

HEALTH & SAFETY Policy

Contents

	Page
Introduction	3
Our Health and Safety Policy	4
The Law	5
Responsibilities	6
Accident Reporting	8
-summary of action in the event of an accident	8
-emergency telephone numbers	10
-action in the event of a serious accident or fatality	10
First Aid	11
Safety Signs	12
Fire Safety	13
Smoking	16
Good Housekeeping	16
Common Areas	17
Lifts	17
Working Environment	18
Lifting & Manual Handling	19
Hazardous Substances	20
Computers, Office and General Machinery (inc. Ergonomics)	22
Safe use of Electrical Equipment	24
Protective Clothing	25
Trustees, Consultants, Freelancers Contractors, Volunteers and Guests	25
Violence to Staff	26
Stress at Work	27
Document Control Sheet	28
Enclosures:	
1. Sample accident form	29
2. Sample Incident Form	31

Introduction

The Health and Safety Policy is produced in this booklet to ensure that every Bedazzle person is aware of their legal responsibilities and those of the organisation.

To assist you, this booklet is a guide to the policy. It contains essential information, compiled to help our staff work safely and without risk to others. This document often refers to 'employees' and this is aimed at covering all Bedazzle staff, trustees, volunteers, freelancers and consultants.

The guide does not replace formal instructions from managers but comprises general safety information which is relevant to everyone regardless of their job. Almost all that you do will have a safety instruction or procedure for you to follow. You must make sure that you are aware of these. And, if in any doubt – ask a member of the team.

This document is issued annually to all staff and to new employees as part of their induction and you are obliged to read the document on receipt. We assume having had this instruction you will read the document unless you otherwise inform us. Any member of staff who has reading difficulties can ask for support to read this document. It is also important that you do read and take note of any other relevant Health and Safety booklets, risk assessments, operating procedures and safety information that you are given and relate to your area of work e.g. house-keeping, offices, activities, events, catering and maintenance.

This policy will be revised and updated as and when necessary – everyone will be kept informed of any such changes. The policy summary statement on the following page has been adopted by our organisation.

Revised by Trustees

September 2025

Next review:

September 2026

Health and Safety policy statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

BEDAZZLE

It is the Bedazzle's Policy, so far as is reasonably practicable:

to provide and maintain equipment and systems of work that are safe and without risks to health;

to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of COSHH;

to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees, visitors and club members;

to maintain any place of work under Bedazzle's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;

to provide and maintain a working or visitor environment for employees and visitors that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare;

to provide such protective equipment as is required by risk assessment for the health and safety of employees and volunteers;

to encourage staff to set high standards of health and safety by personal example, in order that there is a mind-set which accepts good health and safety practice as normal;

to monitor the effectiveness of health and safety provisions within Bedazzle, in consultation with appropriate authorities and staff representatives;

to make sure our members are given regular H & S updates and have access to this policy at all times;

to keep the Bedazzle Health and Safety Policy under regular review and to duly publish any amendments.

Signature:



The law

Legislation like 'The Health and Safety at Work etc. Act (1974)' are the primary laws which determine everyone's health and safety responsibility at work. The Act covers all our possible places of work (Inc. Bedazzle, travelling & events) and aims to minimise every hazard so that employees and the public are protected from dangers arising from work. If you or the organisation neglects their duties, you or they could be committing a criminal offence and subject to fines or imprisonment via the Health & Safety (Offences) Act 2008.

Your responsibilities:

You have a responsibility for your own safety at work and therefore must:

- take reasonable care of yourself and other people who may be affected by what you do or don't do
- perform any necessary duty which is required by law
- not misuse anything which is required by law
- not misuse anything which is provided as a health or safety service
- report to your immediate superior or Manager any hazardous condition which becomes apparent.

Bedazzle's responsibilities:

As per the Management of Health and Safety (at work) Regulations 1999.

