Simply Sensory

Training and Support

Creating The Building Blocks For Learning

"Live, Laugh, Learn"

SIMPLY SENSORY
HEALTH & SAFETY POLICY

September 2026 – 2027

Reviewed: September 2026

Next Review Date: September 2027

HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all staff and others who may be affected by our actions. The Simply Sensory management therefore are committed to establishing and implementing arrangements which will ensure that staff will be safeguarded when working in the pupils homes. Simply Sensory management will complete an individual risk assessment for each home/care setting that we provide education/sensory sessions in. We will highlight any potential risk/s for both pupils and staff members and put strategies in place to reduce and monitor the possible ongoing risk.

It is understood that good health and safety management encourages safe practices and improves morale.

Signed: Julie Cowpe-Stephens

Signed: Helen Dillon

Date: September 2026

Accountability

Simply Sensory has a responsibility for ensuring that any activities are carried out in a safe environment for pupils and staff members on a day-to-day basis.

Responsibilities

Management

Simply Sensory management is also responsible for ensuring that staff and pupils adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others. Simply Sensory will:

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the Health and Safety requirements are implemented, e.g., risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments.
- Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensure that adequate first aid provision is made for Educational visits
- Staff to carry basic first aid equipment for personal use whilst working in pupils homes
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.
- Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limit.

First Aid Personnel for Educational Visits

The role of the First Aider is to administer immediate first aid to employees and pupils who may have suffered injury or ill health. Where appropriate the First Aider will request professional medical aid i.e., an ambulance. The First Aider will ensure an Accident record is completed.

All Staff

All Staff have a responsibility for the health and safety of themselves and their colleagues. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

ARRANGEMENTS

It is important that the day-by-day activities of all staff are conducted in a way which is as safe as possible.

General Practices Applying to All Staff

Whilst Simply Sensory is holding any sessions with children or young persons, new staff as part of their induction shall be accompanied by senior management of Simply Sensory.

Emergency and Continuity

Simply Sensory has plans in place to ensure the safety of staff and pupils at times of emergency - risk assessments are completed for the pupils' homes. They will ensure the continuance of pupil safety and address continuance of pupil education.

Fire Safety

All employees gain knowledge of the Fire procedures as part of the health and safety induction process.
Fire risk assessments are carried out at every place of work. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

Places of Work

As Simply Sensory works at a number of locations including the homes of its pupils, it is aware of assessing fully the safety of any workplace and following the regulations, if appropriate, of any other school or organization they may attend. In the homes of pupils, staff will be aware of access, general safety and exits and will follow the procedures of this policy in full.

First Aiders

Whilst working in the pupils homes the parents/carers will be responsible for any First Aid/illness, Simply Sensory staff will support as needed. Whilst on educational visits a named and trained First
Aiders are to ensure persons injured or ill are adequately treated and where necessary make other appropriate special arrangements. That all accidents are reported and a record of any first aid treatments made. Parents will be informed of any injury or illness to their child by Simply Sensory Management.

Accident Reporting and Recording

All accidents, injuries and illness of any kind will be recorded on the Simply Sensory online record. All staff accidents will be recorded in the Accident Book.

A ‘Responsible Person’ has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrence’s Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool.

Housekeeping

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible staff responsible for those materials will ensure they are stacked tidily, to a height that does not constitute a hazard and in such a way that they do not impede safe movement of staff and pupils.
All exits will be kept clear of obstructions including electrical cables and other trip hazards.
All staff to be vigilant in identifying any potential hazards in the working environment.

Lifting and Handling

Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.

Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people. Staff will Inform Simply Sensory management of any identified hazards who will complete any necessary Risk Assessments as required.

Control of Substances Hazardous to Health (COSHH)

Any hazardous substances must be managed safely and to do this all of them will be identified. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. Staff will Inform Simply Sensory management of any identified hazards who will complete any necessary Risk Assessments as required.

Risk Assessments

Risk assessment shall be undertaken for all activities which present a potential to cause harm.
The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury and ill health. Risk Assessments can be carried out by experienced practitioners and Simply Sensory Management will check and sign all assessments.
Areas where risk assessment shall be carried out include:

- Areas within individual homes with specific hazards present
- Fire & Arson
- Technology equipment and Display Screen Equipment
- Control of Substances Hazardous to Health (COSHH)
- Educational visits including wheelchair access and specialist changing facilities (Changing Places)
- Security and safeguarding
- Complex medical care plans
- Traveling in own car
- Transporting children in own car

Wellbeing

Stress is acknowledged by Simply Sensory as a potential cause of staff illness and all efforts are made to reduce it. This is, in part, achieved by management openness in supporting staff with work related problems.

Alcohol, Drugs and Smoking

The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff is under the influence of either, then this must be reported to Simply Sensory Management who will take the appropriate disciplinary action. Smoking is prohibited and this includes the use of E cigarettes.

Violence and Aggression

Violence and harassment in both physical and verbal forms will not be tolerated within Simply Sensory. Either between staff or between staff and non -employees. Staff shall report all incidents of this type to Simply Sensory Management and the incident should be recorded. Appropriate action will in the first instance be taken by Simply Sensory.

Disciplinary action will be taken against employees being the source of such behaviour. The Local Authority may be requested to provide advice on the best course of action against non-employees who are the source of violent,

harassing or threatening behaviour.

Training

Simply Sensory will ensure that staff with responsibilities for health and safety are competent. This will be reinforced by appropriate training as and when required. Training records will be maintained for all staff and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

Educational Visits

Simply Sensory recognises that educational visits expose staff, pupils and non-employee volunteers to potentially unknown risk. For all educational visits a competent Group Leader will be appointed by Simply Sensory Management. The Group Leader will ensure all arrangements are made and that all appropriate risk assessment requirements are met.
Injuries occurring during an offsite visit must be handled following the usual policy and procedure. Information about injuries must be relayed back to the parents/carers as soon as possible and relevant forms given.

Transport

All Simply Sensory staff who drive their own vehicles for work purposes shall have the following documents checked and evidence recorded of this check on an annual basis:

- Driving License
- Insurance (with 'Business use' stated)
- MoT (if applicable)

Contacts details

How to report Online Go to https://www.hse.gov.uk/riddor/ and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).