



Angling4Education Health and Safety Policy

INTRODUCTION

Why we need a Policy

We need a policy to provide us with written confirmation that we care about the safety of our staff, our customers and contractors working on our behalf. It provides everyone with a clear understanding of how we will achieve it, so that we are all confident and comfortable in whatever situation we find ourselves in, we all know what to do.

We also need it to comply with The Health and Safety at Work etc. Act 1974.

Definitions

For the purposes of this policy references to "The Company" or "Business" or "We" or "Ours" will be The Business

The General Statement of Policy:

This statement is a declaration of our intention to provide a safe place to work.

The Organisation

Details who is responsible for which areas and for which duties.

The Arrangements

There are many regulations dealing with specific Hazards e.g. Fire, Manual Handling, First aid etc. This section states the policies we have in place to deal with each regulation. There are issues that a regulation does not specifically cover; therefore, we produce policies from relevant guidance available from competent sources

Procedures.

Here we describe exactly the procedure we use to control the hazards we identified in the risk assessments. These procedures are job specific, and used to train our staff

THE STATEMENT OF POLICY FOR HEALTH, SAFETY AND WELFARE

All Angling 4 Education employees will be committed to ensuring the Health, Safety and Welfare of its employees so far as is reasonably practicable.

Angling4Education also accepts their responsibility for other persons who may be affected by its business activities such as clients, the public and other visitors, and will take steps to ensure that statutory duties are met at all times. Whilst recognising that it is not an activity centre, it will fulfill all levels of statutory compliance in regard to its residential and taster activities offered. Angling4Education consider that their legal obligation to provide a safe working, residential and public environment is complimented by an equally important moral obligation. It will therefore strive to not only comply with all relevant legislation, but also promote and maintain an environment that is both safe and comfortable. Angling4Education's commitment to all existing and future regulations will apply with consideration to the financial implications, balanced against degree of risk.

- It is our policy to comply with the terms of The Health and Safety at Work Act 1974 and subordinate legislation and to provide and maintain a healthy and safe working environment.
- We recognise and accept our duty to protect the health and safety of all staff, Service users, contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- Our health and safety objective is to minimise the number of instances of occupational accidents and illness and ultimately to achieve an accident-free workplace.
- All staff will be provided with such equipment, information, training and supervision as may be necessary to implement the policy and achieve the stated objective.
- Every staff member will be provided with the training necessary to carry out their tasks safely.
- An effective health and safety programme requires continuous communication between staff at all levels. We will involve staff in conducting risk assessments, and changes in working practices.
- Accident records are crucial to the effective monitoring and revision of the policy and therefore must be accurate and comprehensive. We will record and monitor all injuries, however small, sustained by a staff member or service users.
- The Health and Safety Policy will be monitored and updated continually, particularly when changes in the scale and nature of the running of the Trusts business occur.
- The policy will be updated at least every twelve months.

Date 10/1/2021

Review date: 5th May yearly

Reviewed: 3/5/2024

The ultimate responsibility for all the matters of health, safety and welfare within Angling4 Education remains with the Managing Director.

The Directors Responsibility:

The Director is responsible for acquainting themselves with sufficient knowledge and information to achieve practicable health and safety statutory measures for the achievement of its aims and objectives.

Specific objectives are to ensure that:

- That this person shall avail themselves of training sufficient to ensure that health and safety details and management arrangements are understood at Management and employee levels.

Specific responsibilities are to ensure that:

- The organisation has a policy statement and that it is reviewed periodically
- Health and Safety matters are discussed as appropriate, at organisation and Management meetings and supervision, and are recorded
- All staff are sufficiently informed and involved in all aspects of health and safety at work.
- All staff and supervisory staff have sufficient authority, training and resources for effective implementation of the policy.
- The Director will ensure that all staff and other users at Angling4Education are made aware of the reporting procedures with regard to accidents and untoward Incidents and how to deal with them and that they are actively involved in promoting and maintaining a positive safety culture.
- Sufficient levels of procedural control are in place to place safety at the forefront of all activities within those organisations and individuals who use a Centre for activities which may also involve residential or single day visits.

