

Mini CHANGE MAKERS

HEALTH, SAFETY AND INCIDENT MANAGEMENT POLICY

VERSION 1.0

Policy information

Organisation	Mini Change Makers UK CIC
Policy owner	Directors
Approved by	Frednalyn (Gail) Peck (Managing Director) and Cherry (Dee) Duchemin (Creative Director)
Approval date	24 November 2026
Next review date	Within 12 months of adoption, or sooner following significant changes
Version	1.0

1. Our commitment

At Mini Change Makers UK CIC (MCM), we want every child, family member, volunteer and community partner to feel safe, welcomed and cared for. Whether we are getting creative, exploring our community or bringing generations together, everyone's safety and wellbeing matter to us. We believe thoughtful preparation, clear communication and looking out for one another help make our activities enjoyable for everyone.

2. How we keep everyone safe

We take sensible, proportionate steps to identify and manage risks before and during activities. This includes considering the venue and activity, accessibility needs, supervision arrangements, first aid, emergency plans and any relevant guidance from our partners. We make sure volunteers understand their responsibilities and are supported to carry them out safely. Parents and carers will be told who is responsible for supervising children at each activity.

3. During our activities

We share appropriate safety information, explain how to ask for help and adapt arrangements if circumstances change. We encourage everyone to speak up about hazards or anything that does not feel safe. No one should be asked to carry out an activity they are not prepared or equipped to do safely.

4. If something goes wrong

Accidents and unexpected situations can happen, even with careful planning.

If they do, our first priority is to make sure everyone is safe, provide appropriate support and contact emergency services when necessary.

We take all accidents, incidents and near misses seriously. These are recorded, reviewed and followed up appropriately, with serious incidents escalated promptly and reported to the relevant authorities where required.

We use what we learn to improve our activities, strengthen our safety arrangements and continue creating a safe and welcoming environment for everyone.

website.

5. Looking after one another

Safety is also about creating a place where people feel respected, comfortable and able to speak up. We welcome questions and concerns from children, families, volunteers and partners, and we will listen with care and respond appropriately. We aim to make activities inclusive and considerate of different needs, while recognising that safety is a shared responsibility.

6. Supporting Policies and Procedures

This policy is supported by MCM's detailed Health, Safety and Incident Management Policy, activity risk assessments and a dedicated Accident, Incident and Near Miss Register.

These internal documents help us manage risks, record and respond to incidents, monitor follow-up actions and continually improve our practices.

Our operational records are maintained securely, with access restricted as appropriate to protect personal and sensitive information.

7. Our Legal Responsibilities

Mini Change Makers UK CIC is committed to meeting its responsibilities under applicable health and safety legislation, including the Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable.

We take a proportionate approach to managing risks, protecting everyone involved in our activities and ensuring that incidents requiring statutory notification are reported to the appropriate authorities.

8. Questions or concerns

If you have a safety question or want to report a concern about an MCM activity, please speak to the activity lead or email Minichangemakers@outlook.com. Concerns about a child's safety are handled under our separate Safeguarding Policy. If someone is in immediate danger, call 999.

9. Our promise

We will do our best to create safe, inclusive and joyful experiences where everyone feels looked after. The wellbeing of the people who make up our community will always matter to us.