



## Health & safety

### 1. Statement of Intent

Bloomers Wellbeing / Lles Blodau CIC (“the Organisation”) is committed to providing a safe and healthy environment for all staff, volunteers, beneficiaries, visitors, and members of the public who may be affected by our work.

We aim to prevent accidents, minimise risks, and promote a culture of safety in all locations where we operate, including offices, schools, community venues, outdoor spaces, and during off-site or mobile work.

We will meet our legal obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all relevant Welsh legislation and guidance.

Health and safety is the responsibility of everyone in the Organisation.

### 2. Policy Scope

This policy applies to:

- Staff
- Volunteers
- Directors
- Students/placements
- Anyone representing the Organisation

It covers:

- Office-based work
- Sessions delivered in schools, community venues, youth settings
- Outreach work, travel between locations, and lone working
- Home visits (if undertaken)
- Remote or online work
- Events and outreach activities

### 3. Responsibilities

#### 3.1 Board of Directors

The Board ensures the Organisation has:

- Adequate resources for health and safety
- Systems to identify and manage risks
- Approved policies and arrangements that are reviewed regularly

The Board nominates a Director to oversee compliance.

#### 3.2 Managing Director / Youth Wellbeing Lead (Nick Claffey)

Responsible for:

- Day-to-day implementation of this policy
- Risk assessment oversight
- Ensuring staff/volunteers receive appropriate training
- Monitoring incidents and safety concerns
- Ensuring safe working arrangements on and off site



### 3.3 Staff and Volunteers

Everyone representing Bloomers must:

- Take reasonable care for their own safety and the safety of others
- Follow all safety procedures and risk assessments
- Report hazards, incidents, or near misses
- Use equipment safely
- Follow lone-working and off-site procedures
- Co-operate with investigations and reviews

### 4. Risk Assessment

The Organisation will complete and regularly update risk assessments for:

- Office spaces
- Off-site venues (schools, libraries, community centres, outdoors)
- Lone working
- Travel between sessions
- Working with children and young people
- Manual handling (moving resources/equipment)
- Fire safety
- Digital/online delivery
- Home visits (if undertaken)

Staff must familiarise themselves with venue-specific procedures including fire exits, safeguarding arrangements, and security.

### 5. Off-Site and Mobile Working

Many sessions take place away from Bloomers' premises. The Organisation will ensure:

#### 5.1 Venue Safety

- Only recognised, suitable, and risk-assessed venues will be used.
- Staff must follow the host venue's health and safety rules.
- Any hazards noticed on arrival must be reported immediately.

#### 5.2 Lone Working

- A lone-working procedure will be followed, including check-in/check-out.
- Location details must be provided to a designated contact before sessions.
- Staff should not place themselves in unsafe environments.
- Home visits require a separate risk assessment and approval.

#### 5.3 Travel Safety

Staff and volunteers must:

- Ensure their vehicle is roadworthy
- Follow road safety laws
- Avoid transporting young people in personal vehicles unless authorised and risk assessed
- Avoid using mobile phones while driving

Travel time must be considered when scheduling sessions.



#### 5.4 Outdoor Work

When working with young people outdoors:

- Weather conditions must be assessed
- Boundaries, meeting points, and safety expectations must be agreed
- Staff must have appropriate first aid access and charged phones
- Parental/carer consent must be in place when necessary

#### 6. First Aid

The Organisation will:

- Maintain appropriate first aid kits for on-site and off-site work
- Ensure access to a trained first aider at events and sessions where appropriate
- Follow venue-specific first aid arrangements when based in schools or community settings

All incidents requiring first aid must be recorded.

#### 7. Fire Safety

In all venues (including schools, community buildings and offices), staff must:

- Identify fire exits and evacuation routes
- Follow the fire procedures of the host venue
- Keep escape routes clear
- Report any concerns immediately

A fire risk assessment will be completed for any Bloomers premises.

#### 8. Accident, Incident and Near Miss Reporting

All accidents, injuries, and near misses – no matter how minor – must be:

- Reported to the Managing Director
- Recorded in the incident log
- Investigated to prevent recurrence

Serious incidents will be escalated to the Board and external bodies where required (e.g. RIDDOR).

#### 9. Equipment and Resources

The Organisation will ensure any equipment provided (laptops, tablets, printed materials, displays, session tools) is:

- Suitable
- Well maintained
- Stored safely
- Used only for its intended purpose
- Staff must not use unsafe or damaged equipment.

#### 10. Stress, Wellbeing and Workload Management

We recognise that the nature of emotional wellbeing work can impact staff and volunteers.

The Organisation will:

- Promote wellbeing and safe workloads
- Offer supervision for those in direct support roles
- Encourage staff to raise concerns about stress or mental health
- Follow appropriate HR and support pathways



#### 11. Training

All staff and volunteers will receive health and safety training appropriate to their role, including:

- Induction training
- Lone working
- Off-site safety
- First aid awareness (where relevant)
- Fire safety
- Risk assessment awareness

Training records will be maintained.

#### 12. Information Sharing & Communication

The Organisation will:

- Share policies and risk assessments openly with staff
- Update staff when procedures change
- Ensure contractors, volunteers, and placements understand their responsibilities
- Provide safety information to beneficiaries when relevant

#### 13. Monitoring, Review and Continuous Improvement

This Policy will be reviewed:

- Every 2 years, or
- Earlier if legislation, working practices, or incidents require changes

Risk assessments will be updated regularly and learning from incidents will inform organisational improvement.

#### 14. Policy Approval

Approved by: Nicholas Claffey

Role: Director

Date:16/8/25

Next Review Due: August 2027