



## **HEALTH & SAFETY POLICY**

### **Policy Statement**

It is the policy of the Club that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and all other persons likely to be affected by its operations.

In the delivery of this Policy, the club recognises that policies concerning Safeguarding also form part of our safety arrangements, herein referred to as part of our H&S arrangements and Policy.

Other persons include children, their families, visitors and contractors to the Club, Playgroup users who share the club building, and the public.

The Club will ensure provision of the necessary training and information to carry out the Policy.

### **Delivery of the Policy**

The Policy requires and expects 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 Committee members to play workers to comply with their legal, moral and Club safety obligations.

### **Roles & Responsibilities**

The Manager is responsible for implementing the Club safety policy at all times both on and off site.

### **Communication**

It is the policy of the Club that safety is communicated effectively to all employees by the provision of such information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of all its employees and others who may be affected by its operations.

H&S is an agenda item at every Management Committee meeting, held monthly. All meetings are minuted and minutes held for three years.

The manager and/or H&S Lead will feed back on any accidents or near misses, safety reviews and changes as appropriate.

The Team of Staff will discuss H&S concerns at every team meeting, held termly and at 1:1s held monthly. Staff are encouraged to actively identify areas of improvement so that safety is a proactive part of service delivery.



### **Instruction & Training**

Training will be delivered to the Club staff members both on site/in house and through organised external courses where appropriate, in works time or as part of their paid duties. H&S Training forms part of annual appraisals and all training attended is recorded.

### **Organisation and Listed Responsibilities**

#### **Committee Members are responsible for:-**

- As far as is reasonably practicable, ensuring the Health, Safety and Welfare at work of its employees.
- To make adequate financial provisions for implementing the policy.
- To promote interest in and enthusiasm in Health and Safety matters within the Club.
- To receive information from the Safety Lead about the Club's safety performance and respond accordingly.
- Ensure that non-compliance with the safety policy and procedures is a disciplinary matter.

#### **The Safety Lead is responsible for:-**

- Undertaking annual inspections of the work place to ensure the highest standard of health, safety and welfare are achieved.
- To revise and amend, where necessary, the Club safety policy and ensure implementation of the policy.
- In the absence of the manager, to ensure that daily and termly check sheets are completed correctly and responsibly and to respond to any shortfalls found.
- To take charge of first aid arrangements and ensure that the kit is adequately stocked on a termly basis
- To undertake and ensure investigations are carried out for reportable accidents, dangerous occurrences and or near misses and make recommendations to prevent any reoccurrence.
- To liaise with the Inspectors of the Health and Safety Executive (HSE) and other outside bodies, as necessary.
- To monitor and advise on a monthly basis the H&S performance of the Club to the Committee members.
- To keep abreast of H&S requirements governing the Club's operation, by accessing HSE News for electronic feeds via the HSE.



### **Manager responsibilities:-**

- To provide leadership and to promote responsible attitudes towards health and safety within the Club
- To know the requirements of relevant statutory provisions and safe working practices and to ensure that staff under their control are also conversant with the same having received adequate and appropriate training.
- To explain H&S arrangements as part of the staff induction process, including the location of first aid boxes, fire exits, and firefighting equipment.
- To ensure that daily and termly check sheets are completed correctly and responsibly and to respond to any shortfalls found.
- To ensure all statutory registers, test and examination certificates, records and reports are maintained.
- With the assistance of the H&S Lead, to carry out an annual review of the H&S Risk Assessment for Club, or sooner if necessary and report any changes to the Committee.

### **Play worker responsibilities:-**

- To make yourself familiar with all the rules, notices and procedures made known to you and ask the manager if you are in doubt about any safety matter.
- To use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to the manager.
- To assist in daily and termly safety inspections and complete check lists to ensure the health, safety and welfare of all club users.
- To follow all safety procedures and policies as instructed or if in doubt, to refer to written policies appertaining to the health, safety and welfare of club users.
- To develop a personal concern for your own and others safety and suggest ways of eliminating hazards.
- Do not take unnecessary risks; report all unsafe acts, dangerous incidents and all accidents to the manager.
- It is your responsibility to be aware of all fire instructions and where the nearest fire exit and fire appliances are located.



- To acquaint yourself with the location of the first aid box and named first aiders on duty. To read and understand the Club Health and Safety Policy, and carry out your work in accordance with all relevant legislation.

### **Delivery of our H&S Policy**

We believe that a positive safety culture forms the basis to delivering a safe and healthy environment for Club users. This approach requires:-

- Safe methods of work to be adopted at all times
- Promotion and observation of safe play with controlled risks by children in our care
- Safe and healthy working conditions, in accordance with the H&S (Welfare) Regulations
- External training of management in statutory requirements to provide a strong foundation to our safety culture
- Provision of the necessary instruction and training in club policies appertaining to the health and safety of club users and employees
- Proper recording and investigation of all accidents and near misses, whether or not resulting in injury
- Steps are taken to assess risk: identify and eliminate the cause of all accidents or take effective action to control those risks and review them at least annually
- Sharing of Risk Assessment findings with employees and Playgroup to ensure that hazards and control measures are understood and followed
- Provision of appropriate safety equipment and protective clothing, used correctly
- Regular liaison on H&S matters with school, Playgroup, families and external agencies

### **Control of Substances Hazardous to Health (COSHH)**

The Club recognises that hazardous substances including products used in club, infection and food poisoning.

Separate Policies exist for the management of food hygiene practices and infection control relating to infectious disease.



The Club will:-

- Assess the health risks created by work involving substances hazardous to health and wherever possible, substitute these substances with none, or less hazardous products.
- Record these findings within our Risk Assessment.
- Take measures necessary to control exposure of hazardous substances to all Club users
- Ensure that control methods provided are properly followed
- Provide information, instruction and training to employees on the risks to health and the precautions to be taken regarding work with substances hazardous to health.

### **Manual Handling Policy**

The Club will:-

- Carry out a review of all manual handling activities and reduce the need for manual handling as far as reasonably practicable.
- Where manual handling is unavoidable, the Club will carry out a manual handling assessment regarding these tasks, taking into account:-
  - the task to be undertaken;
  - the weight, shape, size of the load to be lifted or moved;
  - the working environment, e.g. excessive heat or cold, space available, etc;
  - the individuals' capability.
- Findings of the Assessment will be recorded and reviewed annually as part of the Risk assessment process or sooner if practices change.
- Employees will be trained in safe handling techniques and how to carry out a dynamic assessment as situations arise in the workplace.

### **H&S Law Poster**

Our poster is displayed on the notice board at the club entrance.

### **First Aid Box**

Our Box is stored in the kitchen and a list of first aiders is displayed on the door.

### **Accident Forms**

Our Accident Forms are stored in the First Aid cupboard.



### Fire Procedure

Our procedure is recorded and fire exit signs are displayed on both entrance/exits.

This policy was reviewed at a meeting of	Poppy Rd OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager