



Tarner Community Project

Health and Safety Policy

Tarner Community Project aims to achieve high levels of standards in both conduct of its staff and the condition and state of its resources.

Everyone deserves respect and to be able to enjoy the friendship, facilities and resources offered by the project's services without disturbance and in safety.

Our policy is to provide parents/carers with a written statement of our procedures in place to protect their children.

It also protects our staff by detailing the training and procedures that need to be followed on a daily basis.

Aims - Tarner Community Project will take all steps necessary to ensure;

- The health, safety and welfare of all paid and voluntary staff at work, as far as is reasonably practicable.**
- The health, safety and welfare of all project users and other visitors, any premises used, as far as is reasonably practicable.**
- Tarner Community Project adheres to the requirements of the Health and Safety at Work Act(1999)**
- Tarner Community Project adheres to the Management of Health and Safety at Work Regulations (1999)**
- Tarner Community Project adheres to other relevant health and safety legislation and codes of practise.**

In order to carry out these aims Tarner Community Project will;

- Establish, maintain and regularly review safety procedures, plans and risks.**
- Ensure that appropriate training in health and safety is delivered to all staff.**
- Establish and maintain systems for consulting staff about health and safety issues.**

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- Take health and safety considerations into account when planning new developments and purchasing equipment.
- Maintain accurate records of accidents and other events with health and safety implications.
- Ensure that the necessary insurance policies are taken out and that projects are registered with any relevant authority.

Levels of responsibility

The Trustees have an overall responsibility for the health and safety procedures within the building, for the maintenance of facilities and the equipment owned or maintained by the project.

The project's Manager and Deputy on behalf of the trustees will organise the following:

- Risk assessments and inspections.
- Develop safety rules, procedures and additional policies.
- Communicate rules, procedures, policies to all staff, project users and any visitors.
- Monitor the effectiveness of rules, procedures and policies
- Report any accidents or unsafe situations to the Trustees or a member of the trustees as soon as possible so that any required action can be quickly taken.

All staff (both paid and voluntary), and other project users must take reasonable care for both their own safety and anyone else who might be affected by their work or activities.

All people working for, using or visiting the projects must use equipment safely, ensuring that working practises and activities maintain a safe and healthy environment, comply with statutory regulations and to report any accidents or unsafe equipment or situations to the Manager/Deputy.

Implementing the policy

Specific details relating to the implementation of the health and safety policy are given in the following sections.

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All employees and project users should ensure that they are familiar with the details included in these sections.

1) First Aid-Tarner Community Project will comply with Health and safety regulations, including the code of practice and guidance. The project will provide equipment and facilities to enable first aid to be given to people who suffer injury or who become ill when on the premises.

2) First Aid Equipment -

- A first aid kit is kept by all projects operating under the name of Tarner Community Project
- All efforts are made to ensure that the first aid kits are appropriately resourced. It is checked weekly by the appropriate Manager/Deputy and any items found missing will be replaced.
- If anyone using the first aid kit finds any items listed in the box missing, they must report this to the Manager /Deputy.
- If first aid is required on a child in the care of the project then the Accident Procedure must be carried out(see attached)
- If first aid is required on a child in the care of the project then the member of staff who witnessed the accident must immediately fetch a staff member who holds an up to date first aid certificate (if not them)
- The Manager/Deputy must be informed who will decide on the seriousness of the accident and whether the child should be taken to hospital or an ambulance called.
- Records of all children's health details are held by Tarner Community Project. In the case of an accident these records will be found and acted upon as necessary.

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- The parents/carers must also be contacted.
- All accidents, however small, must be recorded on an accident form and tracking form and noted on the register.
- This form must be read and signed by the carer, the staff member and the manager.
- This form must be kept with the child's records in the lockable filing cabinet in the office.
- If the carer requests this completed form, please make them a copy and put the original in the child's personnel file.

Informing staff, playbase users and visitors

- All employees and volunteers will be informed the location of the first aid kit. (Accessible toilet)
- All other playbase users must provide their own first aid kit and records of accidents.

Records and monitoring -employees

- Any accidents that occur within the project must be reported to the Manager /Deputy who will then pass it on to the CEO and Trustees.
- Where personal injury occurs, any details of first aid given should also be provided.
- If the accident is serious or has future safety implications, then the CEO/Trustees may wish to contact you to obtain further information.
- This will be recorded in the staff accident book and kept in the office.

Registered first aiders and training

- At present, all Children's Project staff are registered first aiders. There is always a registered first aider on the premises.

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- The project intends to offer first aid training to all members of staff, both paid and voluntary.
- First aid training will cover both adults and children due to the nature of the work involved.
- This training will also be offered to the trustees.
- The project will hold a training log of all staff including up to date first aid certificates.

Fire and emergency evacuation(please refer to our Fire Policy and Procedure)

Tarner Community Project complies with regulation 7 of the Management of Health and Safety at work Regulations 1992.

