Community HeARTs - Health and Safety Policy for Onsite and Offsite Trips and Venues

Introduction

Community HeARTs is committed to ensuring the health, safety, and well-being of all individuals participating in activities onsite at Thelwall community centre and offsite trips to various venues. This policy outlines our approach to managing health and safety considerations, with particular focus on older people and individuals with disabilities, to minimise risks and promote a safe environment.

Scope

This policy applies to all employees, volunteers, participants, and visitors involved in activities at Community HeARTs and offsite trips or venues. It encompasses activities such as Crafting, gardening, educational sessions, social outings, and other related events.

Responsibilities

- **Management and Supervision**
  - **Risk Assessment:** Conduct comprehensive risk assessments for onsite and offsite activities, considering factors such as terrain, accessibility, weather conditions, and participant capabilities.
  - **Supervision:** Ensure adequate supervision and support for older people and individuals with disabilities during activities, with trained staff or volunteers assigned as necessary.

- **Participants and Visitors**
  - **Cooperation:** Participants and visitors must cooperate with health and safety guidelines provided by Community HeARTs, including following instructions and using safety equipment where required.

Health and Safety Measures

- **Onsite at Thelwall community centre**
  - **Accessibility:** Ensure Community HeARTs is accessible and safe for all participants, including those with mobility impairments or other disabilities. Provide accessible facilities indoors and out including accessible work places, paths, raised beds, and seating areas as needed.
  - **Equipment Safety:** Regularly inspect and maintain gardening tools, equipment, and facilities to ensure they are in safe working condition. Provide training on safe use for all participants.
  - **First Aid:** Maintain accessible first aid kits onsite and ensure designated staff or volunteers are trained in first aid procedures.

- **Offsite Trips and Venues**
  - **Transportation:** Ensure accessible transportation options are available for offsite trips, accommodating participants with mobility aids or other special requirements.
  - **Venue Assessment:** Conduct site assessments prior to offsite trips to identify and mitigate potential hazards. Ensure venues are compliant with accessibility standards.

    - **Emergency Procedures:** Establish clear emergency procedures for offsite trips, including evacuation plans and communication protocols. Ensure all participants are briefed on emergency procedures upon arrival.

Specific Considerations

- **Older People**
    - **Physical Limitations:** Consider the physical capabilities and limitations of older participants when planning activities. Provide opportunities for rest and hydration as needed.
    - **Health Monitoring:** Encourage older participants to disclose any health concerns or conditions that may impact their participation. Ensure staff are trained to respond to medical emergencies promptly.

- **People with Disabilities**
    - **Accessibility:** Ensure venues and activities are accessible to individuals with disabilities, including accessible parking, ramps, and accessible restrooms.
    - **Support:** Provide appropriate support and accommodations based on individual needs, such as assistance with mobility, communication, or sensory impairments.

- **Training and Awareness**
    - **Staff and Volunteer Training:** Provide training for staff and volunteers on health and safety procedures, including specific considerations for older people and individuals with disabilities.
    - **Participant Education:** Educate participants on safety guidelines and encourage proactive communication about any health concerns or accessibility needs.

- **Incident Reporting and Review**
    - **Incident Reporting:** Implement a procedure for reporting accidents, incidents, or near misses promptly. Maintain records of incidents and conduct investigations to prevent recurrence.
    - **Review and Improvement:** Regularly review and update health and safety practices based on incident reports, feedback, and changes in regulations to continuously improve safety standards.

- **Compliance and Review**
    - **Legal Compliance:** Ensure compliance with relevant health and safety legislation and regulations applicable to community activities and offsite trips.
    - **Policy Review:** This policy will be reviewed annually or as needed to ensure it remains relevant and effective in safeguarding the health and safety of all participants.