

Young & Inspired, Health & Safety Policy (Revised 14/11/2025)

1. Introduction and Statement of Commitment

Young & Inspired is committed to providing a safe, healthy, and inclusive environment for all children, young people, parents, staff, volunteers, and visitors. We recognise that families cannot engage meaningfully unless they feel physically and emotionally secure. This policy sets out the standards that guide our approach, reflecting our statutory duties .

We meet our responsibilities under:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- RIDDOR 2013
- COSHH 2002
- The Equality Act 2010
- UKHSA and NHS infection-control guidance
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- The Charities Act 2011 (trustee duties)

The Board of Trustees holds ultimate accountability for health and safety within the organisation. Senior leadership is responsible for the daily implementation of this policy, ensuring that staff understand their duties, that training is delivered, and that systems remain effective. A named competent person coordinates risk assessments, audits, and incident reporting.

2. Governance and Responsibilities

Young & Inspired maintains clear lines of responsibility:

Trustees provide strategic oversight, ensure compliance with legislation, and approve annual reviews of health and safety arrangements.

Senior Leadership ensures safe practice across programmes, oversees training, and responds to incidents and concerns.

The Competent Person coordinates risk assessments, ensures incident logs are complete, schedules annual checks, and updates staff on changes in law or best practice.

Staff and Volunteers must take reasonable care for their own safety and the safety of others, follow procedures, attend mandatory training, and report hazards immediately.

Parents, visitors, and contractors must comply with safety rules while on our premises.

3. Risk Assessment Policy

Risk assessment is central to how we manage safety. We carry out systematic and proportionate risk assessments in line with the Management of Health and Safety at Work Regulations 1999.

We assess risks across all activities, including on-site sessions, cooking groups, sports, art programmes, external trips, and any activity involving equipment or tools. Individual risk assessments are created for people who need additional support, including children with additional needs, expectant staff members, and volunteers with health conditions.

Each assessment identifies the hazards, evaluates potential harm, records control measures, and sets out clear supervision requirements. Risk assessments are reviewed annually, or sooner if the activity changes, an incident occurs, or new risks are identified. Staff are required to read and follow relevant assessments. Managers ensure that assessments are embedded into planning documents and session delivery. No activity may proceed without a completed or updated assessment.

Risk Register and Risk Monitoring

Young & Inspired maintains an organisational Health and Safety Risk Register which records significant operational, programme, environmental, safeguarding, and organisational risks. Risks are assessed according to likelihood and impact, with control measures identified and reviewed regularly. The Risk Register is reviewed quarterly by senior leadership and annually by Trustees, or sooner where incidents occur, new activities are introduced, or emerging risks are identified. Findings from incident reports, near misses, complaints, supervision, audits, and staff feedback inform updates to risk assessments and organisational planning.

4. Safe Premises and Equipment

We work to maintain safe, clean, and accessible premises. Fire exits remain clear at all times, fire alarms and extinguishers are regularly tested, and an annual fire risk assessment is completed by a competent professional. Evacuation procedures are explained to staff, volunteers, and children, and fire drills take place at least twice a year.

We ensure safe storage of cleaning materials and equipment in line with COSHH regulations. All electrical items receive PAT testing and are removed from use immediately if a fault is identified. Any equipment used in sessions, including cooking appliances, sports items and creative tools, is checked before use and supervised appropriately.

Where children or adults require assistance to evacuate safely, we create a Personal Emergency Evacuation Plan.

5. First Aid, Accidents, and Incident Reporting

A trained First Aider is present during all sessions. First aid kits are checked monthly and refilled when required. All accidents, injuries, near misses, or concerning incidents are recorded promptly in the incident log. RIDDOR-reportable incidents are escalated to the Health and Safety Executive when required, and all serious concerns are reviewed by senior leadership and reported to the Board of Trustees.

We work with parents to develop individual healthcare plans for children who have medical needs. Medication is stored securely and accessed only by authorised staff, but always remains available in an emergency.

Near Miss Reporting and Learning

Young & Inspired recognises that learning from near misses is an important part of preventing future incidents. Near misses, hazards, and safety concerns are recorded and reviewed alongside accidents and incidents to identify patterns, improve procedures, and strengthen preventative measures.

6. Infection Control and Hygiene

Young & Inspired follows NHS and UKHSA guidance to reduce the risk of infection. We encourage regular handwashing, maintain clean facilities, and disinfect shared materials. Exclusion periods for contagious illnesses are communicated to families, and staff follow clear protocols when symptoms appear during sessions.

7. Safeguarding, Supervision, and Lone Working

Health and safety is inseparable from safeguarding. We comply with Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2024 where relevant. Staff ratios are maintained at all times and volunteers are never left alone with children. All staff and volunteers undergo appropriate safer recruitment checks, including enhanced DBS where required.

Where staff undertake home visits or work alone, we follow our Lone Working Procedure. Staff share schedules, maintain contact, and use agreed check-in systems for their safety. Home visits are only conducted where risk assessments show they are safe and appropriate.

Contractors, venue providers, and visitors must comply with Young & Inspired health and safety procedures while using our premises or participating in activities. Relevant risk information will be shared where appropriate.

8. Off-Site Activities and Trips

Before any off-site trip, staff complete a site visit (virtual or in-person), ensure that risk assessments are completed, confirm the safety of transport arrangements, and check emergency contacts and medical information. Staff ratios reflect both the age and needs of the group. No trip proceeds without leadership approval.

Dynamic Risk Assessments

Staff are trained to carry out dynamic risk assessments throughout activities where conditions, participant needs, staffing levels, behaviour, transport arrangements, or environmental factors change. Activities may be paused, adapted, relocated, or stopped if risks increase beyond acceptable levels.

