

# Merton Mencap Standards

## No 4. Avoiding Accidents and Running Safe Activities and Events

### Our statement:

Merton Mencap is committed to identifying and managing the risks associated with our services and activities

### Our basic commitments:

- We have the insurance required for our services and activities, certificates of which are displayed at our registered office
- We have a *Health & Safety Policy* and a *Risk Assessment Policy & Procedure*, both of which are updated regularly
- We are committed to ensuring that the risks associated with all our services and activities are identified and managed, by completing risk assessments
- We ensure that regular checks are carried out on equipment used during our services and activities, in accordance with health and safety guidance
- We seek the consent of the parent or responsible carer for their child or young person to participate in our services and activities
- We obtain information about every person attending our services and activities, which includes details of their care needs, any medical needs and the contact details of their GP. This information

is available to the person in charge when the service or activity is running.

- We ensure that the person in charge of our services and activities has the contact details of the parents and responsible carers when the service and activity is running
- We ensure that the person in charge of our services and activities has access to a mobile phone when the service and activity is running, and that one of our managers is contactable in the event of a problem
- We commit to ensuring that at least one member of staff at our services and activities is trained in delivering first aid, as stated in our *First Aid and Administration of Medication Policy & Procedure*
- We have a clear, simple procedure for recording accidents, incidents and 'near-misses', all which are regularly reported to our Executive Committee
- We have procedures for fire safety at all our services and activities
- Health & Safety is a standard agenda item at our staff meetings, supervisions and appraisals, and at Executive Committee Meetings (with trustees)

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**Record of adoption and review of this Standard:**

**Adopted: 2 June 2011**  
**Reviewed: 9 September 2014**