Other duties include:

- ensuring that employees, contractors, public and visitors are aware of and follow safety procedures,
- establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition, this includes the regular maintenance and servicing of equipment and other client or public facilities,
- providing adequate training, information, instruction and supervision to ensure that all activities and other work is conducted safely,
- Taking immediate and appropriate steps to report, investigate and rectify any risks to health and safety arising from the work activity.

- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- ensuring that all accidents, untoward incidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors, and take steps to reduce, if required
- Maintaining safe access to and from the workplace at all times.

Employee responsibility

All employees must:

- Take reasonable care for their own health and safety and comply with their responsibilities to ensure that they utilise company training and safety procedures at all times to comply with the Health and safety at work Act 1974 s7.
- Report all accidents, untoward incidents and near misses to the director. (This information will not be used as the basis for disciplinary action unless a criminal act has been committed).
- Consider the safety of other persons including visitors to any Angling4Education venues or sessions who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- Do not undertake any hazardous task for which authorisation has not been given

THE ARRANGEMENTS

List of regulations affecting Angling4Education

POLICY
THE HEALTH & SAFETY AT WORK ETC ACT 1974
RISK ASSESSMENTS
COMMUNICATING WITH STAFF
WELFARE FACILITIES
MANUAL HANDLING
WORK EQUIPMENT
PERSONAL PROTECTIVE EQUIPMENT
HAZARDOUS SUBSTANCES
REPORTING ACCIDENTS CONTACT WITH BODILY FLUID
FIRE
INSURANCE
SIGNS
YOUNG PERSONS
NOISE
WORKING AT HEIGHT

List of other policies identified by our business that do not have specific regulations, but would be covered under the umbrella of The Health & Safety at Work etc Act 1974 or specific advice documents

Topic
Alcohol policy
Driving/Vehicles
Drugs policy
Expectant and Nursing mothers
Induction training
Lone working
Personal safety
Safe Working Procedures
Stress
Terrorist threats
Violence and Aggression

THE HEALTH AND SAFETY AT WORK ETC ACT 1974

POLICY

- We must prepare a Health and Safety Policy stating our commitment to protect the Health and safety of our staff, customers, and visitors.
- We must state how we intend to manage that commitment. We must detail all the regulations that affect our business and how we intend to comply and implement them within the structure of our Business.
- We must risk assess those hazards likely to cause harm to staff, visitors and contractors.
- We must show how we are going to train our staff how to carry out the tasks we expect them to perform. We must demonstrate that the procedures and controls are working.

FIRST AID

POLICY

- All staff have attended Emergency First Aid training at work with a professional accreditation.
- All staff carry a recommended first aid kit and administer emergency first aid when needed. Each client's parent/carer has a signed emergency first aid and medical treatment consent form.
- All staff have the what3words phone app – This enables the user to gain a exact location if needed for emergency services to attend

RISK ASSESSMENTS

POLICY

Risk Assessments

- The Managers will use the risk assessment priority planner form. All hazards likely to cause harm to staff, guests and customers, including contractors must be risk assessed.
- Staff in control of specific areas will risk assess those areas.
- Staff will be notified of any unacceptable hazards likely to cause harm to staff. We will work together to reduce any unacceptable hazards to a safe level as soon as it is practical.
- We will consult our staff in matters that concern their health and safety and encourage feedback from the workplace on issues that affect the safe organisation of the business.
- We will organise training in the following areas:
 - First Aid
 - Procedures that affect staff job description

Procedures

When each hazard likely to cause harm in our workplace has been risk assessed the procedure for controlling the risk and undertaking the task is detailed and recorded in Section 5 of this manual.

Staff members are trained using the procedure section as a training tool. Records of staff training are kept with The Manager.

COMMUNICATING WITH STAFF **POLICY**

- Any information regarding COSHH, Fire, Manual Handling, or First aid will be provided at the induction of each employee and as the need arises to all existing employees and where applicable.
- We will nominate a health and safety representatives for the purpose of communicating and receiving information.
- We will conduct regular staff meetings/supervision where Health and Safety will be included as an agenda item.

