



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

31. Health and Safety General Policy.

Policy Statement

Sunbeams believes that the safety of its staff and visitors is of paramount importance and has a strategy in place to ensure this.

A management control system detailing responsibilities, monitoring, rules and procedures is maintained by the Trustees.

Overall responsibility for the Health and Safety is vested in the Chairperson who, in turn, delegates day to day responsibilities to Sunbeams Manager

Risk assessments are carried out annually, actioned by Sunbeams Manager and Deputy Manager.

Any staff concerns should be raised with the Manager.

External professional assistance will also be engaged as required.

Accidents

All accidents sustained at work, however minor, must be recorded in the Accident Book which is kept in the office. They must also be reported to management at the earliest opportunity. Failure to do so could affect any subsequent insurance claim.

Risk Assessments

- Our risk assessment process covers adults and children and includes:
 - Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
 - Assessing the level of risk and who might be affected.
 - Deciding which areas need attention
 - Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly basis. A full risk assessment is carried out reviewed every term.
 - Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
 - Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner.

Legal frameworks

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1992, 1999, 2006

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended)

Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

Five Steps to Risk Assessment (HSE 2006)

This policy was adopted on	20 th April 2015
Policy updated	August 2025
Date to be reviewed	28 th April 2027
Signed on behalf of the management committee	
Name of Signatory Sue Carr	
Role of Signatory CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	28/04/2026