All employers have many responsibilities under the laws. In particular they must:

- make sure that the working environment is safe
- provide and maintain equipment, premises and systems of work which are safe and do not endanger health
- make sure that the handling, storing and transporting of objects and substances are carried out safely
- provide safety information, instruction, training and supervision as necessary
- provide and maintain a safe access and exit to any place of work

Responsibilities

Bedazzle delegates certain responsibilities on to employed staff. The Senior member of staff is ultimately responsible for all that Bedazzle does but in the case of Health and Safety, certain tasks are then delegated on to staff to make sure we comply with relevant legislation. From here, the day-to-day monitoring and management is delegated onto trained staff at our premises. The following is a summary of responsibilities:

Senior Member of staff

House Manager/
Appropriate Trustees

Overall Accountability for the Charity

Reviewing H & S general policies, procedures & this document. All day-to-day operational safety matters inc; updating policy documents, overall practical policy implementation and, organising safety checks, assessments, checking accident and incident records, providing information & helping staff in setting procedures, identifying training needs, regular reviews

of H & S issues. Identifying when new assessments are needed, monitoring first aid and fire safety needs, organising training. Supported by staff as detailed below:

In practical terms, this is what we expect from our senior staff;

The Senior staff will ensure that:

- The Bedazzle health and safety policy is issued to all employees, volunteers, freelancers and Bedazzle members and details of the arrangements made to implement the policies are made available to all. This is done on induction and updated when necessary.
- all employees, freelancers and volunteers are made aware of their personal responsibilities
- appropriate training, resources and support are made available to all
- health and safety issues are to be given appropriate consideration at all times
- risks to Bedazzle relating to potential incidents at work, loss or damage to property, and risks to the public through the Bedazzle's activities are properly evaluated
- liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not

Senior staff are at all times responsible for implementation of the organisation's health and safety policy and shall:

- Understand the company's health and safety policy
- set a positive personal example
- actively promote a positive environmental culture throughout their areas of responsibility
- ensure the policy is implemented properly and that any delegated duties are correctly performed
- ensure that all agreed actions are implemented as soon as practicable
- suspend any work or other activity which is considered to constitute an immediate danger. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial actions have been implemented.
- ensure that regular health and safety inspections are carried out and that environmental issues are actively managed and controlled
- actively promote, at all levels, the Bedazzle commitment to effective environmental management.

All employees have the responsibility to co-operate to achieve as healthy and as safe an environment as possible for all and to take all reasonable care of themselves and others. We have public and employer's liability insurance for our activities but this relies on us adhering to our legal requirements.

Accident reporting

It is a legal requirement for all accidents to be reported and investigated.

If you have an accident at work, no matter how trivial it seems, you must report it and it must get recorded on an accident form (see Enclosure 1). Records are maintained by the Senior Staff (and regularly reviewed) and blank forms are available from First Aid Bay/ Office. The duty first aider is appointed as the person responsible for all first aid matters – a list of first-aiders is displayed in hub lobby.

You must complete the accident report form within 24 hours. If you are unable to do this (e.g. if away from Priory House) it is acceptable for someone else to complete it on your behalf. On receipt of this form, Senior Staff will investigate the circumstances of the accident and record any action taken.

If an accident is not recorded on an accident form or reported within 24 hours, the organisation will note that an incident has taken place but will not necessarily accept liability for injury. In the case of an accident that leaves you taking seven days or more off work, but does not require a visit to the hospital, or an accident that does involve a visit to the hospital, a RIDDOR report form will also need to be completed as soon as it is practicable. Senior Staff will then inform the HSE RIDDOR Incident Centre and complete their on-line form. RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Forms and information are available at <http://www.hse.gov.uk/riddor/> 'Near misses' need reporting as well so the incident can be investigated. Give a copy of any forms filled in to the The Trustees and if unsure on any of the above ask them for advice.

Workplace violence, whether physical or mental, needs to be recorded - see incident report form attached.

