



# **Mana Charity Health and Safety and Risk Management Policy**

Mana Charity is committed to ensuring the health, safety and wellbeing of all participants, staff, volunteers, carers and visitors across all its programmes. This policy outlines the measures in place to prevent accidents, manage risks and respond effectively to incidents, creating a safe environment for everyone.

This policy applies to:

- All Mana Charity programmes and activities
- Staff, volunteers, and participants
- Partner organisations, contractors and visitors

## **Responsibilities**

- Board of Trustees: Overall responsibility for health and safety compliance and risk management oversight.
- Designated Safeguarding Lead (DSL) / Programme Lead: Ensures day-to-day safety, risk assessments and incident reporting.
- Staff and Volunteers: Follow safe working practices, report hazards and support participants safely.



- Participants and Carers: Follow guidance and report safety concerns to facilitators.

## **Health and Safety Commitments**

### **1. Safe Environments**

- All venues are assessed for accessibility, emergency exits, lighting, ventilation and first aid availability.
- Equipment and materials are checked prior to each session.
- Any hazards identified are addressed immediately.

### **2. Training and Awareness**

- Staff and volunteers are given training in:
  - Health & safety procedures
  - Fire safety and emergency evacuation
  - Manual handling and safe movement support
  - Risk assessment and reporting



Mental health and wellbeing support is incorporated for staff and participants.

### **3. Risk Assessment and Management**

- Pre-Programme Risk Assessment: Evaluates venue, activities, participant needs and potential hazards.
- Session-Level Risk Assessment: Facilitators check the environment and equipment before each session.
- Individual Risk Management: Participant-specific risks (mobility, allergies, medical conditions, communication needs) are recorded and reviewed.
- All assessments are documented and reviewed regularly.

### **4. Incident Reporting and Investigation**

- All accidents, injuries and near-misses are recorded in a secure log.



- Incidents are reviewed promptly and corrective actions are taken.
- Serious incidents are reported to relevant authorities and shared with stakeholders as required.

## **5. Emergency Procedures**

- Clear emergency protocols are in place for fire, medical emergencies and safeguarding concerns.
- Staff are trained in first aid and emergency response.
- Contact details for emergency services are available at all programme sites.

## **6. Monitoring and Continuous Improvement**

Health and safety practices are reviewed at the start of each programme cycle. Participant, staff and volunteer feedback is used to improve safety and accessibility. Policies are updated in line with legislative requirements and best practice.



Monitoring: This policy was last reviewed on 15th June 2025.

**Signed:**

Board of Trustees

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Emily Hyland

A handwritten signature in black ink, appearing to read "A Stalker".

Alexandra Stalker

A handwritten signature in black ink, appearing to read "R Forster".

Rachel Forster