WELFARE FACILITIES **POLICY**

Workplace Inspections

It is our policy to conduct monthly inspections of the workplace (this relates to venues which we use on a regular basis for example fisheries and forest areas) to make sure we are complying with the above standards.

In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our business.

The inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

The Walk through inspections will focus upon

- Clear fire exits (In all venues we use on our sessions)
- Safety signs in place (where applicable)
- Fire logs complete, fire extinguishers in place (where applicable)
- New employees trained
- Adequate staff working space
- Items of equipment in good repair

WORK EQUIPMENT **POLICY**

- Identify Work Equipment (Tools and equipment used on A4E sessions including Bushcraft tools, fishing equipment)
- Ensure all dangerous equipment is guarded and risk assessments are followed
- Emergency isolation mechanisms clearly marked and all staff are aware of their positions (gas, electricity supply etc)

- 3 Monthly inspections of work equipment will be carried out and the results recorded and kept until the next inspection has been recorded. This will be monitored in supervision with staff.
- Service contracts are maintained.
- No work equipment obtained from another person will be used unless there is physical evidence that an inspection required by the regulations was carried out.
- No staff member will use any equipment unless they have been trained in its safe use.
- Contractors are audited to ensure machinery used by them comply with these regulations.
- Staff under the age of 18 will not use equipment identified as dangerous.

PERSONAL PROTECTIVE EQUIPMENT

POLICY

We will

- Identify all work activities that require PPE (hazards that cannot be controlled by any other method) this includes PPE which needs to be worn as identified and advised by government guidelines during a pandemic.
- Determine the level of protection needed and make sure this is offered to all staff.
- Select the correct type of PPE to the user.
- Train the user in the purpose, use, fitting, limitations, storage, defect spotting/ reporting system, and service arrangements.
- Ensure all contractors are aware of these regulations.

HAZARDOUS SUBSTANCES

POLICY

It is unlikely that any hazardous substances will be used in A4E usual activities. This is listed as we use third party venues and allows staff to be aware when using third party venues – such as Farms.

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- If a hazardous substance is identified it will determine whether it can be eliminated or substituted with a less hazardous chemical.
- All staff before using any hazardous chemical will be trained in the use of it.
- Protective equipment and provision will be provided free of charge, see PPE.
- The health of our staff will be monitored where necessary
- Information on the chemical will be provided to the staff using it.
- Contractors will be required to provide us with a safe system of work for any hazardous chemical used while on our premises.
- All hazardous chemicals will be stored in lockable storage.

REPORTING ACCIDENTS

POLICY

- All Managers will be instructed on the procedure for reporting accidents
- The manager must inform staff at the induction of their employment that accidents however small must be reported and a record kept. The record is kept in an electronic 'incident file' held and stored by the Director.
- The accident book/document will be presented at Health and Safety meetings/supervision as an agenda item to enable improvements to be implemented and to identify possible trends that may cause a more serious injury.
- Accidents and incidents are included in supervision discussions to keep staff up to date.
- Reporting accidents in a third party venue – If a child or young person has an accident in a third party venue, staff must ask the venue to complete an accident/incident form on site in the venue. Staff must either ask for a copy to be uploaded to the Accident/Incident electronic file or to report the accident/incident immediately to the director.

Contact with Bodily Fluids

The risk of bodily fluids to Angling4Education staff is low, however there is a possible risk of children and young being sick and/or breaking the skin in an accident.

This policy outlines how to keep safe if staff come into contact with bodily fluids and how to clean/remove bodily fluids such as:

- 🕒 Vomit
- 🕒 Spit
- 🕒 Blood
- Urine and/or Faeces

Staff should treat contact with bodily fluids or waste as potentially infectious. Staff should wear protective gloves (provided in first aid kits) when cleaning any bodily fluids. Following the first aid training guidelines.

Cleaning bodily fluids when outside – If a child/young person has an accident at an outdoor public venue (such as a forest/park) – where possible Staff should wash away any vomit/blood with water.

In a third party venue – All third party venues will have their own health and safety policy and cleaning bodily fluids protocol. Angling4Education staff have the responsibility to make sure the appropriate venue staff member has been informed so they can action their cleaning protocol.