Summary of action in the event of an accident

1. Inform a senior member of staff who will then take the appropriate action. If required, injuries will be treated by a qualified first-aiders.
2. The accident is to be recorded on an accident report form and passed to the person in charge.
3. If the casualty is taken to hospital as a result of an accident, we are required in most instances to report this to the HSE RIDDOR Incident Centre and complete a RIDDOR on-line form.

All incidents should also be recorded and the procedures followed as below:

Summary of action in the event of an incident

1. Inform a manager. The senior member of staff will then take the appropriate action.
2. The incident is to be recorded on an incident report form and passed to the person in charge.
3. The incident will be reviewed by senior management staff to understand cause and mitigate where possible against future reoccurrence

All accidents and incident data is recorded and trends are reviewed, and where appropriate action taken to mitigate them from future occurrence.

Bedazzle Emergency Telephone Numbers

RIDDOR Incident Centre	0845 3009923 www.hse.gov.uk/riddor
Police, Fire, Ambulance	999 or 101 (non-serious incidents)
Local Police	0845 113 5000 or 101
Local Casualty	01384456111
Local District Council	0300 555 2345
Environmental Health Team	0300 555 2345

Action in the event of a serious accident or fatality

1. Examples of a serious injury are:
 - i. Loss of finger or limb
 - ii. Severe burn or scalding
 - iii. Suspected skull fracture and brain damage
 - iv. Near drowning when artificial respiration has been used
 - v. Any other injury in which complications may set in later due to other factors
2. In the event of a serious accident or fatality any other member of staff present must contact the person in charge, who in turn will contact the Trustees / Operations Lead immediately, day or night.
3. Work activities should proceed as normally as possible, without letting other staff and members know (if this is practical).
4. Staff **MAY NOT** discuss the accident in the presence of clients or anyone outside the organisation for at least the first twelve hours until next of kin have been located and the reasons for the accident correctly recorded and ascertained.

First aid

Prompt first aid may save a life or lessen the consequences of injury and the club has trained first aiders.

If an injury occurs you should make immediate use of any first aid services available. An ambulance must be called if the injury is serious or if you have any doubts about the person's condition. It may be quicker to use the nearest vehicle to get them to hospital if they can walk. The ambulance service must be informed if heart failure or gas poisoning is suspected or severe bleeding is present so that they can arrive appropriately prepared.

Do not move a seriously injured person if it can be avoided unless resuscitation is necessary. If the casualty must be moved, be very careful with them, particularly if the casualty complains of back pain or when broken bones are suspected.

With burns, the affected parts should be cooled with water where possible. This is especially helpful with smaller burns which should be placed under slowly running water for several minutes.

The casualty should be made comfortable, kept lying down and warmed with rugs or coats. These should be placed under and over the casualty if it can be done gently.

Unconscious casualties should be placed on their side with the arm drawn clear of the back. This is commonly known as the recovery position and will prevent the tongue from blocking the windpipe and enable any vomit to escape without choking the casualty.

The injured person must never be given any fluid to drink – neither alcohol nor tea. To do so could cause the inhalation of vomit or delay a possible anaesthetic.

Swift action may prevent more serious injuries, so everyone should know who and where their nearest first-aider and kit is.

First Aiders

There is a list of current staff whom are qualified first-aiders on display in the hub lobby.

First-aid boxes are located in the Staff Restroom

These kits are checked and re-filled regularly. The House Manager is responsible for replacing used items and checking kits are up to date.

Safety Signs

All safety signage has to comply with the Safety Signs Regulations of 1996.

Signs are produced in one of four colours which are:

- RED meaning 'DON'T DO'
- YELLOW meaning 'RISK OF DANGER'
- GREEN meaning 'THE SAFE WAY'
- BLUE meaning 'MUST DO' (Mandatory).

The signs will include a picture and possibly a supplementary notice.

