



SPaCE Health and Safety Policy

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1. Policy Statement

SPaCE is committed to providing a safe, supportive, and inclusive environment for all young people with Special Educational Needs and Disabilities (SEND), our staff, volunteers, and visitors. The health, safety, and wellbeing of everyone in our care is our highest priority.

We recognise that many of the young people we support may have experienced trauma, and we integrate trauma-informed practice into all aspects of our work to ensure physical and psychological safety.

This policy outlines our approach to health and safety in both our outreach and residential settings, in compliance with UK legislation and best practice standards.

2. Scope

This policy applies to:

- All SPaCE employees and volunteers
- All services provided in outreach and residential care
- All young people and families we support
- Contractors, visitors, and agency staff working on behalf of SPaCE

3. Legal Framework

This policy is informed by and compliant with the following legislation:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Children Act 1989 & 2004
- The Equality Act 2010
- The Care Standards Act 2000
- The Children's Homes (England) Regulations 2015
- SEND Code of Practice: 0 to 25 years (2015)
- Working Together to Safeguard Children



- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

4. Responsibilities

a. Management

Management will:

- Ensure robust systems are in place to manage health and safety.
- Maintain safe environments in all premises and outreach settings.
- Conduct and review regular risk assessments.
- Provide training on trauma-informed care and health and safety.
- Ensure appropriate Personal Protective Equipment (PPE) is provided free of charge where required.
- Monitor compliance with infection prevention and control procedures.
- Ensure staff receive appropriate supervision and support.

b. Staff and Volunteers

Staff and volunteers must:

- Comply with SPaCE's health and safety procedures.
- Promote and implement trauma-informed approaches.
- Report hazards, incidents, or concerns promptly.
- Use PPE correctly where required.
- Participate in relevant training and supervision.
- Follow infection prevention and hygiene procedures.
- Maintain safe working practices in all settings.

c. Young People

Young people will be:

- Encouraged to participate in decisions affecting their safety.
- Supported to understand their rights and responsibilities in an age-appropriate way.
- Supported to identify and communicate concerns regarding safety and wellbeing.



5. Trauma-Informed Practice and Safety

We recognise that trauma can significantly affect a young person's sense of safety and wellbeing. SPaCE adopts the six principles of trauma-informed care:

- Safety – Emotional and physical safety is prioritised.
- Trustworthiness and Transparency – Clear boundaries and consistency.
- Peer Support – Encouraging positive peer relationships.
- Collaboration and Mutuality – Involving young people in decision-making.
- Empowerment and Choice – Promoting autonomy and self-regulation.
- Cultural, Historical, and Gender Considerations – Respect for identity and lived experience.

All environments are designed to be low-stimulation and predictable. Staff are trained in de-escalation and sensory-aware support.

6. Risk Management

SPaCE uses a proactive approach to risk assessment. This includes:

- Personalised risk assessments for each young person.
- Environmental checks in outreach and residential settings.
- Fire safety checks and evacuation procedures.
- Regular health and safety audits.
- Infection prevention and hygiene risk assessments.
- Incident and accident reporting with follow-up actions.
- Dynamic risk assessments during outreach activities and community visits.

Risk assessments will be reviewed regularly and updated following incidents, environmental changes, or identified concerns.

7. Personal Protective Equipment (PPE)

7.1 Organisational Responsibility

SPaCE is responsible for providing appropriate PPE free of charge to staff and volunteers where risks cannot be adequately controlled by other means.

PPE will:

- Be suitable for the identified risk.
- Be maintained in good condition.

- Be replaced when damaged, expired, or no longer effective.
- Be readily accessible in relevant work environments.

Managers are responsible for ensuring PPE availability and monitoring appropriate usage.

7.2 PPE Requirements by Task and Environment

The following PPE may be required depending on the activity, environment, or assessed risk:

Task/Environment	Example PPE Required
Personal care support	Disposable gloves, aprons, masks if required
First aid and bodily fluid response	Gloves, aprons, eye protection where splash risk exists
Cleaning and infection control	Gloves, aprons, appropriate cleaning PPE
Food preparation activities	Hair coverings, gloves where appropriate
Outdoor activities and trips	High-visibility clothing, weather-appropriate equipment
Maintenance or site safety tasks	Protective footwear, gloves, eye protection
Infectious illness management	Masks, gloves, aprons and additional PPE based on public health guidance

PPE requirements will always be informed by individual risk assessments.

7.3 Correct Use of PPE

Staff and volunteers must:

- Use PPE in accordance with training and manufacturer guidance.
- Inspect PPE before use.
- Report damaged or missing PPE immediately.
- Avoid reusing disposable PPE unless specifically designed for reuse.
- Follow hand hygiene procedures before and after PPE use.

7.4 Storage and Disposal of PPE

SPaCE will ensure:

- PPE is stored in clean, dry, and accessible locations.
- Contaminated PPE is disposed of safely using appropriate waste procedures.
- Clinical or hazardous waste is managed in line with infection control guidance.
- Reusable PPE is cleaned and maintained appropriately.

7.5 PPE Training and Infection Prevention

All relevant staff will receive training on:

- Correct selection and use of PPE.
- Hand hygiene and infection prevention measures.
- Safe disposal procedures.
- Responding to infectious illnesses or contamination incidents.
- COSHH and hygiene procedures where relevant.