USE OF BUILDINGS

POLICY

Angling4Education has no buildings in which they are responsible for the Health and Safety guidance. Angling4Education often use third party buildings and this guidance informs staff of the information necessary to keep themselves and our clients safe

Where applicable when using buildings - Identify a named person in charge who will be available if there is an issue whilst using the building.

- Request a copy of the buildings risk assessment including a fire risk assessment prior to use – this should be held on a platform where all staff have access.
- Produce a plan of the building to identify - Fire exit routes, fire doors and exits and fire assembly points or request a building induction with the person in charge.
- Familiarise yourself with the building before use making sure you are aware of areas and equipment which is not to be used.
- Use risk assessments for activities which you will undertake in the building for example: Cooking, sports or arts and crafts.
- Staff will take responsibility for keeping up to date with the lone working policy – although you may be in a building with other users you will essentially be lone working.
- When using a building or a space in a building, the venues risk assessments and policies will inform a safe working environment
- When using a building or shared building we will only work with Angling4Education children and young people, we will not open doors or let other YP join our sessions, or let Angling4Education children and young people join other groups, this will maximise our ability to safeguard our clients and those of other organisations.

FIRE

A4E has a separate fire risk assessment.

Where using a third party building – please see USE OF BUILDINGS in this document

INSURANCE

POLICY

- Ensure the certificate of Employers Liability Insurance is displayed on the shared document site where all employees have access.
- The director will check the date of expiry when it is due for renewal.

YOUNG PERSONS POLICY

No young persons are currently employed.

Under 16

Apply for a work permit

- Within one week of employing a child the employer must apply for a work permit. Employers will not be properly insured if they fail to do so.
- Application forms are available from most schools, your local Education Welfare Service office.
- To comply with Health & Safety regulations, the employer must certify that a Risk Assessment has been carried out.
- Information about Risk Assessments can be obtained from your local Environmental Health Department.
- The parent or guardian needs to certify that the child is fit to undertake the proposed work. The Authority may, if necessary, require the child to have a medical examination.
- Employer's own children also need to apply for a Work Permit.
- Young People are considered to be employed whether they are paid or unpaid.
- If a young person changes jobs, or changes hours of employment, you need to inform the Education Welfare Service as a new permit will need to be issued.

We must also:

- Let the parents/guardians of any children still of compulsory school age know the key findings of the risk assessment and the control measures we have introduced **before** the child starts work or work experience;
- Address certain specified factors in the risk assessment;
- Take account of the risk assessment in deciding whether the young people should be prohibited from certain work activities, except in specified circumstances.
- If a young person stops working for you, you also need to inform the Education Welfare Service.

16 years to 18 years

- To assess risks to all young people under 18 years of age, **before** they start work;
- To ensure our risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

NOISE POLICY

We will identify any areas in the workplace where the noise is unacceptable i.e. if you have to raise your voice to be heard when standing next to a person. This is approximately 85db (A)

The assessment will aim to:

- Determine the level of noise in the workplace
- reduce noise at source - better equipment; isolation; enclosure
- Determine the time that staff are exposed to unacceptable levels
- Increase distance from source (Loud speakers) where possible
- Reduce time spent in area/rotate staff
- Determine the need for personal protective equipment (e.g. ear defenders)
- To provide areas within the premises for customers to “chill out” where possible

When discussing amplification specifications with potential suppliers we will consider noise reduction strategies.

The use of ear protection should not be regarded as a substitute for noise reduction.

Ear protection zones (where exposure is to the Second Action Level of 90 dB (A)) should be marked with notices:-

WORKING AT HEIGHT

Policy

- We must identify activities that involve working at height
- Avoid working at height where we can
- Undertake a risk assessment of the work activity
- Use work equipment or other measures to prevent falls where we cannot avoid working at height.

Where we cannot eliminate the risk of a fall

- Use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

We will ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

DRIVING/VEHICLES

We recognise that driving is by far the most dangerous activity our staff can do. The sad truth is that 95% of all crashes could be avoided or minimised if drivers took more care and fewer risks. Accidents are caused through defects in the vehicle or driver error

The Vehicle

All our vehicles can be driven by staff holding Categories C/D1 driving Licence.