Fire safety plan

The Regulatory Reform (Fire Safety) Order 2005 puts the onus of responsibility on employers to ensure a fire safety plan and precautions are in place. Failure to do so could lead to prosecution. The law requires fire risk assessments for all areas in places of work and a nominated competent person to oversee all.

The nominated 'Responsible Person' for Bedazzle, is the House Manager for fire safety. Responsibilities include general fire precautions, equipment checks and good house-keeping procedures are in place, organising drills and training. Staff will keep a record of these checks and training along with risk assessments. Longer-term issues such as staff fire training, risk assessments etc. and general guidance are regularly completed. Most staff will have had basic fire training as part of their induction.

The fire notices displayed state what immediate action is to be taken in the event of a fire.

Basic fire procedure

Should anyone discover a fire they should:

- Raise the alarm and operate the nearest fire alarm to them.
- Call 999 from a safe position.
- Help with evacuation of the building if you can
- Only tackle fires using the correct fire extinguisher provided if you have been trained and feel confident enough, and, without taking any personal risks. Do not enter smoke filled rooms and never let a fire or smoke get between you and the exit. You must NOT attempt too much fire fighting if you feel that a fire is becoming out of control - get out and leave it to the fire brigade, you are more important than the property.

If the fire alarm sounds:

- You **MUST** leave the building by the nearest exit immediately.
- Make sure all doors are closed.
- Go to the fire assembly point at Coronation Gardens where the fire marshal will do a roll call for people present that day. Do not stop to pick up personal possessions on the way out. Do not re-enter the building until given the go-ahead by the fire marshal or fire brigade.

Fire extinguishers

The label on the extinguisher will state any limitation of use, for example, water extinguishers must not be used on live electrical equipment. The chart below shows what colour-coded extinguisher should be used on which type of fire. You should be familiar with the various types, their operation and where they are located. All EC approved extinguishers are now all red in colour apart from a large colour mark on it and details explaining its specific use.

 KNOW YOUR FIRE EXTINGUISHER CODE					
CO ₂	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS	WET CHEMICAL
					
 FOR USE ON: Flammable Liquids	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles
 FOR USE ON: Live Electrical Equipment	 FOR USE ON: Flammable Liquids	 FOR USE ON: Flammable Liquids	 DO NOT USE ON: Flammable liquids	 FOR USE ON: Flammable Liquids	 DO NOT USE ON: Flammable liquids
 DO NOT USE ON: Wood, Paper and Textiles	 FOR USE ON: Gaseous Fires	 DO NOT USE ON: Flammable Metal Fires	 DO NOT USE ON: Flammable Metal Fires	 FOR USE ON: Gaseous Fires	 DO NOT USE ON: Flammable gases
 DO NOT Use in a confined space	 FOR USE ON: Live Electrical Equipment	 DO NOT USE ON: Live Electrical Equipment	 DO NOT USE ON: Live Electrical Equipment	 FOR USE ON: Live Electrical Equipment	 DO NOT USE ON: Live Electrical Equipment

Water extinguishers must always be sited away from electrical hazards. Always site extinguishers for electrical hazards (e.g. CO₂) near electrical equipment. Spray fire extinguishers are now available. These are very efficient but care must be taken not to confuse them with similarly colour coded foam extinguishers, which are unsafe to use on live electrical equipment. Water and CO₂ extinguishers are the most common in our offices.

Fire Precautions

You should make sure that your work areas observe good fire precautions such as:

- Clear escape routes, free from boxes or rubbish and fire doors closed and not obstructed
- Do not accumulate waste or rubbish - clear it promptly & don't assume someone else will do it.
- Safely store potential hazardous materials or flammable liquids
- All electrical equipment is safely connected to the appropriate mains supply and mains or higher voltage equipment switched off when not in use
- Staff with physical disabilities are encouraged to take part in all practice fire drills and ensure that there are arrangements for their evacuation in an emergency
- Remember that faulty equipment and any fire hazard or condition that could be a potential fire hazard should be brought to the attention of your manager.

