

# HEALTH & SAFETY POLICY



**This is the statement of general policy and arrangements for:** Red Robin Therapy (RRT)

**Overall and final responsibility for health and safety is that of:** Clare Canale, Owner

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:** Clare Canale, Owner

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. To ensure a safe environment for all customers and visitors during home visits and 3 <sup>rd</sup> party venues (e.g. Just Active Gym.)	Clare Canale	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits, the customer's environment or conditions change.)
To provide adequate training to ensure employees, paid or voluntary are competent to do their work.	Clare Canale	Paid or voluntary staff will be given necessary health and safety induction and provided with appropriate training.
To implement emergency procedures - evacuation in case of fire or another significant incident.	Clare Canale	Escape routes are well signposted and referred to on a customer's first visit in 3 <sup>rd</sup> party venues such as Just Active Gym.
Correct storage and portorage of equipment	Clare Canale	Ensure all equipment is stored correctly at 3 <sup>rd</sup> party venues, within the timeframe of the home visit session & on arrival/exit.

Signed:	<i>Clare Canale</i>	Date:	6 January 2023	
Subject to review, monitoring and revision by:	Clare Canale	Every:	12	months or sooner if work activity changes

Normal working hours may be Monday - Friday 9am to 9pm; Saturday and Sunday 12pm - 4pm at family-centred, flexible times, in individual homes, Just Active Gym and home address (office).

This health and safety policy statement was devised using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc). Other guidance was used from the HSE website at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). The review of these documents now lies with the Owner and is under regular review.

The policy statement is to be reviewed and updated every year or immediately, if there are any major changes. There is one additional service provider used for premises: Just Active Gym, which is responsible for its own Health & Safety.



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff or customers (parents, children and gym users) may be injured if they trip over objects or slip on spillages.	In line with the H&S policy of Just Active Gym, RRT communicated that all areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways and all areas are cleaned daily. Spillages are dried immediately, and wet surface sign is used as required. Gym equipment is re-racked when not in use.	Ensure equipment is stored correctly and neatly to prevent trips and falls. Closely supervise children at ALL times.	Clare	Ongoing	Ongoing
Manual handling	Any staff who lifts therapy equipment and could suffer a back or muscle injury.	Clare is the main member of staff who would be lifting therapy equipment. Clare has received manual handling training.	Staff to be informed of manual handling best practice and seek advice if unsure.	Clare	Ongoing	Ongoing
Fire	All staff & customers	In line with the H&S policy of Just Active Gym, fire extinguishers in place. Evacuation routes identified. All staff informed about the importance of turning off equipment when not in use. Fire Wardens appointed.	Evacuation procedure and assembly points communicated to customers in line with policy of Just Active Gym.	Clare	New Customers	Ongoing
Personal Injury/medical event	All staff & customers	Parents complete a consent form and any conditions requiring medical intervention (e.g. epilepsy, asthma, allergies) are identified in advance. Action Plans for specific children are held, and parents are responsible for bringing inhalers, epipens etc to the sessions. All children are closely supervised at all times.	Inform designated person within Just Active Gym and adhere to Just Active Gym H&S policy. Andrew Falconer is the Just Active First Aider. Clare is the Red Robin Therapy First Aider.	Clare	Ongoing	Ongoing
Hygiene	All staff & customers	All staff responsible for general housekeeping and cleanliness.	Adhere to Just Active H&S guidance on this for Gym sessions.	Clare	Ongoing	Ongoing
Electrocution	All staff & customers	Ensure a safe environment for staff and customers.	Ensure safety from any electrical points during gym sessions through close supervision.	Clare	Ongoing	Ongoing



## Red Robin Therapy – Risk Assessment for Home Visits

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Family or RRT may be injured if they trip over objects or slip on spillages.	Therapy equipment / materials are managed carefully and neatly during home visits. Remain vigilant for spills in home environment.	Advise parents of specific hazards as they arise, in particular where there are other children in the home environment.	Clare	Ongoing	Ongoing
Manual handling	RRT could lift a child or an object and suffer a back or muscle injury.	Clare has received manual handling training and is aware of practices for children and objects.	Advise parents on manual handling techniques and use prescribed equipment (e.g. hoists) for children as required.	Clare	Ongoing	Ongoing
Physical and/or verbal abuse	RRT may be threatened by angry parent(s).	Provide professional, sensitive, family-centred intervention to minimise risk. Remain alert and vigilant.	Keep exit route clear if risk identified. Leave location if unable to defuse situation. Activate emergency call on mobile phone.	Clare	Ongoing	Ongoing
Personal injury/ medical event	Family or RRT.	Clare to assist family with first aid, and family to assist Clare if required.	Ask family to call for help. Clare is the Red Robin First Aider.	Clare	Ongoing	Ongoing
Hygiene	RRT is regularly in contact with saliva and phlegm, and may occasionally be in contact with urine, blood or faeces. Child may become unwell through RRT.	Use latex-free gloves and antibacterial wipes / hand gel as required. Thoroughly wash plastic toys and assessment equipment in warm, soapy water after each use. RRT to avoid home visits if unwell, e.g. cold, and to be clear of vomiting/diarrhoea for 3 days in advance of a home visit.	Dispose of used gloves and wipes appropriately. Dispose of paper or fabric resources which come into contact with fluids if they cannot be adequately laundered or disinfected.	Clare	Ongoing	Ongoing

Assessment Review Date: **6 January 2024** (or if there is a significant change in working practice).