Refresher training will be provided regularly and following updates to public health guidance.

8. Infection Prevention and Control

SPaCE is committed to minimising the spread of infection in all settings.

This includes:

- Promoting effective hand hygiene.
- Maintaining clean and hygienic environments.
- Following public health guidance.
- Supporting staff and young people to manage illness safely.
- Ensuring access to cleaning materials and PPE.
- Implementing outbreak management procedures where necessary.

8.1 COSHH Commitment

SPaCE is committed to protecting staff, young people, volunteers, and visitors from the risks associated with hazardous substances.

SPaCE will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 by ensuring hazardous substances are identified, assessed, controlled, stored, handled, and disposed of safely.

Hazardous substances may include:

- Cleaning products
- Disinfectants and sanitisers
- Aerosols and sprays
- Paints, glues, and maintenance chemicals
- Bodily fluids and clinical waste
- Laundry chemicals
- Any substance identified as harmful to health



8.2 Identification of Hazardous Substances

SPaCE will maintain a COSHH inventory identifying all hazardous substances used or stored within outreach, residential, and office environments.

For each hazardous substance, SPaCE will:

- Obtain and retain current Safety Data Sheets (SDS).
- Identify potential health risks.
- Assess who may be affected.
- Consider exposure routes including inhalation, skin contact, ingestion, and eye contact.

8.3 COSHH Risk Assessments

COSHH risk assessments will be completed for all cleaning products, chemicals, and other hazardous substances used within SPaCE.

Assessments will:

- Identify hazards and potential harm.
- Evaluate the likelihood and severity of exposure.
- Identify appropriate control measures.
- Specify required PPE.
- Outline emergency procedures and first aid arrangements.
- Be reviewed annually or sooner if substances, processes, or guidance change.

Managers are responsible for ensuring COSHH assessments are completed, communicated, and monitored.

8.4 Control Measures

SPaCE will minimise risks from hazardous substances by:

- Using less hazardous alternatives wherever possible.
- Limiting access to authorised individuals.
- Providing appropriate PPE.
- Ensuring adequate ventilation.
- Following manufacturer instructions and Safety Data Sheets.
- Implementing safe systems of work.
- Providing staff training and supervision.

8.5 Safe Storage of Hazardous Substances

Hazardous substances will:

- Be stored securely and safely.
- Be kept in original labelled containers wherever possible.
- Be stored separately from food and medication.
- Be inaccessible to young people unless risk assessed and supervised.
- Be stored according to manufacturer guidance and temperature requirements.
- Have spill response materials available where appropriate.

Storage areas will be checked regularly for leaks, damage, or expired products.

8.6 Safe Handling and Use

Staff handling hazardous substances must:

- Follow COSHH assessments and manufacturer guidance.
- Use required PPE.
- Avoid mixing chemicals unless specifically authorised.
- Wash hands after handling substances.
- Report spillages, exposure incidents, or concerns immediately.

Young people will only access hazardous substances under direct supervision and where appropriate risk assessments are in place.

8.7 Disposal of Hazardous Substances

SPaCE will ensure hazardous substances and contaminated materials are disposed of safely and appropriately.

This includes:

- Following local authority and environmental guidance.
- Using appropriate waste containers.
- Separating clinical, hazardous, and general waste.
- Ensuring sharps and contaminated items are disposed of safely where relevant.

8.8 COSHH Training

Relevant staff will receive training on:

- COSHH awareness.
- Reading labels and Safety Data Sheets.
- Safe handling procedures.

- Emergency actions following exposure or spills.
- PPE requirements.
- Safe storage and disposal arrangements.

Training records will be maintained and refreshed regularly.

9. Training

All staff receive:

- Induction training in health and safety.
- Ongoing training in trauma-informed practice, safeguarding, and manual handling.
- First Aid and Fire Safety training appropriate to their roles.
- PPE and infection prevention training.
- Risk assessment and incident reporting guidance.

Training records will be maintained and monitored.

10. Reporting and Recording

SPaCE maintains clear systems for:

- Accident and incident reporting (including RIDDOR compliance).
- Safeguarding disclosures or concerns.
- Recording hazards and near misses.
- Monitoring trends to inform policy and practice.
- Recording infection control incidents where required.

Incidents will be reviewed to identify lessons learned and reduce future risks.

11. Emergency Procedures

SPaCE will maintain emergency procedures including:

- Fire evacuation plans.
- Emergency contact arrangements.
- First aid provision.
- Procedures for missing young people.



- Emergency response guidance for outreach activities.
- Procedures for infectious disease outbreaks.

Emergency equipment and exits will be checked regularly.

12. Review and Evaluation

This policy will be reviewed annually or in response to:

- Significant incidents.
- Legislative changes.
- Feedback from staff or young people.
- Changes to operational practice or public health guidance.

Monitoring activities may include:

- Health and safety audits.
- PPE compliance checks.
- Incident trend analysis.
- Staff supervision and training reviews.
- Environmental inspections.

13. Policy Approval and Sign-Off

Policy Owner: Dene Terry

Approved by: Dene Terry

Signature: DB Terry

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