



# **PMACTIVE Health & Safety Policy**

## **1. Purpose**

PMACTIVE is committed to protecting the health, safety and wellbeing of children and young people, staff, volunteers, visitors and others who may be affected by our activities.

PMACTIVE delivers activities across a range of external premises and locations.

The premises we use may have their own health and safety policies, procedures, risk assessments and emergency arrangements. PMACTIVE will work alongside the requirements of the premises we use. Where the premises have specific procedures, these will be followed by PMACTIVE staff and volunteers. PMACTIVE's policies and risk assessments will continue to apply to the activities, staffing arrangements and services provided by PMACTIVE.

This policy sets out PMACTIVE's overall approach to health and safety. Detailed procedures are contained within the relevant supporting policies.

## **Legal and Regulatory Framework**

PMACTIVE will take reasonable steps to comply with applicable health and safety legislation and guidance, including the:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), where applicable.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable.
- Regulatory Reform (Fire Safety) Order 2005, where applicable.
- Manual Handling Operations Regulations 1992, where applicable.

PMACTIVE will review its arrangements where legislation or relevant guidance changes.

## **Responsibilities**

PMACTIVE Management has overall responsibility for health and safety within PMACTIVE's activities and for ensuring appropriate arrangements are in place.

## **PMACTIVE Management will:**

- Provide appropriate arrangements for managing health and safety.

- Ensure suitable and sufficient risk assessments are completed.
- Ensure appropriate control measures are implemented.
- Provide suitable information, instruction and training.
- Ensure staff and volunteers understand their health and safety responsibilities.
- Ensure appropriate first aid arrangements are in place.
- Monitor accidents, incidents and near misses.
- Review health and safety arrangements when circumstances change.
- Liaise with venue providers regarding relevant health and safety arrangements.
- Take appropriate action where health and safety concerns are identified.

**Staff and volunteers are responsible for:**

- Taking reasonable care of their own health and safety and that of others.
- Following PMAActive policies, procedures and risk assessments.
- Following relevant venue health and safety and emergency procedures.
- Using equipment safely and appropriately.
- Reporting hazards, defects, accidents, incidents and near misses.
- Reporting concerns to PMAActive Management.
- Attending required training.
- Not knowingly undertaking activities beyond their competence or training.
- Taking immediate reasonable action to protect children and young people where an unsafe situation arises.

**Risk Assessment**

PMAActive will identify and manage health and safety risks associated with its activities.

A suitable risk assessment will be completed by a competent person where required.

Risk assessments may cover:

- Activities and sessions.
- Venues and locations.
- Equipment.
- Staffing and supervision.
- Lone working.
- Individual children and young people.
- Medical and additional support needs.
- Environmental conditions.
- Emergency arrangements.

Risk assessments will be reviewed regularly and whenever there is a significant change in circumstances, following an accident or incident, or where new information identifies a potential risk.

Further information is contained within the **Risk Assessment Policy**.

## **Training and Competence**

PMAActive will provide appropriate health and safety information, instruction and training to staff and volunteers according to their role and responsibilities.

Training may include:

- General health and safety.
- Safeguarding.
- First aid.
- Emergency first aid.
- Fire safety.
- Manual handling.
- Risk assessment.
- Safe use of equipment.
- Emergency procedures.
- Lone working.
- Specific training relating to individual children or young people's needs.

Staff and volunteers must only undertake tasks for which they have appropriate information, instruction, training or competence. Training requirements will be reviewed when roles, activities or risks change.

## **Fire Safety and Emergency Evacuation**

PMAActive staff and volunteers must familiarise themselves with the fire procedures of each venue or location where they work.

Before activities begin, staff should know, where applicable:

- The location of fire exits.
- The fire alarm arrangements.
- The emergency evacuation procedure.
- The assembly point.
- How participants will be accounted for.
- Any specific arrangements for children or young people requiring additional assistance.

If the fire alarm sounds, staff and volunteers must follow the venue's evacuation procedure and ensure children and young people are safely evacuated.

Staff must not place themselves or others at unnecessary risk.

The maintenance, testing and servicing of fire alarms and firefighting equipment will normally remain the responsibility of the premises owner or operator unless otherwise agreed.

Further procedures are contained within the **Fire & Evacuation Policy**.

## **First Aid and Medical Emergencies**

PMAActive will ensure that appropriate first aid arrangements are considered for each activity and location. First aid provision will be proportionate to the nature of the activity, the number and needs of participants, staffing arrangements and the environment in which the activity takes place.

