

This is the  
**Health and Safety Policy Statement**

Of

**Our statement of general policy is:**

Our organisation recognizes and accepts its responsibility as an employer, and aims to provide a safe and healthy workplace for all its employees, and the children, parents, and other persons, who use the clubs and schemes. It is the duty of all staff to ensure they maintain awareness, and a high standard of health and safety good practice, in all settings, including; activities, events, and offsite trips.

We will take all steps within our powers to meet this responsibility, paying particular attention to:

- providing adequate control of the health and safety risks arising at work;
- providing and maintaining safe equipment;
- providing information, instruction and supervision for all employees;
- providing adequate training for all employees;
- preventing accidents and cases of work related ill health;
- maintaining safe and healthy working conditions;
- reviewing and revising this policy as necessary at regular intervals.

**Responsibilities:**

Overall and final responsibility for Health and Safety lies with the head of our organisation:

The day to day responsibility for putting much of this policy into practice is delegated to the Supervisor, Stand-in Supervisor or delegated senior worker at the club(s). They are responsible for the following areas:

- maintaining safe equipment;
- providing information , instruction, and supervision for all employees;
- taking appropriate action to prevent accidents and cases of work-related ill health;
- ensuring articles and substances are moved, stored and used safely.

All employees must cooperate with Supervisors and Managers on health and safety matters

They:

- should report all health and safety concerns to the Supervisor or Stand-in Supervisor;
- should pay careful attention to any potential hazards in the club, or whilst offsite, and take action where appropriate to ensure the safety of children and colleagues;
- should not interfere with any item provided to safeguard their health and safety.

## **Health and safety risks**

Onsite the designated senior worker must undertake regular 'risk assessments'. They may delegate this responsibility to a member of their staff. The Health and Safety checklist and the hazardous substance checklist should be filled in and conclusions noted on the attached risk assessment form. This should be kept in the Policy and Procedures folder.

Any action to remove risks will be approved by the Senior Manager and ensuring the action is implemented will be the responsibility of the club Supervisor.

Assessments will be reviewed every 6 months, or when work activity changes whichever is sooner.

## **Consultation**

Employees will be consulted at team meetings. Club Supervisors will be responsible for consultation.

## **Safe plant and equipment**

- All workers should check play equipment and toys daily before the session begins, and remove or report defects or any cause for concern to the club Supervisor. Broken toys should be thrown away.
- Equipment and toys should be put away after use.
- Manufacturer's instructions should be followed.
- Sharp edges on tables etc.. should be padded or rounded off.
- If there is fixed outdoor play equipment a separate checklist should be created based on the manufacturer's guidelines. This should be kept in the Policies and Procedures folder and completed by the Supervisor or delegated worker on a daily basis before sessions begin.
- The Supervisor will complete the health and safety checklist regularly and follow the risk assessment procedure as mentioned above. If the defect is not curable the matter should be referred to the Senior Manager for action.

All electrical wiring on site should be checked and a certificate held on site.

## **Safe handling and use of substances**

The COSHH guidelines concern substances that are capable of causing adverse health effects, such as chemicals with toxic fumes e.g. bleach and cleaning agents. Supervisors should be aware of such potential hazards, read the information in the Policies and Procedures folder, include hazardous substances in their risk assessment, and take action if required. The physical properties of any chemicals (e.g. the flammability of a cleaning fluid say, should also be included in the general health and safety risk assessment).

All staff should note the following points:

1. All cleaning fluids and other hazardous chemicals should be stored in a safe place preferably a locked cupboard.
2. Always follow the instructions for use.
3. Always wear protective clothing such as gloves.
4. Consider whether an item can be replaced with less hazardous alternative.
5. Check with the school, as they often do not allow some cleaning fluids to be used on the premises.

## **Information, instruction and supervision**

- The HSE 'Health and safety poster' must be displayed on the notice board or a prominent position at the club.
- Further Health and safety advice is available from the HSE.
- The Supervisor at the club should ensure all staff, volunteers, and trainees on placement, are aware of:
  1. fire safety procedures in the club;
  2. the location of exits on site;
  3. health and safety information;
  4. the identity of the appointed person responsible for first aid.
- When off site the 'Offsite guidelines' must be understood and adhered to. A copy is available in the Policies and Procedures folder.

## **Training**

- Our organisation will provide induction training. New employees will receive a copy of the Staff Handbook and should also review the Policies and Procedures folder at the club.
- New Employees will receive job specific training from their club Supervisor.

## **Accidents, first aid and work related ill health**

- If an accident happens to a child; follow the guidelines in 'Accidents to children –procedures to be followed'. A copy is in the Policies and Procedures folder, and there should be another displayed on the wall of you playsetting.
- All accidents and cases of work-related ill-health should be recorded in the accident book. Records of accidents to children must be recorded with all details and countersigned by the parent.
- All injuries and signs of illness should be reported promptly to the appointed person responsible for first aid.
- Any injury or accident that required medical treatment must be reported to a Senior Manager.

