



# Carefree Getaway

Structured Travel. Safe Independence.

MARCH 2026

## HEALTH & SAFETY POLICY

<b>Date Written</b>	March 2026	<b>Date of Next review</b>	March 2027
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<b>Version</b>	1.0		
<b>Date Signed Off</b>	March 2026		
<b>Reviewed by</b>	Joshua Winter		

## 1. Purpose

Carefree Getaway Limited is committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of:

- individuals receiving our services
- staff and support workers
- members of the public affected by our activities

This policy sets out the organisation's approach to managing health and safety risks associated with supported travel experiences.

The organisation recognises that, although it does not provide regulated personal care, it operates within environments where individuals may be vulnerable and therefore adopts a proactive and structured approach to safety management.

## 2. Scope

This policy applies to:

- all supported travel services delivered by Carefree Getaway
- all staff, support workers and representatives
- all locations where services are delivered (including transport, accommodation and public environments)

It covers all activities associated with:

- travel planning
- trip delivery
- supervision during activities
- interactions with clients

## 3. Legal and Regulatory Context

Carefree Getaway Limited acknowledges its responsibilities under relevant UK health and safety legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

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Although the organisation is not a regulated care provider under the Care Quality Commission (CQC), it adopts good practice principles aligned with social care and safeguarding expectations.

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#### 4. Statement of Commitment

Carefree Getaway Limited is committed to:

- providing a safe environment for all supported travel activities
- identifying and managing risks effectively
- ensuring staff understand their safety responsibilities
- promoting a culture of safety, awareness and accountability
- continuously improving health and safety practices

Safety is considered a core part of service quality, not a separate function.

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#### 5. Roles and Responsibilities

##### 5.1 Organisational Responsibilities

Carefree Getaway Limited will:

- implement appropriate health and safety procedures
  - ensure risk assessments are completed for all trips
  - provide staff with relevant guidance and information
  - maintain appropriate insurance cover
  - review safety practices regularly
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##### 5.2 Director / Management Responsibilities

The Director (or designated lead) is responsible for:

- overseeing health and safety arrangements
- ensuring policies are implemented effectively
- reviewing incidents and identifying improvements
- ensuring staff are appropriately selected and briefed

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### 5.3 Staff Responsibilities

All staff and support workers must:

- take reasonable care for their own safety and that of others
- follow organisational procedures and risk assessments
- remain vigilant to potential hazards
- report any concerns, risks or incidents
- act in a calm and professional manner at all times

## 6. Risk Management Approach

Carefree Getaway adopts a **structured risk management process**.

### 6.1 Risk Identification

Before each trip, potential risks are identified, including:

- travel-related risks (e.g. transport, delays, crowds)
- environmental risks (e.g. unfamiliar locations, weather)
- activity risks (e.g. public spaces, attractions)
- client-specific considerations

### 6.2 Risk Assessment

Each trip is assessed based on:

- likelihood of risk occurring
- potential impact on safety
- individual needs of the client

### 6.3 Risk Control Measures

Control measures may include:

- structured travel planning
- staff supervision

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- alternative plans where required
- clear communication with clients
- selection of appropriate environments and activities

#### 6.4 Review of Risks

Risks are reviewed:

- prior to travel
- during the trip if circumstances change
- after the trip as part of continuous improvement

### 7. Safe Travel and Activity Planning

All supported travel experiences are planned to ensure safety.

#### 7.1 Travel Arrangements

Carefree Getaway ensures:

- suitable transport options are selected
- travel routes are planned in advance
- contingencies are considered

#### 7.2 Accommodation

Accommodation is selected with consideration of:

- safety
- accessibility
- suitability for the client

#### 7.3 Activities

Activities are chosen based on:

- client preferences
- safety considerations

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- environmental suitability

## 8. Emergency Procedures

In the event of an emergency, staff must:

1. Prioritise the safety of the client
2. Remain calm and assess the situation
3. Contact emergency services where required
4. Inform Carefree Getaway management
5. Record the incident appropriately

Emergency contact details must be available during all trips.

## 9. Incident Reporting

All incidents must be:

- reported promptly
- recorded using the Incident Report Form
- reviewed by management

Examples include:

- injuries
- accidents
- safeguarding concerns
- significant travel disruptions

This ensures transparency and supports organisational learning.

## 10. Health Considerations

Although Carefree Getaway does not provide personal care, staff must:

- be aware of relevant health information provided by clients

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- respond appropriately in emergency situations
- seek medical assistance where required

### 11. Lone Working and Staff Safety

Support workers may occasionally work in situations where they are:

- supporting a client individually
- travelling in public environments

Measures include:

- clear communication with management
- access to emergency contacts
- defined expectations and procedures

### 12. Training and Awareness

Staff are expected to:

- understand health and safety responsibilities
- follow organisational procedures
- participate in relevant guidance or training where required

### 13. Monitoring and Review

Carefree Getaway will:

- review incidents and feedback
- identify areas for improvement
- update procedures where necessary

### 14. Policy Review

This policy will be reviewed:

- annually

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- following significant incidents
- when operational changes occur

## 15. Declaration

Carefree Getaway Limited is committed to maintaining a safe and structured environment in which supported travel experiences can be delivered professionally and responsibly.

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