For group sessions, at least one member of PMAActive staff will have access to a suitable first aid kit. When lone working with a young person, the member of staff will have access to an appropriate first aid kit.

Emergency medical situations will be managed in accordance with PMAActive's Emergency Medication Policy, relevant individual healthcare information and emergency procedures. Where emergency medical assistance is required, staff will contact the emergency services without delay.

Further information about first aid, accidents, injuries and emergency responses is contained within the Accident, Injury and First Aid Policy and Emergency Medication Policy.

### **Recording and Learning from Incidents**

Accidents, injuries, incidents and significant near misses must be reported to PMAActive Management and recorded in accordance with the Accident, Injury and First Aid Policy. PMAActive Management will review significant incidents and, where necessary, update:

- Risk assessments.
- Staffing arrangements.
- Equipment.
- Activities.
- Training.
- Venue arrangements.
- Policies or procedures.

Learning from incidents will be used to improve PMAActive's health and safety arrangements and reduce the likelihood of recurrence.

## **Reporting Serious Incidents and RIDDOR**

PMAActive will report incidents that meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE) within the required timescales.

PMAActive Management will determine whether an incident is reportable and will ensure that any required reporting is completed. Records of accidents, incidents and near misses will be maintained and reviewed to identify any actions or improvements required.

## **Manual Handling**

PMAActive will seek to avoid unnecessary manual handling wherever reasonably practicable.

Where manual handling is required, staff and volunteers should:

- Consider whether the task can be avoided.
- Assess the load and environment.
- Use appropriate equipment where available.
- Ask for assistance with heavy, awkward or difficult loads.
- Use safe lifting techniques.
- Not attempt to lift a person or object where doing so would place themselves or others at unreasonable risk.

Where staff are required to support or assist a child or young person with physical movement or transfers, appropriate individual arrangements and risk assessments will be considered.

## **Hazardous Substances and COSHH**

PMAActive will manage the risks associated with hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) where applicable.

PMAActive will seek to:

- Avoid the use of hazardous substances where reasonably practicable.
- Use safer alternatives where available.
- Ensure hazardous substances are stored and used safely.
- Follow manufacturer instructions.
- Ensure appropriate control measures are in place.
- Provide appropriate information and training.
- Use personal protective equipment where required.

Where PMAActive uses external premises, responsibility for substances and cleaning products belonging to the premises will normally remain with the premises owner or operator.

Staff and volunteers must not use hazardous substances unless they have been given appropriate information and instruction.

## **Equipment**

PMAActive will take reasonable steps to ensure equipment used during its activities is suitable, safe and appropriate for its intended purpose.

Staff and volunteers must:

- Carry out appropriate checks before using equipment.
- Follow manufacturer's instructions where applicable.
- Use equipment only for its intended purpose.

- Report damaged or defective equipment immediately.
- Remove unsafe equipment from use where appropriate.
- Store equipment safely after use.

Where equipment belongs to an external venue, PMAActive will report defects or concerns to the venue provider and will not knowingly use equipment that presents an unacceptable risk.

### **Good Housekeeping and Environmental Safety**

PMAActive will take reasonable steps to maintain safe working and activity areas.

Staff and volunteers should ensure that:

- Walkways and access routes remain clear.
- Fire exits and emergency routes are not obstructed.
- Equipment is stored safely.
- Bags and personal belongings do not create trip hazards.
- Trailing cables are avoided or appropriately secured.
- Spills are dealt with promptly or reported.
- Damaged facilities are reported.
- Waste is disposed of appropriately.
- Unsafe conditions are reported to PMAActive Management and, where appropriate, the venue provider.

### **Ventilation, Temperature, Lighting and Noise**

PMAActive will consider environmental conditions when planning and delivering activities.

Where concerns arise regarding:

- Ventilation.
- Temperature.
- Lighting.
- Noise.
- Air quality.
- General environmental conditions.

staff should report the concern to PMAActive Management and, where appropriate, the venue provider.

Where conditions create a significant risk to health or safety, PMAActive may modify, pause or stop an activity until appropriate controls are in place.

### **Welfare Arrangements**

PMAActive will consider the welfare needs of staff and participants when using external venues and locations.

Where appropriate, PMAActive will establish the availability of:

- Suitable toilet facilities.
- Handwashing facilities.
- Drinking water.
- Appropriate rest or break areas.
- Suitable facilities for staff.
- Appropriate accessibility arrangements.
- Facilities required to support individual needs.

