



HEALTH & SAFETY POLICY

Part 1: Statement of Intent

Chichester and Arun Down Syndrome Group recognises that good health and safety management is essential for delivering its services effectively. We are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of our service providers, volunteers, contractors, service users, and members of the public who may be affected by our activities.

We will:

Comply with all relevant statutory health and safety requirements.

Consult with staff and volunteers to improve health and safety practices.

Provide and maintain a safe working environment.

Identify and control risks through regular risk assessments.

Provide relevant training and supervision to staff and volunteers.

Ensure that suitable personal protective equipment (PPE) is provided when necessary.

Investigate and document all accidents, incidents, and near-misses.

Review this policy annually or sooner if required.

Part 2: Responsibilities for Health & Safety

Trustees

The Trustees have overall responsibility for ensuring the health and safety of all individuals involved with Chichester and Arun Down Syndrome Group. They will oversee compliance with legislation, review risk assessments, and ensure that adequate resources are allocated for health and safety measures.

Health & Safety Lead

Jane Ashby is designated as the Health & Safety Lead and will:

Ensure policies and risk assessments are up to date.

Provide training on health and safety procedures.

Monitor compliance and report any concerns to Trustees.

Employees and Volunteers

All service providers and volunteers are responsible for:

Following health and safety procedures and policies.

Reporting hazards, accidents, or unsafe practices.

Using equipment safely and responsibly.

Part 3: Arrangements for Health & Safety

Risk Assessments

Risk assessments will be carried out for all Chichester and Arun Down Syndrome Group's services; such as Early Development and Dance, activities, events and reviewed annually or whenever significant changes occur.

Risk Assessments will be provided to the Down Syndrome Association in line with their Insurer's requirements.

Training

All staff and volunteers will receive an induction, including fire safety, first aid procedures, and manual handling (if relevant). Refresher training will be provided as necessary.

Emergency Procedures

Fire exits must be kept clear at all times.

Fire drills will be conducted annually.

First aid kits will be available, and designated first aiders will be appointed.

Accident & Incident Reporting

All accidents, incidents, and near-misses must be reported and recorded in the accident book. Serious incidents will be reported to the Health & Safety Executive (HSE) under RIDDOR regulations.

Lone Working

Where lone working is unavoidable, employees and volunteers must inform a colleague or

Trustee of their expected return time and ensure they have a means of communication.

Manual Handling

Staff and volunteers should avoid lifting heavy items where possible. If lifting is required, proper manual handling techniques should be used, and assistance sought if needed.

Use of Equipment

All equipment must be checked before use.

Any defective equipment must be reported immediately and taken out of use.

No personal electrical equipment should be used unless tested and approved by the charity.

Control of Substances Hazardous to Health (COSHH)

Where hazardous substances are used (e.g., cleaning products), they must be stored securely, and appropriate safety measures must be followed.

Stress & Wellbeing

Chichester and Arun Down Syndrome Group recognises the impact of work-related stress and will support staff and volunteers in maintaining good mental health. Any concerns should be raised with the Health & Safety Lead or a Trustee.

Monitoring and Review

This Health & Safety Policy will be reviewed annually by the Trustees to ensure it remains effective and relevant to the charity's operations.

Approval and Update

This Health & Safety Policy was approved by the Board of Trustees on the 26th June 2025

It will be reviewed regularly and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Review Control:

Reviewed By	Date Reviewed	Date of next Review