On site there must be an 'appointed person' (there may be more than one) responsible for first aid. This will usually be the Supervisor but the name of the person will be displayed in the club notice board. The appointed person is someone who is authorised to take charge of the situation (e.g. call an ambulance if there is a serious injury or illness). The appointed person should usually have received emergency first aid training. The appointed person is responsible for the following:

- Maintaining an easily accessible and fully stocked first aid box to be kept onsite and one to go with any offsite trip;
- An easily accessible accident book;
- Information about what needs to be reported to the enforcing authority is in the information sheet about RIDDOR 95 in the Policies and Procedures folder. Forms 2508 and 2508A are available from the HSE. Reports can be made by phone or on their website.

## **Hygiene and communicable diseases**

This policy is supplemented by the Brent and Harrow Health Authority's 'Guidelines for the control of communicable diseases in facilities for the under fives'.

- The guidelines in that document will be followed and children with communicable disease will be excluded from the Playsetting while they remain infectious.
- The document also gives guidelines on food handling and good hygiene practice. All staff should carry out the practices identified.

## **Cleaning of spillages**

In this policy spillages refer to blood or bodily fluids.

Spillages can be a potential infection hazard and should be cleaned up immediately.

1. Put on non sterile latex gloves.
2. Remove excess blood/bodily fluid with disposable paper towels.
3. Cover area with disinfectant e.g. Milton fluid and leave for five minutes.
4. Clean up using disposable paper towels.
5. Contaminated waste should be disposed of into a yellow clinical bag if possible.
6. Wash and dry hands thoroughly.

If you are exposed to a spillage via a cut or broken skin, wash the contaminated area in copious amounts of hot soapy water and seek advice from the nearest hospital casualty department.

## **Food**

The preparation of food, its storage and handling is subject to the Food Hygiene Act 1970 and the Food Safety Act 1990. Staff should undertake Food & Hygiene courses where appropriate.

All staff should note the following points:

- All staff and children to wash their hands before touching food (see Guidelines for the control of communicable diseases in facilities for the under fives' [in the policies and Procedures folder] for good practice in hand washing.
- Anyone preparing food should wear an apron.
- All surfaces should be clean and clear (see Guidelines for the control of communicable diseases in facilities for the under fives'[in the policies and Procedures folder] for good practice in cleaning surfaces.
- Food to be kept at recommended temperature.
- Never store cooked and uncooked food together in a refrigerator.
- Rubbish to be emptied everyday – use good strong bags.

## **Monitoring**

It is the responsibility of the Senior Manager to ensure that safe working practices are being followed by checking assessments, and making spot checks where appropriate. S/he will also be responsible for investigating accidents and work related sickness

## **Emergency procedures – Fire and evacuation**

Please read the 'Emergency Evacuation Procedures' that supplement this Health and safety Policy Statement.

Club Supervisors are responsible for carrying out a fire risk assessment and checking escape routes. In school-based schemes the School fire safety Officer is responsible for checking and maintaining fire extinguishers and alarms.

It is essential that all employees including temporary staff, volunteers and those on placements know the means of escape and are aware of fire/emergency procedures as soon as they start work. The onsite Supervisor must include this information in their induction

Emergency evacuation will be tested at least every six months. A record of evacuation drills will be maintained in the Policies and Procedures folder with details of dates, times, and any issue the evacuation raised. Local evacuation procedures will be displayed on the club notice board and a copy kept in the club folder. This will inform employees and persons using the Club of evacuation procedures and assembly points.

A Fire Certificate Logbook must be maintained. This will give details of fire drills, tests, and records regarding dates of inspection of equipment, its condition and signature of person responsible for checking equipment

## **Encouraging children to be safe**

The staff team should cover the following points with children in their club:

- Discuss safe and unsafe places in your scheme and your community;
- Talk about strangers and how to say 'no';
- Talk about uses of equipment and tools at the scheme;
- Get them involved in a fun way practicing safety routines;
- Ensure children (and staff) wash their hands after using the toilet.

## **Security**

- All employees should produce an identification badge upon request.
- Stranger danger is a real hazard in children's club. Unknown adults seen by you onsite should always be challenged.
- Any incident of a violent nature in the workplace should be recorded with names, dates, times, details of what happened, and statements from witnesses.
- There must always be a 'visitor's book' on site which must be filled in by anyone visiting the club. If you do not have a book use the 'visitors sheets records' in the folder.

## **Manual handling**

- Sometimes, (e.g. when stores or equipment arrives), manual handling takes place. A risk assessment should be carried out by the scheme Supervisor.

If you need to lift heavy equipment:

1. Assess the weight of the load.
2. Assess centre of gravity of load.
3. Check for sharp edges.
4. Get help/use a trolley.
5. Use correct lifting technique: to pick up object, bend your knees, keeping back upright. Lift in stages taking load on your knees first, then to carrying position with the middle of the load level with your waist.

Further information is available from the HSE.

## ***No Smoking Policy***

Our organisation is committed to promoting a positive approach to health and to providing a comfortable environment for workers, children and their parents. Smoking is now recognized as a hazard to the health of smokers and non-smokers alike and to children most of all. We therefore have a non-smoking policy at all our sites. Non-compliance could lead to disciplinary action.

## ***Policy Implementation and Review***

This Policy takes effect from \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date \_\_\_\_\_

This policy is based largely on guidance from the HSE.

**HSE Infoline: 08701 545 500**

**HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)**