



## 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](mailto:michelle@autismmentors.co.uk) or [DSL@autismmentors.co.uk](mailto: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](http://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](mailto: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:

Name: [Director / Responsible Person]

Date: 1/9/25