Policy

We shall put in place a system to ensure that:-

Drivers

- Staff are qualified to drive vehicles used for work purposes – Staff have provided documents to prove this – Driving licence, current M.O.T and Car insurance.
- Staff inform managers of any driving convictions and of any penalty points collected.
- Remind staff of safe driving practices through our team protocol and transporting children and young people policy.
- Programme delivery schedules that allow the driver to complete the journey without time pressures; Taking into account the need for adequate comfort breaks.
- Provide first aid boxes in the vehicle – All A4E are provided with a first Aid box.
- Identify Driving in the transporting children and young people policy.

Vehicles

- The vehicle is inspected by the driver before the start of the day.
- If a vehicle is not safe to use it is impounded and repaired.
- Accidents are reported to management .
- The appropriate insurance M.O.T and road tax is in place.

DRUGS

POLICY

- Train the staff on drug awareness (the signs of drug use).
- If Clients have disclosed they have used drugs before a session– Angling4Education will not go ahead with the session and will update all the relevant professionals in an update the same day. If a worker has good evidence to suspect that a young person has been using drugs the session will be cancelled that day so as not to put themselves or the young person at risk.
- Undertake random searching in extreme cases.
- Seize any drugs found on persons or in the premises.
- Supervise the premises observing group behaviour.
- Provide first aid cover to include drug awareness.
- Implement reporting procedures.
- Advise counselling for staff where drug / alcohol abuse is identified.

EXPECTANT AND NURSING MOTHERS

POLICY

- Staff should be made aware of the need to inform us of the pregnancy and subsequent need to nurse a child.
- Undertake a risk assessment of the staff members work activity.
- Provide any necessary work equipment and protective clothing.
- Arrange the working pattern to account for changing bodily needs.

INDUCTIONS

POLICY

Before any staff member is allowed to start work for the first time the Manager or Deputy will detail using the Staff Handbook:

- Welfare arrangements
- Personal arrangements.
- First Aid

Before commencing duties, the newly appointed staff member will receive training in the procedures applicable to the task for which they are employed.

LONE WORKING

POLICY

- Identify staff that work alone for all or some part of the day.
- Risk assesses their work activity.
- Evaluate the task to determine if working alone is necessary.
- Identify any medical condition that would place them at risk.
- Provide the necessary communication equipment to enable relevant assistance to be summoned.
- Initiate procedures to be used to reduce a possible risk and to summon assistance when necessary.
- Test the procedures regularly to monitor the effectiveness of them.

The Health and Safety at Work Act places a duty on us to protect our staff in any work connected with our business activity. This includes off-site working and travelling.

Working alone has in itself unique hazards, least of all no-one to assist or support staff if accidents occur.

Working alone does not necessarily mean that there is no one else around but that they are not under supervision or have the guidance of a manager.

Hazards include a greater opportunity to physically or verbally assault staff.

If staff fall or suffer a medical attack, help will not be readily or speedily available.

See Angling4education Lone working Policy

PERSONAL SAFETY

POLICY

- We will provide training for managers to develop skills that will enable them to recognise irresponsible behaviour particularly bullying.
- Staff members will be encouraged to carry out a risk assessment of a hazard that affects them during the course of a working day.
- Staff will be informed of the standard of behaviour expected of them, and of the disciplinary action if negative or dangerous behaviour is observed.
- Adequate supervision of staff will be provided to make sure safe working practices are observed.
- The workplace should be designed so that staff can undertake the task without putting themselves or other persons at risk.
- Appraisals will be conducted annually that will include the assessment of personal attitudes to health and safety.

SAFE WORKING PROCEDURES

POLICY

Any task staff members undertake as part of their work activity will be risk assessed and a procedure provided.

These Procedures otherwise referred to as Safe Systems of Work will be used as a training tool.

