logged, and safety data sheets maintained.
- **Water Safety:** Measures in place for Legionella control, hot water temperature regulation, and regular flushing and testing.

The Log Cabin Charity

- **Food Safety and Hygiene:** All staff involved in food handling are trained to Level 2, and kitchen areas are regularly inspected.
- **Trips and Transport:** A complete risk assessment is conducted, along with a staffing plan, dynamic assessments, and vehicle safety checks.

5. Building & Site Safety

- Conduct daily checks of playgrounds, equipment, and indoor spaces.
- Ensure secure access control and maintain a visitor sign-in system.
- Maintain regular schedules for servicing heating, lighting, electrical systems, and fire safety equipment.
- Inspect playground equipment each term, with an additional annual external inspection.
- Implement a hazard reporting system, ensuring corrective actions are logged.

6. Incident, Accident, and Near-Miss Reporting

- Record all incidents using approved forms or digital logs.
- Escalate RIDDOR reportable events within the required legal timeframes.
- Managers are responsible for investigating incidents, identifying root causes, and establishing corrective actions.
- Share lessons learned with staff, ensuring safeguarding concerns are cross-referenced.

7. Training Requirements

Mandatory training for staff includes:

- Health and Safety Awareness
- Fire Safety and Evacuation
- Manual Handling
- First Aid (appropriate to the role)
- Food Hygiene (as applicable)
- Risk Assessment and Dynamic Assessment

Training logs will be maintained and reviewed quarterly.

8. Emergency Procedures

- Fire, lockdown, and evacuation procedures are clearly displayed and practised regularly.
- Missing child protocols are strictly followed.
- Emergency contact lists are updated bimonthly.
- The Critical Incident Plan is activated for significant events.

9. Monitoring & Review

- Managers conduct monthly health and safety audits.
- The HOS and Trustees perform an annual review.
- Trends are analysed quarterly.
- Policies are reviewed annually or after any significant incident or change in legislation.

The Log Cabin Charity

10. Policy Review

This policy will be reviewed annually or sooner if significant changes occur to ensure ongoing relevance and compliance

This policy was reviewed on:

Date: 04th December 2025

Signed:



Job/role title: Head of Service

Date: 04th December 2025