



Health & Safety Policy

1. Purpose of this Policy

The Special Lioness is committed to providing safe, inclusive, and welcoming environments for all children, families, volunteers, and visitors who take part in our activities. As a volunteer-run charity, we recognise our responsibility to protect the health, safety, and wellbeing of everyone involved in our work.

This policy outlines how we manage health and safety risks and ensure that our events, sessions, and community spaces are safe and accessible.

2. Our Commitment

We will:

- Prioritise the safety and wellbeing of children, families, and volunteers
- Comply with relevant health and safety legislation
- Identify and manage risks proactively
- Provide safe, accessible environments for all activities
- Ensure volunteers understand their responsibilities
- Encourage open communication about safety concerns
- Learn from incidents, near misses, and feedback

We aim to create environments where families feel confident, supported, and able to enjoy their time with us.

3. Who This Policy Applies To

This policy applies to:

- All volunteers
- Trustees
- Contractors or partners supporting activities
- Families and visitors attending our events

Everyone has a role in keeping our community safe.

4. Responsibilities

4.1 Trustees

Trustees hold overall responsibility for:

- Ensuring appropriate health and safety arrangements
- Approving risk assessments
- Reviewing incidents and learning from them
- Ensuring volunteers receive guidance and support

4.2 Volunteers

Volunteers must:

- Follow this policy and all safety procedures
- Carry out activities safely and responsibly
- Report hazards, incidents, or concerns immediately



Making Special Memories With Special Families

- Participate in training where required
- Support families in accessing safe spaces

4.3 Families and Visitors

Families are encouraged to:

- Share relevant medical or accessibility needs
- Supervise their children unless otherwise agreed
- Follow safety guidance provided at events
- Report any concerns to a volunteer

5. Risk Assessments

- A risk assessment will be completed for all events, sessions, and activities.
- Assessments will consider accessibility, medical needs, sensory considerations, and emergency procedures.
- Controls will be put in place to reduce risks to an acceptable level.
- Risk assessments will be reviewed regularly and updated when needed.

6. Safe Environments

We will ensure that:

- Venues are accessible, clean, and suitable for our families
- Equipment is safe, appropriate, and well-maintained
- Sensory spaces are designed with safety and comfort in mind
- Emergency exits and procedures are clearly communicated
- Food safety and allergy considerations are followed
- Quiet spaces are available for children who need them

7. Medical & Care Considerations

Many children attending our events have complex medical needs. We will:

- Encourage families to share relevant medical information
- Ensure volunteers understand their role (and limitations)
- Provide safe spaces for medical equipment and care routines
- Avoid undertaking any medical procedures unless agreed and appropriate
- Call emergency services when required

Volunteers are not expected to provide medical care beyond their training and competence.

8. Incident & Accident Reporting

All accidents, incidents, and near misses must be reported to a trustee or designated lead. We will:

- Record details promptly
- Review what happened
- Take action to prevent recurrence
- Inform families of outcomes where appropriate



Making Special Memories With Special Families

- Report serious incidents to relevant authorities if required

9. Safeguarding

Health and safety is closely linked to safeguarding. Any concerns about the welfare of a child or adult at risk must be reported immediately in line with our Safeguarding Policy.

10. Training & Support

Volunteers will receive guidance appropriate to their role, including:

- Health and safety awareness
- Safeguarding
- Emergency procedures
- Manual handling (if relevant)
- Food hygiene (where applicable)

We aim to ensure volunteers feel confident and supported.

11. Emergency Procedures

At every event, volunteers will ensure:

- Emergency exits are accessible
- Families know how to evacuate if needed
- A designated lead volunteer is present
- Emergency services are contacted when required
- A first aid kit is available

Where possible, at least one volunteer with first aid training will be present.

12. Review of Policy

This policy will be reviewed annually by the Board of Trustees or sooner if:

- There are significant changes in activities
- New risks emerge
- Legislation or best practice changes