Prevention of fire

- There should be no obstructions to fire exits or fire extinguishers. It is the responsibility of all staff members to ensure that they do not leave equipment or other materials blocking the fire exits or extinguishers.
- Loose electrical connections or any other potential hazards should be reported immediately to the Manager/Deputy or Office Manager
- Any electrical appliance where the cable and individual wires are not secure properly in the plug ,should be removed from use until it is repaired.
- Tarner Community Project operates a non smoking policy. (Please refer to our Smoking, Drugs and Alcohol policy.)
- All employees must take responsibility to ensure that large amounts of paper, waste or other unused materials are not left lying around as they are a potential fire hazard.
- All rubbish should be placed in waste paper bins and then taken to the main bin which is emptied regularly. Anything recyclable will be taken to the recycling bin at the end of each day.

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- **Materials and equipment kept in storage spaces in the building should be fire resistant and kept in the appropriate designated space.**
- **The Manager/Deputy and other employees who lock up the premises should ensure that they check all electrical appliances are switched off and that all equipment is properly stored.**

Extinguishers, fire procedures and fire blankets

- **All staff/volunteers must ensure that they are aware of the fire evacuation procedure.**
- **The Office Manager and Manager/Deputy must ensure that all members of staff and other users and visitors of the playbase are aware of these procedures on arrival.**
- **The Manager/Deputy must check, on a regular basis, that the playbase has the appropriate fire extinguishers and fire blankets. Any concerns about these issues must be immediately reported to the Office Manager.**
- **Evacuation**
 - **Upon discovering a fire, the fire procedures should be carried out as specified in our fire policy.**
 - **Fires should only be attacked with appliances if it is safe to do so.**
 - **Upon the alarm being raised, all staff should follow the procedures ensuring that all children and staff are safely and appropriately escorted from the building (please refer to our Fire evacuation procedure).**
 - **Once at the meeting point, the register should be taken to ensure that all children and staff have arrived safely.**
 - **Anybody who is not accounted for after evacuation of the building must be quickly identified and this information must be relayed to the fire emergency services.**

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- Any problems should then be reported to the emergency services who, by now, should be on the scene.

Training

- All new staff, children and visitors must be informed about the fire and evacuation procedures.
- As part of their induction all staff must be shown the location of all fire extinguishers and fire blankets.
- As part of their induction all staff must take part in a fire drill.
- Training will be offered to staff on fire safety as part of our Health & Safety procedures.

Chemicals and their storage

Tarner Community Project Community Project complies with the COSHH regulations 2003 (Control of Substances Hazardous to Health)

- Permissible chemicals stored and used by the project include: Tippex, other office products containing solvents, art and craft resources such as Fimo and cleaning fluids.
- All substances must be labelled to show their content, danger and precautions.
- All cleaning materials used by staff will be stored appropriately and safely in the cupboard in the playbase which must be kept locked at all times.
- General cleaning materials such as anti bacterial spray used daily at ASC or playschemes must be stored and used so they are out of reach of children.
- We will provide gloves and aprons to use when working with cleaning fluids.

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Conditions in the workplace - We comply with the Safety, Health and Welfare Act (2005)

- Tarner Community Project will ensure that all premises used for delivering its services will be regularly checked and inspected for dangers, so that it may deliver its services in a safe environment.
- It is important to the Project that the physical well being of all users and members of staff is maintained.
- If the Manager/Deputy or the Office Manager deems the premises to be unsafe, they will cease all activities immediately, call the emergency services if necessary and then take the children in their care to a safe place where all parents/carers will be contacted.

State of the equipment and facilities

- Tarner Community Project undertakes to ensure that all resources and facilities that it owns and are used to deliver our services will be regularly checked and maintained.
- All resources and facilities will be used in a safe manner.
- All electrical equipment is PAT tested annually and checked regularly. All electrical work is carried out by qualified and competent electricians.
- The Manager/Deputy/Office Manager is responsible for ensuring all equipment used meets the safety requirements.

- Loose electrical connections or any other potential hazards should be immediately reported to the Manager/Deputy/Office Manager.
- Any electrical appliance where the cable and individual wires are not secured properly in the plug should be removed from use until it has been repaired.
- Any workstation must be suitable for the user and the work and should have a chair with an adjustable seat and back that the

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employee can sit correctly when working to minimise the risk of back injury.

- All equipment must be stored safely and securely in any storage areas. It is the responsibility of all members of staff to ensure that any equipment used is put away in the area designated for storage.

Computers and visual display units(VDUs)

We take Health and Safety considerations into account when planning new developments and purchasing new equipment. Where possible staff using the equipment are to be consulted before a decision is made.

Tarner Community Project complies with the Display Screen Equipment Regulations 1992.

- We aim to prevent eye strain, headaches and back problems caused by poor working positions.
- Staff using a computer should be able to work in a comfortable position that minimises the risk of back injury.
- Staff will be advised to take a break of between 5 to 10 minutes in each hour when they are using the computer. Ideally no member of staff should be using a computer for more than 4 hours per day.
- Office equipment used by employees should have
 1. A stable screen image that does not flicker.
 2. Controls for screen brightness and contrast.
 3. A screen that will swivel and tilt.
 4. Keyboards that are separate and tiltable.

Reviewed and amended; February 2018

Date of next Review ; February 2019

Name;

Signed;

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