



Health and Safety Policy

Keeping our people, families and spaces safe

Assisting Parents with Children Affected by Mental Health
Registered Charity Number 1186256

Version	1.0
Adopted	March 2026
Approved by	The Board of Trustees, signed on its behalf by Lauren Ridley, Chair of Trustees
Policy owner	CEO
Next review	March 2027, or sooner if legislation or guidance changes
Applies to	All trustees, staff, volunteers, placement students, contractors, service users and visitors

At a Glance

Statement of intent: APCAM will, so far as is reasonably practicable, protect the health, safety and welfare of everyone who works or volunteers with us, everyone who uses our services and anyone affected by what we do.

- **Risk assessments** for every venue, activity, outing, home visit and WeGame session.
- **Report every accident, incident and near miss** to the CEO the same day.
- **Know the venue:** fire exits, assembly point, first aid kit and first aider at every session.
- **Everyone shares responsibility** for their own safety and the safety of others.

Contents

1. Policy Statement
 2. Roles and Responsibilities
 3. Risk Assessment
 4. Venues and Premises
 5. Fire Safety and Emergencies
 6. First Aid and Medical Needs
 7. Accidents, Incidents and Near Misses
 8. Wellbeing and Stress
 9. Other Arrangements
 10. Monitoring and Review
 11. Related Policies and Legal Framework
-

1. Policy Statement

APCAM delivers counselling, parent support, youth sessions, WeGame and community events from community venues, including Carterton Family Centre and venues in Witney, as well as through home visits and online. The Board of Trustees recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and related regulations.

APCAM will:

- assess risks to health and safety and put in place sensible, proportionate controls;
- provide safe premises, equipment and ways of working, working with venue owners where we hire space;
- provide information, instruction, training and supervision;
- consult with staff and volunteers on health and safety matters;
- make arrangements for first aid, fire safety and emergencies;
- record and learn from accidents, incidents and near misses;
- look after mental health and wellbeing as well as physical safety;
- review this policy and our arrangements every year.

2. Roles and Responsibilities

Who	Responsibilities
Board of Trustees	Hold overall responsibility for health and safety. Make sure adequate resources are provided and receive reports on incidents and risk assessments. The Chair of Trustees is the policy owner.
CEO	Has day-to-day responsibility for health and safety. Makes sure risk assessments are completed and reviewed, keeps the accident and incident log, arranges training, and liaises with venue owners.
Session leads	Check the venue before each session, make sure the risk assessment is followed, know the emergency arrangements, and report any hazards or incidents.
All staff and volunteers	Take reasonable care of their own safety and that of others, follow instructions and training, use equipment safely, and report hazards, accidents and near misses.
Service users and visitors	Follow reasonable instructions from APCAM staff, including in an emergency.

3. Risk Assessment

APCAM will carry out written risk assessments for:

- each venue we use regularly, working with the venue owner;
- each type of activity, including youth sessions, WeGame, drop-ins, parent clinics and community events;
- off-site activities and outings, which also need parental consent and appropriate supervision ratios;
- home visits and lone working, in line with the Lone Working Policy;

- individual risk assessments for children, young people or staff where needed, for example because of medical needs, SEND, pregnancy or disability;
- display screen equipment for staff who use computers regularly;
- online delivery, including WeGame platforms.

Risk assessments are reviewed at least once a year, after any significant incident, and whenever an activity or venue changes.

4. Venues and Premises

Where APCAM uses hired or shared premises, the venue owner is responsible for the building, but APCAM remains responsible for its own activities. Before using a venue, APCAM will check:

- fire safety arrangements, exits, alarms and assembly points;
- first aid provision and the location of the nearest defibrillator;
- accessibility, including step-free access and accessible toilets;
- insurance and any hire agreement conditions;
- safeguarding considerations, such as who else is using the building.

Session leads will carry out a quick visual check of the space before each session, including trip hazards, heating, lighting and anything unsafe for children.

5. Fire Safety and Emergencies

- Everyone must know the fire exits and assembly point for each venue they work in.
- A register of everyone present, including children, staff, volunteers and visitors, is kept at every session and taken out in an evacuation.
- Fire exits must never be blocked.
- Personal emergency evacuation plans are put in place for anyone who may need help to leave the building.
- In an emergency, call 999 first and then inform the CEO.

6. First Aid and Medical Needs

- At least one trained first aider will be present at every APCAM session and event where children are present.
- A stocked first aid kit is available at every session and checked monthly.
- Parents are asked to share any medical needs, allergies and medication on registration forms, which are available to session leads.
- APCAM staff do not give medication to children unless there is a written agreement with the parent and the member of staff has been trained.
- All first aid given is recorded in the accident book.

7. Accidents, Incidents and Near Misses

- All accidents, incidents and near misses must be reported to the CEO on the same day and recorded in the accident and incident log.
- Parents will be informed on the same day of any accident or injury involving their child.

- Serious incidents will be reported under RIDDOR where required, and to the Charity Commission as a serious incident where appropriate.
- The CEO will review incidents to identify any learning and update risk assessments.

8. Wellbeing and Stress

APCAM's work can be emotionally demanding. Mental health and wellbeing are part of health and safety. APCAM will manage the risk of work-related stress by making sure workloads are reasonable, providing regular supervision, offering debriefs after difficult incidents, and applying the Trauma Informed Working Policy to how we support our own people. Anyone who is struggling is encouraged to talk to their line manager or the CEO.

9. Other Arrangements

- **Equipment:** gaming equipment, laptops and electrical items are checked regularly and portable appliance tested where required.
- **Hazardous substances:** cleaning products and art materials are stored safely and out of reach of children.
- **Food:** food provided at sessions is prepared and stored hygienically, with allergy information checked.
- **Driving:** staff who drive for work must hold a valid licence and business insurance, and only transport children in line with the Safeguarding Policy.
- **Pregnant workers:** an individual risk assessment will be carried out.
- **Training:** health and safety is covered at induction, with first aid and fire safety training for relevant staff.

10. Monitoring and Review

The Board of Trustees will monitor how this policy is working through regular reports from the CEO, feedback from staff, volunteers and service users, and learning from any incidents or complaints. This policy will be reviewed annually by the policy owner, or sooner if legislation, statutory guidance or APCAM's services change.

11. Related Policies and Legal Framework

11.1 Related APCAM policies

- Safeguarding Policy 2026 (including WeGame)
- Child Protection Policy and Procedures 2026
- Lone Working Policy 2026
- Reasonable Adjustments Policy 2026
- Trauma Informed Working Policy 2026
- Sexual Harassment Policy 2026

11.2 Legislation and guidance

- APCAM Constitution (Foundation model CIO constitution, last amended 20 September 2019)

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Electricity at Work Regulations 1989
- Food Safety and Hygiene (England) Regulations 2013
- Equality Act 2010

Approval

Approved by	The Board of Trustees, by resolution in line with clause 13 of the APCAM Constitution
Signed on behalf of the Board	Lauren Ridley, Chair of Trustees
Signature	
Date adopted	March 2026
Next review	March 2027
Registered address	APCAM, 1 The Green, Alvescot, Oxfordshire OX18 2QD. Registered Charity Number 1186256