Bedazzle will operate a fire practice every 6 months – co-ordinated by the House Manager

General fire safety checks

Regular fire checks Inc. escape routes, extinguishers, notices, drills etc. are organised by House Manager. Daily visual checks are carried out staff in line with the requirements of the (Fire Safety) Order 2005 are undertaken.

A daily record of employees working and what visitors, club members are in, is available in the main lobby and activity organisers are responsible for providing this information when required.

Compulsory Maintenance Equipment Checks, including lights, alarms, detectors, electrical safety are conducted by the Landlord in line with their legal responsibilities.

Smoking policy

It is the policy of Bedazzle to show concern regarding the harm which smokers can do to both themselves and passive smokers alike. It is also our policy to do all we can to reduce the risk of fires on our property.

In order to promote this policy, we respectfully draw to the attention of all employees, visitors and club members that all buildings and vehicles are no smoking areas.

Good housekeeping

A basic requirement for ensuring the health and safety of all people is an organised, tidy work place. It is every employee's responsibility to ensure good housekeeping.

Hazards can be reduced if you keep floors, passages and stairs clear of goods, obstructions and trailing leads.

All rubbish must be cleared away regularly. Broken glass or other sharp objects must be disposed of carefully and never left exposed in a wastepaper bin.

Furniture which is broken or in some other way unsafe must immediately be taken out of use or effectively repaired.

To gain access to high shelves, you should use 'kick stools' or secure step ladders and never climb on boxes or chairs.

Clear up liquid spills immediately and use a 'wet floor' sign to inform users of the area.

Vision panels in doors should never be obscured.

If you notice anything which you think is a potential hazard, you should not assume that someone else is dealing with the problem. Take action by reporting it to Senior Staff.

Common Areas

If you see worn stair treads, missing or damaged handrails, damaged floor coverings or inadequate lighting levels, you must report it to Senior Staff.

You should also make sure that fire exits are not blocked and that fire doors are not wedged open.

Temperature

Bedazzle has a responsibility to ensure that a reasonable temperature is maintained in all buildings.

Lifting & manual handling

Lifting and manually handling any size of object the wrong way can cause serious back injuries and strains.

You should never attempt to lift a weight beyond your capacity. Always take into consideration the size, shape of the load, the height at which you will have to lift and your own physique. Seek help if the load is too heavy or awkward for you to deal with on your own.

Before lifting, you should look for protruding sharp edges, notches, grease or anything that may weaken your grip or injure a hand. If possible wear appropriate gloves and avoid the difficulties of handling heavy items in a cramped space.

Hazardous substances

COSHH

You will encounter a variety of hazardous substances whilst at work. All of these items must be assessed to ensure that they comply with the Control of Substances Hazardous to Health Regulations (COSHH).

Most people will have cause to use COSHH and anyone using them must be made aware of the hazards involved. The manufacturer's instructions must be followed and the items only used for their intended purpose. A Risk Assessment should be written for any CSHH used.

You should always read instructions carefully and only use the substance as directed.

Everyone should take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the area and seek medical advice and treatment without delay.










Only the minimum quantities of solvents or chemicals needed should be kept and stored in suitable cabinets. You must always keep them properly labelled and in the containers which the manufacturers supplied.

Everyone should always use an alternative to an aerosol spray if one is available.

Please be aware that whilst certain substances may have their own COSHH regulations (which you must read if you use them), mixing with other materials may result in more hazardous material being produced. An example of this is bleach. In contact with other cleaners (and even other manufacturers bleaches), it can produce chlorine gas which is highly dangerous particularly when used in confined spaces like toilet cubicles or over sinks.

Signage

Below are sample warning signs as used on product packaging or materials, please make sure you take note:-

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Computers, office and general machinery (inc. ergonomics)

If you are unsure of how to operate any item of machinery, you must not attempt to use it until trained - seek assistance from your line manager.

