

# ICON Welfare, Health, and Safety Policy

## **Introduction**

At ICON we are committed to maintaining a safe, healthy, and supportive environment for all individuals under our guardianship, as well as staff and visitors. This policy outlines our approach to ensuring welfare, health, and safety within our organization.

## **Scope**

This policy applies to:

All staff (full-time, part-time, and volunteers)

Individuals under guardianship

Visitors and contractors

## **Legal Compliance**

We adhere to relevant national and local laws regarding health, safety, and welfare, including:

Health and Safety at Work Act (1974) (UK)

Child Protection and Safeguarding Legislation

Fire Safety Regulations

## **Responsibilities**

### 1 Management Responsibilities

Ensure a safe working and living environment.

Conduct regular risk assessments.

Provide health and safety training to staff.

Maintain emergency procedures (fire, medical, security).

Ensure compliance with legal requirements.

## 2 Staff Responsibilities

Follow safety guidelines and procedures.

Report any hazards or incidents immediately.

Supervise individuals under guardianship appropriately.

Maintain professional and ethical conduct in all interactions.

## 3 Responsibilities of Individuals Under Guardianship

Follow safety instructions given by staff.

Report any concerns related to health, safety, or welfare.

## **Health and Safety Procedures**

### 1 Risk Assessments

Regular assessments to identify hazards.

Control measures implemented to minimize risks.

Reviews after incidents or changes in procedures.

### 2 First Aid and Medical Care

First Aid kits available at all sites.

Designated First Aid officers.

Emergency medical response plan in place.

Records of medical needs for individuals under guardianship.

### 3 Fire Safety

Fire risk assessments conducted annually.

Fire extinguishers maintained and tested.

Regular fire drills for staff and individuals under guardianship.

### 4 Emergency Procedures

Clear evacuation routes and procedures.

Emergency contact numbers displayed

## **Welfare and Well-Being**

### **1 Safeguarding**

Strict background checks for all staff.

Mandatory safeguarding training.

Procedures to report and handle abuse or neglect cases.

### **2 Mental Health and Emotional Well-Being**

Access to mental health support.

Anti-bullying policies in place.

Regular well-being check-ins for individuals under guardianship.

### **3 Nutrition and Hygiene**

Balanced meal planning.

Clean and sanitary living conditions.

Access to personal hygiene products.

## **Monitoring and Review**

Regular policy reviews at least annually.

Incident reports analysed for improvements.

Staff and all relevant feedback considered.

This policy reviewed on 3rd April 2025, next review date is 2nd April 2026.