

Health and Safety Policy

Little Hiccups Trustees have overall responsibility for health and safety across the organisation, and for ensuring that it fulfils all its statutory and legal obligations. The Board of Trustees recognises its duty to uphold this policy and provide the necessary funds and resources to put it into effective practice.

Little Hiccups is committed to ensuring that all activities, family sessions, and events are delivered safely. The charity will take all reasonably practicable steps to safeguard the health, safety, and welfare of all Contractors, volunteers, members, participants, and visitors, ensuring that risks are identified and minimised at all times.

Little Hiccups will observe the Health and Safety at Work etc. Act 1974 (“HASAWA”), the Management of Health and Safety at Work Regulations 1999, and all relevant statutory provisions and codes of practice.

This policy will be formally reviewed every 3 years by the Board of Trustees, or sooner if significant operational, legislative, or organisational changes occur.

Organisation & Responsibilities

The Board of Trustees

The Trustee member nominated as responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Miriam Watson-Pratt, Secretary and Operations**.

The Trustees are responsible for:

- Assessing risks to the health and safety of contractors, volunteers, members, and visitors, and establishing proportionate control measures.
- Ensuring any premises, venues, work areas, and equipment used or provided by Little Hiccups are safe, accessible, and without risk to health.
- Providing appropriate information, instruction, training, and supervision in safe working practices and procedures.
- Ensuring adequate emergency procedures (including fire evacuation, lockdown/invacuation, and first aid) are established and communicated for all events and venues.
- Encouraging open dialogue and consultation with volunteers and contractors on all health and safety matters.



Accident & Incident Reporting (Internal & RIDDOR)

- All accidents, injuries, dangerous occurrences, and near misses will be investigated by **Miriam Watson-Pratt** on behalf of the Trustees as soon as possible and reported to the Board at the next available Trustee meeting.
- **Miriam Watson-Pratt** is responsible for determining whether an incident is reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** and submitting reports to the Health and Safety Executive (HSE) within statutory timeframes where required.

Contactors and Volunteer Responsibilities

All individuals working or volunteering on behalf of Little Hiccups must:

- Familiarise themselves with and comply with this Health and Safety Policy.
- Take reasonable care of their own health and safety, as well as the safety of colleagues, children, families, and members of the public who may be affected by their acts or omissions.
- Report all accidents, unsafe situations, and near misses immediately to **Miriam Watson-Pratt** (or another nominated Trustee in her absence).
- Ensure any accident or incident is logged promptly in the **Little Hiccups Accident Book**.
- Comply with venue-specific fire, security, and emergency instructions at all times.
- Stop and report any activity or condition they consider immediately unsafe.

Practical Arrangements & Event Safety

Risk Assessments

Risk assessments will be conducted or reviewed by the responsible Trustee prior to activities taking place. A formal risk assessment must be carried out or refreshed when:

- Planning any trip, family activity, workshop, or external event.
- Operating in a new or unfamiliar venue.
- Significant changes are made to activities, equipment, or operational practices.
- There is a relevant change in health and safety legislation or guidance.
- An incident or near miss indicates that existing control measures are insufficient.



Hired Venues & External Activity Providers

When hiring third-party venues or partnering with external activity providers, Little Hiccups will take reasonable steps to ensure that:

- The venue holds valid Public Liability Insurance.
- Up-to-date venue fire risk assessments and emergency evacuation plans (including accessibility and PEEPs / personal emergency egress plans where appropriate) are reviewed.
- Any third-party instructors or activity facilitators hold appropriate qualifications, insurance, and safeguarding checks.

First Aid

- An appropriately stocked Little Hiccups first aid kit will be accessible at all charity-run events and activities.
- Little Hiccups will identify the nominated first aider(s) for each event (either a trained Little Hiccups team member or designated on-site venue contractors) prior to the event commencing.

Security & Emergency Procedures (Martyn's Law)

In line with standard public safety and emergency preparedness, all event briefings will cover:

- Evacuation routes and assembly points.
- Invacuation / lockdown protocols (where applicable to the venue).
- Dedicated communication lines for reporting suspicious activity or immediate hazards.

Homeworking & Display Screen Equipment (DSE)

Where contractors or volunteers carry out administrative tasks from home:

- Individuals are encouraged to maintain safe workstations that minimise risks associated with posture, repetitive strain, and display screen usage.
- Basic remote-working risk assessments or guidance will be made available upon request.



Training & Inductions

To support safety and welfare, health and safety guidance and training will be provided:

- During volunteer and contractors inductions.
- When introducing new equipment, technologies, or venues.
- When specific training needs are identified through risk assessments (e.g. manual handling, first aid, safeguarding).

Resolving Health and Safety Concerns

1. Any volunteer or team member with a health and safety concern should raise it directly with **Miriam Watson-Pratt**.
2. If the issue is not addressed within a reasonable timeframe, or the individual remains concerned following the initial response, they may escalate the matter in writing to the **Chair of Trustees**.
3. If the concern cannot be resolved informally, it will be placed on the formal agenda for review at the next scheduled Trustee meeting.

Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed:



Amendments

Date	Amendment Made	By whom
15/09/2023	3 year review - no amendments made	MWP
21/09/2026	Updated policy structure; added statutory references to RIDDOR and emergency planning (Martyn's Law); incorporated third-party venue due diligence, first aid arrangements, and remote working guidelines.	MWP

