

Nest Play Therapy

Health and Safety Policy

Policy in effect from:	November 2025
Date of next review:	November 2026
Policy written by:	Debbie Moore

Introduction

Nest Play Therapy has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. Nest Play Therapy will work in a way that tries, to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it. The commitment to health and safety is a management responsibility and it is the duty of our managers to uphold this policy and to provide the necessary funds and resources to implement it.

Nest Play Therapy will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

We recognise that a safe, secure, and nurturing environment is essential to support the emotional and psychological wellbeing of children attending therapy. We will take all reasonably practicable steps to prevent accidents, injuries, or harm.

This responsibility will be delegated to a named employee (Debbie Moore) for specific events or activities, who will ensure the policy is upheld. They will be named in advance and noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

Responsibilities

1. Nest Play Therapy is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by Debbie Moore as soon as possible.
3. Debbie Moore is responsible for:

- Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining equipment, and systems of work that are safe and without risk to health.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
- Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.

Staff and Volunteer Responsibilities

Nest Play Therapy employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in an accident book located in a place where it can be readily accessed by employees and be available for inspection.
6. If Debbie Moore is not present, they should report the incident to her as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

Children, Young People, and Families:

1. Are encouraged to communicate any safety concerns to staff.
2. Must follow staff guidance while on the premises.

Risk Assessments

Debbie Moore will ensure that all potential hazards present in the environments in which the operations take place and any potential hazards associated with delivering the defined scoped of operations are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (employees, volunteers and/or clients)
3. The likelihood of harm and how significant that harm will be to specific individuals and other generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated task are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

Emergency Procedures

- Fire exits are clearly marked and free from obstruction.
- Fire alarms and extinguishers are tested and maintained regularly.
- Fire drills are held at least twice a year.
- First aid kits are maintained and checked monthly.
- All staff have relevant first aid training.
- Emergency contact numbers are displayed clearly and updated regularly.
- In the event of serious incidents, staff will follow emergency protocols, contact emergency services, and inform parents/guardians immediately.

Infection Prevention and Control

- Hand hygiene is required before and after each session.
- Surfaces are disinfected after use.

- Staff and clients showing symptoms of contagious illness must not attend the premises.
- COVID-19 or other public health measures are followed in accordance with NHS guidance.

Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

- At induction.
- On transfer or promotion to new duties.
- On the introduction of new equipment.
- When changes are made to systems of work.
- When training needs are identified during risk assessments.

Resolving Health & Safety Issues

- Any employee, service user or volunteer with a health and safety concern must first raise it with Debbie Moore
- If, after investigation, the issue is not corrected in a reasonable time, or Debbie Moore decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

Monitoring and Evaluation

This policy will be monitored and reviewed annually by Debbie Moore to ensure that that risks to employees, volunteers, service users and visitors are minimised at all times.

Approved by



Debbie Moore

Nest Play Therapy



Date: 20.11.25