If you discover a broken item of equipment you should not attempt to mend it yourself – report it to your manager so arrangements can be made for it to be repaired or replaced. Put an 'out of order' sign on the equipment.

Some equipment, even if portable, can be very heavy. No one should attempt to lift any item which is too heavy for them as it could lead to a serious back injury. Therefore, when you need to move a heavy item always seek assistance.

Safe use of electrical equipment

The safe use of electrical equipment is vital to prevent the risk of electrical shock or fire. Always ensure you have received adequate training and instruction in the safe use of equipment before attempting to operate it.

If you use strip adapters, make sure they are surge protected if connected to computers. Always place new equipment as near as possible to the electrical source. This reduces the risk of a trailing lead becoming a tripping hazard.

During normal use you must examine equipment to ensure that obvious defects such as worn or damaged cables or broken switches, plugs or sockets are reported immediately so that repairs can be undertaken. Unsafe equipment must be reported to your line manager and taken out of use until it has been repaired.

If electrical equipment develops a fault never attempt to carry out repairs yourself but report it to your manager who will call in a qualified person.

Where possible, electrical equipment must be switched off after use and the plug removed from the socket.

Never stand containers of liquid on or near electrical items as they could spill over. This could give an

electric shock to the person using the equipment. If spills do occur, switch off the equipment immediately at the power socket, clear up the liquid safely and check equipment before further use.

The correct first aid treatment for somebody whom is having an electric shock is as follows:

- It is essential that the electrical contact with the casualty is broken before anyone touches them. To break the contact, switch off the power supply, remove the appropriate plug or wrench cables away if safe to do so. If none of these are possible, stand on dry insulating material such as a rubber mat, wood or thick newspaper and use a piece of non-conducting material such as a broom handle, to push the casualty out of contact with the power source.
- Once the casualties are not in contact with the electrical source, check for breathing and circulation and start CPR if necessary. If casualties are unconscious but breathing, place them in the recovery position. Look for signs of shock and for localised burns and check accordingly.
- If you are not immediately confident in dealing with the situation, call the emergency services and a qualified first-aider.

No one is allowed to bring any privately owned electric appliance to their place of work unless checked and given permission. All hired equipment must be examined and assessed for safety by the appropriate line manager or member of maintenance staff.

Protective clothing & equipment

There are occasional tasks where use of this protection is mandatory and it is imperative that you always use such items when they have been provided.

If you have any doubt about how to use this clothing or equipment, contact your line manager.

Members, freelancers, contractors, volunteers and guests

Bedazzle has a legal responsibility for the safety of all club members, contractors, guests, freelancers and volunteers who are doing work for us or just visiting our club, or if they are doing something for us off the premises.

If you see any of them carrying out their business in a way that endangers themselves, our staff or club members, you should bring this to the attention of your line manager immediately.

Contractors working on our premises must provide the organisation with a document commonly known as a 'method statement'. This will identify their safe system of work, training and instructions, in their agreed contract. All such people must be briefed and given a talk on general do's and don'ts whilst on our premises (this should include information as to what to do in the event of an emergency). They should all also be given a copy of our H & S policy statement.

Volunteers also have an obligation, and are given information on health and safety, as part of their written agreement for their work/volunteering.

Violence to Staff

If you are threatened or attacked by anyone whilst working for us, try to keep calm and remember:

It is best not to retaliate especially as the law permits only a reasonable amount of force to restrain an attack.

Always attempt to leave the situation even if this means surrendering cash or equipment. There is certainly no obligation to physically defend Bedazzle property.

