

|| Pausa Life

# HEALTH AND SAFETY POLICY

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*Welcome To Pausa Life*



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## POLICY REVIEW

This policy will be reviewed annually or sooner if there are changes in legislation or organisational structure.

**UPDATED:  
DECEMBER 2024**



# POLICY STATEMENT

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Pausa Life is committed to ensuring the health, safety, and wellbeing of all staff, volunteers, course participants, and members of the public who engage with our activities. Although we do not operate from a fixed office, we deliver courses and services within community venues. This policy outlines our approach to maintaining safety standards in these environments.

## SCOPE

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This policy applies to all Pausa Life employees, volunteers, and participants during any activity or course facilitated by Pausa Life in community venues.



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# RESPONSIBILITIES

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**ESTA  
BORDONI**

**Pausa Life Staff:**  
Employees are responsible for adhering to this policy, conducting risk assessments, and ensuring safety protocols are followed.



**ADAM  
BATES**

**Volunteers:**  
Volunteers are required to follow safety instructions provided by Pausa Life staff.



**DR JAMES  
BORDONI**

**Participants:**  
Course participants must comply with safety instructions provided during sessions



**HELEN  
ALLEN**

# VENUE SAFETY

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- Pausa Life ensures that all venues used for courses comply with legal health and safety standards.
- Before the start of any new course at a facilitating venue, the course leader will visit the venue to review all Health and Safety issues, examine the venue's policies, familiarise themselves with the environment, and confirm that the venue complies with required standards before the course begins.
- Venue evacuation plans will be reviewed prior to the start of each session. Staff will inform participants of these procedures at the beginning of each course or activity.
- Any identified risks within the venue will be documented and reported to the venue management for resolution.



# FIRST AID

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**DR JAMES  
BORDONI**



**Health and safety issues related to First Aid should be directed to Dr James Bordoni.**

**HELEN  
ALLEN**



**Health and safety issues related to Mental Health should be directed to Helen Allen.**

- Pausa Life ensures that all main employees are trained in both First Aid and Mental Health First Aid.
- A basic first aid kit will be carried by Pausa Life staff during all courses.
- Where venues provide additional first aid resources, staff will familiarise themselves with their location and availability.



# MONITORING AND REVIEW

Pausa Life will regularly review this policy to ensure its effectiveness and relevance. Updates will be informed by participant feedback, legislative changes, and best practices in EDI.



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## CONCLUSION

By embedding equality, diversity, and inclusion into everything we do, Pausa Life aims to create a supportive and empowering environment for all. We are committed to continual learning and improvement to better serve our community and uphold our values.



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## CONTACT INFORMATION :

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