

## Health and Safety Policy

June 2024

The Spark Group is committed to providing a safe and healthy environment for all young people participating in our training and education programmes. We recognise the importance of ensuring their well-being and will actively promote and maintain high standards of health and safety throughout our organisation. This policy outlines our commitment to health and safety and sets out the responsibilities of both staff and participants.

1. Legal Compliance a. We will comply with all applicable health and safety laws, regulations, and guidelines in the United Kingdom. b. We will regularly review and update our policies and procedures to align with the latest legislation and best practices.
2. Risk Assessment and Management a. We will conduct regular risk assessments to identify potential hazards and assess the level of risk associated with each activity. b. Control measures will be implemented to minimise or eliminate risks identified during the risk assessment process. c. All staff members will receive appropriate training and guidance to ensure they are aware of the risks and the necessary control measures.
3. Emergency Preparedness a. We will develop and maintain emergency response procedures to effectively handle any potential emergencies or incidents. b. Staff members will be trained in emergency procedures and evacuation protocols, and drills will be conducted periodically.
4. Health and Safety Training a. All staff members will receive health and safety training relevant to their roles and responsibilities. b. Training programmes will cover areas such as first aid, fire safety, manual handling, and any specific risks associated with our activities. c. Staff members will be encouraged to report any health and safety concerns to the designated health and safety officer.
5. Participant Safety a. We will ensure that all participants are aware of their responsibilities for their own safety and the safety of others. b. Appropriate supervision will be provided for all activities, considering the age and ability of the participants. c. Participants will be encouraged to report any health and safety concerns to a staff member.
6. Reporting and Investigation a. All accidents, incidents, and near misses will be reported promptly and accurately. b. Investigations will be carried out to identify the causes of accidents and incidents, and corrective actions will be implemented to prevent recurrence.
7. Continuous Improvement a. We will regularly review and improve our health and safety practices through feedback, monitoring, and consultation with staff and participants. b. We will strive to create a culture of safety by encouraging open communication and participation in health and safety initiatives.
8. Communication and Review a. This health and safety policy will be communicated to all staff members and made available to participants and other relevant stakeholders. b. The policy will be reviewed periodically to ensure its ongoing suitability and effectiveness.



### **Annual Review and Approval**

This health and safety policy will be implemented and maintained by The Spark Group, with the full support and commitment of all staff members. The policy will be reviewed annually and updated to reflect changes in legislation and our organisation's activities.

Prepared by: Daniel Canavan

Approved by: Daniel Canavan

Signature: Daniel Canavan

A handwritten signature in black ink, appearing to be "D. Canavan", written in a cursive style.

Date: 14/06/2024