STRESS

POLICY

We must promote good management and culture

Angling4Education offers a well being package for any staff identified with needing extra emotional support which may affect their work. This includes non-managerial supervision with a trained therapist. Angling4Education offers up to 4 sessions to help identify any issues relating to work stresses or structures. Any identified issues which are safeguarding related, structural and/or directly affects a staff member's ability to maintain a safe working environment is fed back to managers by the therapist and a plan of action. This is applied on an individual basis

We promote:

- Clear company objectives.
- Good communication.
- Close employee involvement, particularly during periods of organisational change.
- Good management support and appropriate training and development of staff.
- Decision-making and planning.
- Opportunities for staff to contribute ideas, in particular in the planning and organisation of their own jobs.
- Employees' role in the organisation.
- Clearly defined objectives and responsibilities linked to organisational objectives.
- Support for those with a high level of responsibility for the welfare and well-being of people.
- Relationships at work.
- Training in interpersonal skills.

- Effective systems for dealing with interpersonal conflict, bullying and racial or sexual harassment, including: agreed grievance procedure & proper investigation of complaints.
- Job design
- Well designed tasks & responsibilities
- Proper use of skills
- Proper training for those dealing constantly with the public or client groups
- Proper hazards control
- Work schedule
- Flexible work schedules
- Planned and agreed work hours
- Workload/work pace
- Targets that are stretching but reasonable

TERRORIST THREAT AND SECURITY POLICY

- We will determine the vulnerability of the business taking into account the surrounding businesses.
- Implement emergency evacuation procedures in the event of an explosion as opposed to a Fire.
- Provide training to all staff on recognising suspicious bags, body language, and dealing with telephoned bomb threats.
- Only the Duty Manager will accompany the police on a search of the building.
- Train staff to be aware of unattended bags and packages.

VIOLENCE & AGGRESSION POLICY

- Where staff members are exposed to dealing with members of the public, or any activity which poses a threat of violence, a risk assessment will be carried out on their work activities and environment. These will be reviewed no less than annually.
- We carry out separate risk assessments relating to Lone Working (refer to lone working arrangements). Any staff member unavoidably required to work alone will be provided with an effective form of communication, normally a mobile phone.
- All staff members have a responsibility to ensure all incidents of aggression, threat or actual violence are reported to their Manager as soon as is practicable after the event.
- All reported incidents will be documented on an Incident Report Form and investigated promptly in order to minimise and control the risk of violence and aggression.
- We recognise the roles Drugs and Alcohol can play towards violent or aggressive behaviour and will have in place guidelines for dealing with this particular threat.
- We will ensure that adequate numbers of staff members are Statutory First Aid trained so that sufficient qualified first aiders are always on duty.
- In line with the Equal Opportunities/Harassment Policies, we will not tolerate discrimination or any behaviour which amounts to harassment. Any complaints of harassment will be taken seriously and managed promptly with strict confidentiality.

- We are committed to supporting any employee who is assaulted or threatened whilst carrying out company duties. This also applies to any such incident occurring off company premises provided it arises in the direct course of the employee's official duties.
- If an employee has been threatened or assaulted and seeks a prosecution, a senior staff member of their choice will be available, if required, to accompany them to the police station and remain during questioning and whilst statements are taken.
- In the event that police do not pursue a prosecution, and the employee wishes to seek a civil prosecution, we will, if required, support the employee and assist them in obtaining legal advice

Pandemic/ Risk of Pandemic

Policy

Due to the current Covid 19 global pandemic 2020 Angling4Education has included this policy to inform staff of the learning and future guidance if a pandemic happens in the future: Angling4Education has a separate Covid 19 policy which it has adhered to during this time – this policy was developed with the advice and guidance from government advice and guidance.

During a pandemic Angling4Education will:

- Offer all sessions in accordance to current guidance – these may change depending on the guidance.
- Angling4Education will follow government guidance on testing, isolating both staff and clients.
- Angling4Education will provide any PPE which is needed to keep staff and clients safe i.e. Masks, thermometers, anti-bacterial cleaning products and anything else which is needed.
- Staff will be kept informed on a weekly basis of any changes to the policy that is needed.
- Staff and client health and safety are paramount and A4E adheres to all government guidelines.