



## Health & Safety

The Scheme is committed to the achievement of the highest practicable standards of health and safety at work for all team members. This commitment is based on the desire to protect everyone's wellbeing while at work and on the recognition that the highest standards of health and safety in our operation are essential to improving our efficiency as an organisation.

Ashfield Play Care Scheme is responsible for the following:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our team on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for our team;
- To ensure team members are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions and;
- To review and revise this policy as necessary at regular intervals.

### Procedure

#### Responsibilities:

Overall and final responsibility for health and safety is that of the Manager and Chairperson.

Day to day responsibility for ensuring this policy is put into practice is delegated to: Manager, Play Leaders and Play Workers.

#### All team members must:

- Co-operate with Leaders and Managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in the Policy).

#### Health & Safety Risks arising from our work activities:

- Risk assessments will be undertaken by the Manager and delegated team members.
- The findings of the risk assessments will be reported to the Chairperson.
- Action required to remove/control risks will be approved by the Manager and Chairperson.
- The Manager and Chairperson will be responsible for ensuring the action required is implemented.
- The Chairperson will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## Safe plant and equipment

- All team and committee members will be responsible for identifying all equipment/plant needing maintenance.
- The Manager and Chairperson will be responsible for ensuring effective maintenance procedures are drawn up.
- The Manager and Chairperson will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to The Manager.
- The Manager will check that new plant and equipment meets health and safety standards before it is purchased.

## Handling and use of substances

- The Manager is responsible for identifying all substances which need a COSHH assessment.
- The Manager is responsible for undertaking COSHH assessments.
- The Manager and Chairperson will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Manager is responsible for ensuring that all relevant employees are informed about the COSHH assessment.
- The Manager is to check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.
- Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately, safely and hygienically. Team members will wear gloves while using cleaning fluids and will wash themselves thoroughly afterwards. Children must be kept clear of the area until thoroughly cleaned.

## Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the Scheme.
- Health and Safety advice is available from the Manager.
- Supervision of young workers / trainees will be arranged / undertaken / monitored by the Manager.

## Competency for tasks and training

- Induction training will be provided for all employees by the Manager.
- Job specific training will be provided by the Manager and team members.
- Specific jobs that require special training will be provided using external training courses.
- Training will be identified, arranged and monitored by the Manager and Chairperson

## Accidents, First Aid and Work Related Ill Health

Accidents & First Aid will be managed in line with the Accidents or Medical Treatment Policy.

- The Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. An investigation will be carried out by the Manager and Chairperson. Serious accidents resulting in death or serious injury or near misses will be reported to:

RIDDOR 0345 300 9923 and Ofsted 0300 123 1231

## Monitoring

- To check our working conditions and ensure our safe working practices are being followed we will carry out spot checks, investigate any accidents or ill health and ensure COSHH procedures are put in place so that all members of the team are aware of health and safety procedures.
- The Manager and Chairperson are responsible for investigating accidents.
- The Manager and Chairperson are responsible for investigating work-related causes of sickness absences.
- The Manager and Chairperson are responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures, fire and evacuation

- The Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Manager and Chairperson every six weeks.
- Fire extinguishers are maintained and checked by a competent Fire Safety Officer every year.
- Alarms are tested by competent electrician yearly.