

Health and Safety Policy

1. Purpose The purpose of this policy is to promote a safe and healthy environment for all participants, staff, and clients at Pen and Groove Ltd.

2. Scope This policy applies to all activities conducted by Pen and Groove Ltd, including any events or interactions with children and vulnerable adults.

3. Responsibilities

- All participants and caregivers are expected to adhere to health and safety guidelines.
- Pen and Groove Ltd will provide clear instructions on safety practices during activities.

4. Health and Safety Guidelines

- All areas must be kept clean and free from hazards.
- Participants should report any unsafe conditions immediately.
- Emergency contact information must be readily available.

5. Emergency Procedures

- In case of an emergency, responsible persons should follow the established emergency protocols, which include contacting local emergency services.

6. Review This policy will be reviewed annually or as needed.