



Health and Safety Policy

Autism Mentors Ltd – Neurodiversity Mentoring/Support Services

Location: Oxfordshire, UK

Effective Date: 1st September 2025

Next Review Date: September 2026

1. Policy Statement

Autism Mentors Ltd is committed to ensuring the health, safety, and welfare of all staff, self-employed contractors, clients (including children and vulnerable adults), and members of the public who may be affected by our services.

We aim to maintain a safe working environment, whether working in homes, schools, or community settings, in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 & 2004
- Care Act 2014
- Equality Act 2010
- Safeguarding legislation including Working Together to Safeguard Children (2023) and Keeping Children Safe in Education (KCSIE) 2025
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (amended 2025)
- Fire Safety Regulations 2022 (in force 2023–25)

Health and safety is everyone's responsibility. All staff and contractors are expected to take reasonable care of themselves and others.

2. Responsibilities

Company Responsibilities

- Assess and reduce risks to staff and clients.
- Provide information, instruction, and training on safe working practices.
- Ensure all equipment used is safe and suitable.
- Promote a positive culture of safety and reporting.
- Review policies regularly and after any incident.

Staff and Contractor Responsibilities

- Take reasonable care of your own health and safety and that of others.
- Follow all risk assessments, policies, and procedures.
- Report any hazards, risks, injuries, or concerns promptly to:
 - Michelle Wray
 - Tel: 07707 764876
 - Email: michelle@autismmentors.co.uk or DSL@autismmentors.co.uk
- Use equipment and PPE appropriately (as identified in risk assessments).
- Attend mandatory training (e.g. safeguarding, lone working, first aid, fire safety).

3. Risk Assessment

We carry out individual and general risk assessments to identify hazards in:

- Clients' homes
- Educational settings

- Public venues used during outings
- Travel and transport
- Lone working scenarios
- Behavioural or medical risks related to individual clients

Assessments are reviewed regularly and updated whenever the client's needs or environment change.

4. Working in Client Homes and Community Settings

- Risk assessments must be completed before services begin.
- Workers should not enter any setting they feel is unsafe.
- Staff must maintain professional boundaries and follow safeguarding procedures.
- No staff member is required to enter a premises or situation where they feel at risk.

5. Infection Control and Hygiene

We follow best practice in infection prevention and control, including guidance from the UK Health Security Agency (UKHSA, 2025):

- Staff are provided with guidance on good hygiene practices.
- PPE (e.g. gloves, masks) must be used as needed.
- Illness or exposure to contagious conditions must be reported promptly.
- Staff must follow any updated public health advice during outbreaks.

6. First Aid and Incident Reporting

- At least one member of staff must hold an up-to-date First Aid qualification.
- All incidents, injuries, and near-misses must be reported within 24 hours using the Incident/Accident Report Form.
- Reports are reviewed by management and the DSL.

- Serious incidents may be reported to the Health and Safety Executive (HSE) under RIDDOR:
 - Tel: 0345 300 9923 (8:30am–5pm Mon–Fri)
 - Online: www.hse.gov.uk

7. Training and Supervision

All staff will receive training appropriate to their role, including:

- Safeguarding (Children and Adults)
- First Aid (where required)
- Lone working and personal safety procedures
- Positive handling / de-escalation
- Fire safety awareness
- Equality, Diversity & Inclusion (linked to Worker Protection Act 2023)

Regular supervisions and reflective practice sessions provide opportunities to review safety issues.

8. Emergency Procedures

In any emergency (e.g. fire, injury, violent incident):

- Call 999 immediately.
- Remove yourself and the client from danger if safe to do so.
- Notify management/designated contact as soon as possible:
 - Michelle Wray
 - Tel: 07707 764876
 - Email: michelle@autismmentors.co.uk

9. Monitoring and Review

- This policy will be reviewed annually, or sooner following any incident, legislative change, or risk assessment update.
- Health and safety audits and incident trends will be used to identify improvements.

10. Policy Approval

Signed:

A handwritten signature consisting of stylized initials, possibly 'MW'.

Name: [Director / Responsible Person]

Date: 1/9/25