Risk assessment is a crucial part of how we keep children, young people, parents, staff and volunteers safe. Because our work is relationship-based and often takes place in people's homes, community venues and external activity sites, we treat risk assessment as a living process rather than a document that sits on a shelf. Our commitment is to understand risk early, plan for it realistically, and respond to it promptly so that families can take part in activities confidently and without unnecessary fear.

We follow the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which require us to identify hazards, assess their likelihood and potential harm, and put in place suitable control measures. However, our approach goes further. We consider not only physical safety but also emotional safety, trauma history, cultural context and the particular vulnerabilities that young parents or children with additional needs may bring into a session.

Every project and activity we run has a written risk assessment in place before delivery. This includes cooking sessions, art programmes, playgroups, sports and movement sessions, home visits, family events and all off-site trips. Assessments identify the environment, the equipment being used, participant needs, staffing requirements and emergency arrangements. Where individual children or parents have specific needs—such as hearing loss, mobility limitations, sensory sensitivities, or medical conditions—we produce an individual risk assessment in partnership with parents and professionals. This ensures that adaptations are meaningful and allow safe participation wherever possible.

Risk assessment does not end once a form is written. Staff are trained to carry out dynamic risk assessments throughout each session. This means they continuously observe what is happening in real time and respond to emerging risks—whether that is a distressed child, an unsafe piece of equipment, a sudden change in weather during an outdoor trip or a home environment that no longer feels safe. Staff know they can pause, adapt or end an activity if the risk becomes unacceptable. Managers support these decisions, and reflective supervision helps staff develop confidence and good judgement.

All new risk assessments are reviewed by a competent person and are updated at least once a year. They are also revised immediately when an activity changes, a new hazard is identified or an incident or near-miss occurs. Incident logs and debriefs are used to improve future assessments, and learning is shared across the team to prevent repeat risks. Trustees receive an annual report that summarises trends, improvements and areas requiring further attention.

Off-site trips and home visits each require a higher level of planning. Before any trip, staff complete a pre-visit assessment (either in person or virtually), confirm the safety of the venue, check accessibility and consider transport arrangements. Home visits follow a separate risk framework which assesses family circumstances, neighbourhood concerns, lone-working issues and emotional

safety. Staff use a check-in system and always retain the right to leave immediately if a situation feels unsafe.

We take a multi-agency approach to risk wherever possible. When we work with schools, nurseries, Family Hubs or partner organisations, we share relevant risk assessments and clarify responsibilities so that supervision, safeguarding and emergency procedures are understood by everyone involved. This consistency means families experience joined-up, reliable support—not conflicting expectations that may cause confusion or risk.

All staff and volunteers receive training on how to read, follow and contribute to risk assessments. They learn how to identify hazards, implement control measures, understand their duties, and record any concerns clearly. Managers ensure that risk assessment remains part of team meetings, supervision and programme reviews so that it never becomes a tick-box exercise.

Our overall aim is to create safe, predictable spaces where families can take part with confidence, and where risk is managed thoughtfully rather than avoided. By embedding this approach into everything we do—from planning sessions to evaluating incidents, we ensure that Young & Inspired continues to offer a safe, reliable and welcoming environment for everyone who walks through our doors. Young & Inspired views health and safety as a process of continuous learning. Accidents, incidents, hazards, complaints, and near misses are reviewed to identify patterns, improve procedures, strengthen training, and reduce future risk.

Outdoor and mobile activities such as parks provision, trips, transport, Banana Bus delivery, water activities, and community-based sessions require additional planning and supervision arrangements. Staff complete risk assessments, monitor changing circumstances, maintain communication systems, and adapt activities where required to ensure safety.

9. Accessibility and Inclusion

We value inclusive practice and provide reasonable adjustments in line with the Equality Act 2010. Many families we support have additional needs, including hearing loss, sensory sensitivity, mobility needs, or communication barriers. Our Hackney hub contains a telecoil-compatible hearing loop, and Phonak Roger assistive-listening equipment is available for one-to-one sessions and group work. We provide written materials in accessible formats and offer translation support for families who need it.

Emergency Procedures

Young & Inspired maintains clear emergency procedures covering fire, medical emergencies, missing children, severe weather, safeguarding incidents, transport incidents, and other unexpected situations. Staff and volunteers receive guidance on emergency responses, emergency contacts, evacuation arrangements, and reporting procedures.

10. Staff Wellbeing and Workload Management

The wellbeing of our staff is essential to safe practice. Following the HSE Stress Management Standards, managers monitor workload, offer reflective supervision, and provide access to support where the work may cause emotional strain. Staff may request adjustments during pregnancy, after bereavement, or where health needs affect their work.

11. Record Keeping, Learning, and Review

Accurate records remain a core part of our safety culture. We maintain incident logs, training records, risk assessments, fire drill registers, and equipment checklists. Leadership reviews incidents to identify themes or required changes. Learning is shared with staff during supervision, team meetings, and training sessions.

This policy is reviewed annually by the Board of Trustees as part of our organisational audit cycle, or sooner if an incident, legal change, or new programme requires an update. Health and safety is not a standalone document but a routine part of daily practice across Young & Inspired.

Young & Inspired conducts an annual health and safety audit to review incidents, training, procedures, risk areas, equipment, and compliance requirements. Findings inform future planning and improvements.

Emergency Continuity

Young & Inspired maintains contingency arrangements to ensure safe service continuation during unexpected disruption, including severe weather, infectious outbreaks, staffing shortages, premises issues, transport disruption, and other emergencies. Contingency plans are reviewed periodically and communicated to staff where relevant.



Kaila Klein

Trustee



Leahle Weinstein

Health and Safety Officer

14/11/2025