Where PMAActive identifies inadequate welfare arrangements at a venue, the concern will be raised with the venue provider and alternative arrangements considered where necessary.

### **Lone Working**

Where staff or volunteers work alone or provide one-to-one support, PMAActive will assess and manage the additional risks associated with lone working.

Staff and volunteers must follow the **Lone Working Policy** and any relevant individual risk assessment. Individual risk assessments will be used where required for children and young people receiving regular one-to-one or lone-working support.

### **Health, Medical Needs and Additional Support**

PMAActive recognises that children and young people may have medical conditions, disabilities, SEND or other individual needs that require additional health and safety considerations.

Where appropriate, PMAActive will use:

- Individual risk assessments.
- Medical information.
- Emergency medication arrangements.
- Individual Healthcare Plans or equivalent information.
- Reasonable adjustments.
- Additional staffing or supervision.

Relevant information will be shared with staff and volunteers on a need-to-know basis and managed in accordance with PMAActive's **Data Protection, GDPR and Confidentiality Policy**.

### **Violence, Aggression and Unsafe Behaviour**

PMAActive is committed to providing a safe environment for staff, volunteers, children and young people. Any incident involving violence, aggression, threats or behaviour that creates a significant health and safety risk must be reported to PMAActive Management.

Staff and volunteers must not place themselves or others at unnecessary risk when responding to challenging or unsafe situations.

Incidents involving children or young people will also be managed in accordance with PMACTive's **Behaviour Management & Positive Relationships Policy** and, where relevant, safeguarding procedures.

### **Smoking, Alcohol and Drugs**

PMACTive does not permit smoking or the use of illegal drugs during PMACTive activities. Staff, volunteers and participants must not attend or participate in PMACTive activities while impaired by alcohol, illegal drugs or any other substance that may affect their ability to participate or work safely.

Further requirements are contained within the **Drugs, Smoking and Alcohol Policy**.

### **Working with External Premises and Venue Providers**

As PMACTive delivers activities across different external premises, effective communication with venue providers is an important part of health and safety management.

Before or during activities, PMACTive will consider relevant venue information including:

- Health and safety procedures.
- Fire and evacuation arrangements.
- Emergency contacts.
- First aid arrangements.
- Access and exit arrangements.
- Venue-specific hazards.
- Safeguarding arrangements where relevant.
- Any restrictions affecting PMACTive activities.

PMACTive staff and volunteers must follow reasonable venue instructions relating to health and safety. Where PMACTive identifies a significant health and safety concern at a venue, the concern will be reported to the venue provider and PMACTive Management.

PMACTive may modify, pause or cease an activity where a significant risk cannot be adequately controlled.

### **Staff and Volunteer Responsibilities**

All staff and volunteers have an important role in maintaining a safe environment.

They must:

- Take reasonable care of their own health and safety.
- Take reasonable care of children, young people and others affected by their work.
- Follow PMACTive policies and procedures.
- Follow relevant venue procedures.
- Read and follow relevant risk assessments.
- Attend required training.

- Report hazards, accidents, incidents and near misses.
- Report damaged or unsafe equipment.
- Use equipment appropriately.
- Follow emergency procedures.
- Raise concerns with PMActive Management.
- Never knowingly disregard a health and safety control measure.
- Ask for advice if they are unsure how to safely carry out a task.

Staff and volunteers are not expected to place themselves in danger when responding to an emergency.

### **23. Related Policies**

This policy should be read alongside:

- Risk Assessment Policy.
- Fire & Evacuation Policy.
- Accident, Injury and First Aid Policy.
- Emergency Medication Policy.
- Lone Working Policy.
- Safeguarding Children and Young People Policy.
- Safeguarding Adults Policy.
- SEND and Inclusion Policy.
- Behaviour Management Policy.
- Drugs, Smoking and Alcohol Policy.
- Staff, Induction, Training and Supervision Policy.
- Volunteer Policy.
- Staff and Volunteer Code of Conduct.
- Data Protection, GDPR and Confidentiality Policy.

### **Monitoring and Review**

PMActive Management will monitor health and safety arrangements to ensure that this policy remains effective.

This may include:

- Reviewing accidents and incidents.
- Reviewing risk assessments.
- Monitoring staff and volunteer training.
- Reviewing feedback from staff, volunteers and participants.
- Liaising with venue providers.
- Reviewing changes in legislation or guidance.
- Taking action where concerns are identified.

This policy will be reviewed annually or sooner if there are changes to legislation, safeguarding guidance, organisational structure or working practices.

Policy Reviews:

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