

Make Them Smile

Health & Safety Policy

Charity Number: 1150013

Approved by Trustees: 1st March 2026

Review Date: Annually

1. Policy Statement

Make Them Smile is committed to providing a safe and healthy environment for children, families, volunteers, trustees and members of the public who engage with the charity's activities.

The trustees recognise their duty of care under health and safety legislation and will take all reasonably practicable steps to minimise risk.

2. Scope

This policy applies to:

- Trustee meetings
- Fundraising events and collections
- SEN days and organised activities
- Use of charity-owned holiday homes
- Visits to partner venues or schools
- Volunteers acting on behalf of the charity

3. Responsibilities

Trustees

Trustees are responsible for:

- Ensuring health and safety arrangements are in place
- Reviewing risk assessments where required
- Maintaining appropriate insurance cover
- Monitoring compliance with this policy

Volunteers and Representatives

Volunteers must:

- Follow safety guidance provided
- Take reasonable care of themselves and others
- Report hazards, incidents or concerns promptly

4. Risk Assessments

Risk assessments will be completed where activities present identifiable risk, including:

- Public fundraising collections
- Events involving children or vulnerable individuals
- Use of hired venues
- Installation or delivery of equipment

Risk assessments will identify hazards, assess likelihood and impact, and document control measures.

5. Events and Activities

For organised events (e.g. SEN days or community events), the charity will ensure:

- Venue suitability and accessibility
- Adequate supervision
- Clear emergency procedures
- First aid arrangements (where appropriate)
- Public liability insurance cover
- Parents and carers remain responsible for supervising their own children unless otherwise formally agreed.

6. Holiday Provision

The charity will:

- Ensure holiday accommodation complies with site safety standards
- Provide families with safety guidance and emergency contacts
- Families are responsible for safe supervision during their stay.

7. Lone Working

Where trustees or volunteers operate alone (e.g. store collections, meetings, deliveries), reasonable precautions will be taken, including:

- Informing another trustee of location and expected duration
- Carrying a mobile phone
- Avoiding unnecessary risk
- A separate Lone Working Policy may apply where appropriate.

8. Accident and Incident Reporting

All accidents, near misses or safety concerns must be reported to a trustee as soon as possible.

Where required, incidents will be:

- Recorded in writing
- Reviewed by trustees
- Reported to insurers or regulators where necessary

9. Safeguarding Link

Health and safety does not replace safeguarding responsibilities. Any concerns about the welfare of a child or vulnerable person must be managed in accordance with the Safeguarding Policy.

10. Insurance

The charity will maintain appropriate insurance, including:

- Public liability insurance
- Trustee indemnity insurance
- Employer's liability insurance

11. Review

This policy will be reviewed annually or sooner if legislation or operational requirements change.