



## **Health And Safety**

It is PopSOC's policy that, so far as is reasonably possible, its operations are executed at all times in such a way as to ensure the health, safety and welfare of all its employees and all other persons likely to be affected by its operations including children, families and the public. PopSOC will provide the necessary training and information to carry out the Policy.

The Policy requires all levels of management and supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible. It is the responsibility of all persons from the committee members to Playworkers to comply with their legal and moral safety obligations.

There will be a nominated member of the Management Committee responsible for implementing the Health & Safety Policy on a day-to-day basis.

It is PopSOC's view that most accidents can be prevented by adherence to this Policy and by all concerned taking a positive approach to health and safety, by following the procedures described below.

## **Legal Context**

PopSOC's Management Committee recognises the legal responsibilities placed on it by the Health & Safety at Work Act 1974 and is therefore committed to:-

- ∇ Providing and maintaining a safe and healthy working environment for staff and children, with adequate facilities and arrangements for their welfare.
- ∇ Arranging systems of work designed to protect staff, children and others, insisting that they be followed.
- ∇ Providing information, instruction, training and supervision to enable staff to work safely.
- ∇ Encouraging full and effective communication at all levels on health and safety matters.

- ∇ Directing all staff to act in a safe way and to do everything possible to prevent injury to themselves and the children.

### **Children Act And Registration**

PopSOC is registered with OFSTED to ensure that it is safe and suitable for the achievement of its objectives. All recommendations and instructions laid down in the Premises Registration Agreement will be adhered to.

The Management Committee will ensure that the Manager and Playworkers are cleared as fit to be working with children. This will be done through Police, health and any other checks deemed necessary.

### **Health And Safety Responsibilities**

It is important that the Management Committee and staff are aware of the statutory duties and responsibilities to themselves and others in Health & Safety matters.

The Management Committee will ensure that the Health & Safety policy is implemented and reviewed regularly.

The Manager will ensure that the policy is drawn to the attention of all staff and that any identified hazards are known to employees and risks are reduced accordingly.

The Manager will also ensure that all pre-arranged activities undertaken at the club are assessed for risks and the playworkers involved have read and understood the assessment.

The Management Committee will liaise with the Manager to ensure that PopSOC's environment is comfortable and safe for children and staff at all times. The premises will meet the regulations regarding space per child, toilets and different areas for different activities and safe, accessible outside areas. This will include good lighting

and ventilation and a reasonable room temperature. All equipment will be stored safely.

Any issues arising under the Health & Safety Policy will be reported to the Management Committee as part of the Manager's report during a committee meeting.

The Manager will ensure that any members of staff found to be blatantly disregarding the Health & Safety Policy will be subject to the Staff Discipline Policy.

The Manager will ensure that all staff are fully aware of the Health & Safety Policy and its implementation.

The Manager will ensure that regular health and safety checks are carried out and their results recorded.

The Manager will ensure that any action required as a result of a health and safety check is carried out as immediately as is possible.

The Manager will ensure that any information received about health and safety issues are reported to the members of the Management Committee and the Playworkers.

The Manager will ensure that all Playworkers are aware of their responsibilities, which are as follows:-

- ∇ To take reasonable care of their own health and safety at work as well as that of other people who may be affected by their actions
- ∇ To take all reasonable care to ensure the safety of children when participating in any organised activity or free play opportunity within the club.

- ∇ Have respect for the Health & Safety Policy and all the policies surrounding it and ensure that it is implemented consistently.
- ∇ Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage and assist in the investigation of any such events.
- ∇ Undergo relevant health and safety training when instructed to do so by the Manager and the Management Committee.

### **Insurance**

As required by the Children Act 1989 and the Health & Safety at Work Act 1974, the club has insurance suitable for its needs. For any incident that occurs at the club which the club is responsible for, the Public Liability Insurance will pay the compensation.

### **Equipment (Including Fire Equipment)**

All equipment will be clean, safe and in good repair.