Our managers need to know of every incident where you suffer violence. The type of incident will usually fall into the following:

Physical Violence

Major assault involving injury
Minor assault with pushing, holding or spitting
Sexual assault or unwanted physical contact
Attacks from animals

Non-physical Violence

Verbal abuse, including threats of physical violence and of a racist or sexual nature
Threatening postures and gestures
Threatening use of animals

On reporting an incident to Senior Staff you will be asked to submit a report of the incident. Preventative action can only be taken when Bedazzle knows about these incidents. Violent incidents need reporting and RIDDOR on-line forms completed (see above in accidents section).

The Charity operates an equal opportunities policy and also has grievance and disciplinary procedures to follow in cases of misconduct. Details of these can be obtained via your line manager.

Stress at Work

Stress can be caused by many factors, both at work and at home. Stress at work needs to be addressed by the appropriate line managers. We need to know how to deal with this so look out for the signs – erratic behaviour, irritability, tiredness, vomiting or headaches. Address it by effective time management and delegation of work. Also ensure job descriptions and hours of work are realistic and accurate. Keep the appropriate manager informed of staff shortages and any concerns you have regarding stress.

Physical effects from stress include poor sleep, nausea, dizziness, headaches, backaches, indigestion and chest pain, ulcers, hypertension, heart disease and poor general health.

The emotional effects of stress can include symptoms such as fatigue, anxiety, irritability, inability to concentrate, boredom, insomnia and nervous or mental breakdowns.

If you feel worried about stress please do report it to your manager so that action can be taken.

Document Control Sheet

Document Name:	Bedazzle Health & Safety Policy
Issue Date:	1 st September 2025
Review Date:	1 st September 2026
Document History:	Version 2 – Priory House

Document approved by:	Board of Trustees
Date approved:	1 st September 2024

ACCIDENT REPORT FORM

Enclosure 1

INJURED PERSONS DETAILS	
Name:	
Group Name:	
Age: (if under 18)	
Home Address:	
	Post Code:

DETAILS OF ACCIDENT	
Time and Date	
Location of Accident	
Weather conditions	
What was the person doing before the accident?	
Description of what happened	
Nature and extent of any injury	

DETAILS OF TREATMENT GIVEN	
Name of First Aider	
What treatment was given?	

AFTER THE ACCIDENT			
Were any of the following	Parents/Carers	Yes <input type="checkbox"/>	No <input type="checkbox"/>

contacted?	Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Follow up action taken (For Example: Session cancelled, seeing GP or going to A&E)			

I confirm that this is an accurate version of events.

Signed By injured person (or by parent/guardian/ group leader if under 18)

Name: _____ **Signed:** _____ **Date:** ____/____/____

I GIVE/DO NOT GIVE consent for my details on this form to be disclosed and made available to safety representatives and representatives of employee safety when requested.

Report Written by
(Full Name)

All of the above facts are a record of the events to the best of my recollection.

Name: _____

Signed: _____

Date: _____

REPORT REVIEW BY MANAGEMENT TEAM

Was a RIDDOR form completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date RIDDOR sent ____/____/____
Any Internal action required due to accident?			
Request Action completed by	Name: _____	Date: ____/____/____	
Management Comments:			
Signed: _____		Date: ____/____/____	

NOTE: All Accident Forms MUST be sent to the Trustees

INCIDENT REPORT FORM

Enclosure 2

DETAILS OF INCIDENT		
Date and Time of Incident	Date: ____/____/____	Time: _____

Group and Group Leader Details/ Those involved	
Details of the Incident and Location (if you require additional space please use the reverse of this form)	
Action taken and follow up required	
Additional Information	
Further Action Taken	
DETAILS OF WITNESSES AND/OR THIRD PARTIES	
Name(1):	Name(2):
Contact number:	Contact number:
I GIVE/DO NOT GIVE consent for my details on this form to be disclosed and made available to safety representatives and representatives of employee safety when requested.	

Report Written by: (Full Name)		
Position:		
All of the above facts are a record of the events to the best of my recollection.		
Name: _____	Signed: _____	Date: ____/____/____
Time: _____		

NOTE: All Incident Report Forms MUST be sent to the Trustees