

Noa's Place CIO - Health & Safety Policy

1. General Statement of Intent

Noa's Place CIO is committed to providing a safe and healthy environment for all our service users, families, carers, staff, volunteers, and visitors. We will take all reasonably practicable steps to ensure their health, safety, and welfare while on our premises or engaged in our activities. We aim to identify and manage risks, prevent accidents and cases of work-related ill health, and maintain safe and healthy conditions.

This policy applies to all trustees, staff (paid and unpaid), volunteers, and anyone working on behalf of Noa's Place CIO.

2. Responsibilities

The Board of Trustees has ultimate responsibility for health and safety within the CIO. They will ensure that adequate resources are made available for the implementation of this policy and that the policy is reviewed annually.

The Centre Manager is responsible for the day to day implementation of this policy. This includes conducting risk assessments, ensuring equipment is maintained, managing accident records, and making sure all personnel receive appropriate training.

All Staff and Volunteers have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions. They must co-operate with management, follow all safety procedures, and report any hazards or concerns immediately to the Centre Manager.

3. Risk Assessments

The Centre Manager will carry out, record, and regularly review risk assessments to identify potential hazards and implement effective control measures.

- **General Assessments:** A comprehensive risk assessment will be maintained for the premises and all general activities.
- **Specific Assessments:** Separate, detailed risk assessments will be conducted for:
 - The soft play structure and area.
 - All sensory rooms and specialist sensory equipment.
 - Kitchen and food preparation areas.
 - Special events, group sessions, or off-site activities.
- **Review:** All risk assessments will be reviewed at least annually or sooner if there is a significant change in equipment or procedures, or following an accident, incident, or near miss.

4. Key Safety Procedures

Safe Use of Equipment (Soft Play & Sensory):

- Daily visual safety checks of all play and sensory equipment will be conducted and recorded before public use.
- Any damaged or faulty equipment will be immediately removed from use, clearly labelled, and reported to the Centre Manager.
- All equipment will be used in accordance with the manufacturer's instructions and any relevant safety standards (e.g., RoSPA).
- Clear rules for safe use will be displayed for service users and actively supervised by staff/volunteers.

First Aid:

- Adequately stocked and clearly labelled first aid kits will be available at designated points throughout the premises.
- A sufficient number of trained first aiders will be on duty at all times.
- All accidents and incidents must be recorded in the accident book, no matter how minor.
- Serious incidents will be reported to the Health and Safety Executive (HSE) in line with RIDDOR requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) where required.

Food Hygiene:

- Where food is prepared or sold, the CIO will comply with all requirements of the Food Safety Act 1990 and associated regulations.
- Staff and volunteers handling food will receive appropriate food hygiene training.
- Procedures will be in place for: cleaning and hygiene, temperature control, and allergen management.

Fire Safety:

- Staff and volunteers must be aware of evacuation procedures.
- Fire alarms and emergency lighting will be tested regularly, and records kept.
- Fire extinguishers will be professionally serviced annually.
- Evacuation routes will be kept clear at all times, and regular fire drills will be conducted.

General Housekeeping:

- All areas will be kept clean and tidy to prevent slips, trips, and falls.
- Spillages must be cleaned up immediately using appropriate "wet floor" signage.
- Hazardous substances (e.g., cleaning chemicals) will be stored securely in accordance with COSHH regulations.

5. Information, Instruction, and Training

All staff and volunteers will receive a health and safety induction when they start. They will

be given the necessary information, instruction, and training to enable them to carry out their work safely. This will include manual handling, fire safety, and specific training related to the safe supervision of play and sensory equipment. Ongoing supervision and refresher training will be provided to ensure continuity of safety standards.

6. Monitoring and Review

- Regular environment and equipment checks
- Review of accident/incident records
- Use of feedback from staff, volunteers, service users
- Learning from incidents to improve practice

This policy will be reviewed annually by the Board of Trustees to ensure it remains effective and compliant with current legislation.

Date of Policy Adoption: [19/11/2025]

Date for Next Review: [19/11/2026]