Regular servicing/maintenance of electrical and fire equipment will be undertaken by suitable qualified individuals. This is the responsibility of the Council who currently own the building. However, PopSOC staff will keep a record of these checks as well.

### **Food Safety**

Please see Food & Drink Policy for more details.

All staff dealing with the preparation of food should have appropriate training in all food issues such as handling, storing and cleaning which is in compliance with the Food Safety Act 1990.

PopSOC will adhere to advice given to them by parents/carers in the administration of snacks as far as is reasonable. They will have an awareness of common allergies, special diets etc. or undertake training as appropriate.

PopSOC will provide the refrigeration of food from packed lunches during the holiday sessions where parents inform staff on arrival each day that such a need is required. PopSOC cannot be held responsible for spoiled food that has not been refrigerated due to staff not being informed appropriately at the beginning of a session.

### **First Aid**

Please see First Aid Policy.

The names of those members of staff who hold a current First Aid certificate will be displayed on the premises. There will be at least two qualified members of staff in attendance at each session.

All staff will be encouraged to undertake First Aid training at the first available opportunity. This will be a training priority for PopSOC.

A First Aid box will be maintained and kept on the premises. It will be stocked in accordance with recognised regulations and all staff are responsible for checking and replacing used items.

Staff will adhere to the consent given by parents on the registration form on the use of First Aid procedures, e.g. plasters, etc.

### **Accidents/Incidents**

The reporting of serious injuries, diseases and dangerous occurrences (RIDDOR) is required of employers and people in charge of the premises. Certain types of injury, occupational ill health and dangerous occurrences are to be reported to RIDDOR.

The three occasions when it is necessary to report an event are:-

- ∇ If an employee or visitor dies or suffers a specified injury in an accident arising from or in connection with work
- ∇ There is a dangerous occurrence
- ∇ Where anyone at work is off work or cannot carry out their normal duties for more than three consecutive days as a result of an accident at work.

RIDDOR should be notified by telephone immediately followed by written notification within seven days using form 2508.

Any accidents/incidents, whether falling into the above category or not, should be recorded in the Accident Book and/or Incident Book.

Minor accidents should be reported immediately to the Manager, who will decide whether or not to ring the parent/carer, according to the nature of the accident and the distress of the child. An appropriate person will administer First Aid. If deemed absolutely necessary and in absence of a parent/carer, a Playworker will escort the child to hospital, taking along their registration form.

Should a major accident occur it should be reported to the Manager who will ring for an ambulance and advise the parent/carer. A Playworker will accompany the child to hospital, taking with them the child's registration form. RIDDOR should be advised as soon as possible after the accident.

The Manager and Management Committee will review all occurrences reported under RIDDOR to ensure effective preventative measures are in place.

The Manager will report all accidents/incidents to the Management Committee in their report at the next Committee Meeting.

### **Children's Physical Health**

Please refer to Child Sickness Policy

Please refer to Medical Policy

## **Fire Safety**

Please refer to Fire Evacuation Procedure

Please refer to Fire Safety Policy

## **Trips/Outings**

Please see Trips & Outings Policy.

The Manager and Deputy will endeavour to visit all destinations in advance and conduct a detailed risk assessment. The members of staff who are accompanying the children on each trip will read the risk assessment in full and sign it as confirmation. They will then be able to reduce the risks by following the actions outlined in the assessment.

## **Good Hygiene Guidelines**

Please see Hygiene Policy.

- ∇ Disposable gloves should always be worn when cleaning up bodily fluids (blood, vomit, urine).
- ∇ Before dealing with a wound, hands should be washed or gloves worn.
- ∇ Any splashes of bodily fluids on anyone else should be washed off immediately and the parent/carer advised upon collection of the child.

## **Further Information**

Approved Code of Practice Management Of Health & Safety At Work

HSE Manual Handling

HSE Work Equipment

HSE Guidance to The Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 1985

Approves Code of Practice Workplace Health, Safety & Welfare

Policy written January 2009

Policy agreed