

**Health and Safety Policy**

This document outlines the health and safety policy arrangements for ensuring compliance with Westminster Health and Safety Policy, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved. It should be read in conjunction with the Westminster City Council Health and Safety Policy.

A copy of this policy will be issued to each member of staff and where appropriate visitors and contractors. Each Project Lead will ensure that individual members of their staff receive any sections that are specifically relevant to them.

HEALTH & SAFETY KEY MANAGER

Katie Ivens: Education Director

Responsibility for Health & Safety will be undertaken by the Education Director.

All staff and volunteers are responsible for identifying day to day concern’s regarding health & safety and reporting them directly to their line managers or the General Manager if she’s on site.

**Statement of Intent**

The Board of Trustees fully supports and is committed to the implementation of this policy. It aims to ensure standards of health and safety are maintained to an acceptable level and that the legal and moral responsibilities owed to its staff, volunteers, all learners (children and adults) and those who may be directly affected by its activities, are met.

The Board of Trustees always will strive to provide an environment that is safe and as far as reasonably practicable, without risk to the health, safety and welfare of staff, volunteers, learners, parents or guardians and other visitors.

The Board of Trustees will take all reasonably practicable steps to meet their responsibilities and will:

• Comply with local policy, and all relevant health and safety legislation, Council policies, procedures

 and arrangements to reduce and where possible prevent accidents, injury and ill health.

• Communicate the contents of this policy to all staff, volunteers, contractors, and other visitors on

 the premises to ensure that they are aware of this policy and responsibilities arising from it.

• Encourage co-operation of all establishment users to promote and develop measures which ensure

 health and safety.

• Ensure that means of access, plant, substances and equipment on the premises for use, are safe

 and without risks to health and safety and are well maintained.

• Ensure consultation on health and safety matters.

 • Provide sufficient information, instruction and training to staff and volunteers in respect of health

 and safety and ensure that staff and volunteers are competent for the work in which they are

 engaged.

 • Undertake monitoring and review of the health and safety performance.

 • Cooperate with the Council to enable effective monitoring of health and safety performance.

**Real Action, as an Organisation – Specific Responsibilities**

**The Board of Trustees will:**

• Ensure effective communication with the Education Director, relevant Westminster officials, staff,

 volunteers, safety representatives, parents or guardians and all learners.

• Assist in the implementation of the health and safety policy by setting health and safety objectives

 and performance standards for the charity as required.

• Take all reasonable steps to ensure staff and volunteers meet these objectives and standards.

• Monitor health and safety generally, receive annual reports from the Education Director and

 discuss Health and Safety as an agenda item at Board of Trustees’ meetings as required.

**The Education Director will:**

• Take primary responsibility for ensuring that Real Action meets the objectives set out in the policy

• Maintain safe and healthy working conditions

• Check working conditions and ensure safe working practices are followed providing adequate

 control of the health and safety risks arising from work activities

• Advise the Board of Trustees of any circumstances that restrict or object implementation of the

 policy

• Ensure that the Real Action’s policy statement and arrangements are actively applied and updated

 and revised as necessary

• Ensure that all health and safety guidance issued by Westminster City Council is available to all staff

 and that appropriate training is offered to help staff and volunteers perform these tasks.

• Welcome any formal safety audits

• Remove, contain, or isolate as appropriate any hazard on the premises used by Real Action.

• Consult with our employees on matters affecting their health and safety

• Provide a Health and Safety report to the Board of Trustees at regular intervals

• Ensure all employees are competent to do all their tasks and give them adequate training.

• Work to prevent accidents and cases of work-related ill health.

•Ensure that an organisational structure exists which allocates clear health and safety responsibilities

 to individuals.

• Investigate events involving serious or potential consequences and take prompt action to eliminate

 or control the causes.

• Ensure risk assessments are carried out for premises used by Real Action.

• The Education Director is responsible for investigating accidents and for taking action to prevent

 reoccurrence.

**Senior Staff will:**

• Advise the Education Director of any circumstances that restrict or obstruct their responsibilities.

• Liaise as necessary with other staff and volunteers to ensure adequate health and safety awareness

 and advise the Education Director of any problems or perceived training needs.

• Be conversant with this policy and assist in its implementation.

• Ensure that the details of all accidents and incidents are properly recorded, investigated, and

 brought to the attention of the Education Director.

• Liaise appropriately with safety representatives and refer ongoing concerns to the Education

 Director.

• On behalf of the Education Director, remove, isolate and contain any hazard.

• Make regular inspections of the establishment, paying particular attention to building and services

 conditions that could extend to being health and safety hazards.

• Undertake regular monitoring of building services and safe systems of work to ensure that they are

 in good working order and operating effectively.

• Manage the hazard reporting system the EE Admin staff oversees, acting on this and ensuring

 that hazards reported are investigated in a timely manner.

• Ensure the suitable management of contractors, and ensure they are made aware of Real Action

 premises hazards and give relevant information as appropriate (e.g. asbestos register).

• Notify the Education Director of any circumstance where they are unable to take suitable remedial

 action.

• Ensure emergency exits are clear and that rubbish is not allowed to accumulate in or around the

 Premises and ensure that the fire alarm system is tested regularly.

**The EE Admin staff will:**

• Ensure the suitable management of contractors, and ensure they are made aware of the

 Real Action premises hazards and given relevant information as appropriate (e.g. asbestos register).

• Ensure emergency exists are clear and hazard free.

• Manage the hazard reporting system and ensure that hazards in the Reception and exterior area are reported immediately to the Education Director.

**All Staff and volunteers will:**

Have a collective responsibility to comply with the Health and Safety at Work Act by:

• Taking reasonable care of the health and safety of themselves and others who may be affected by

 their acts or omissions.

• Using all safety equipment and devices provided for their protection.

• Reporting any damage, loss, or malfunction of any item of equipment to their line manager, EE

 admin, General Manager, or the Education Director.

• Immediately report all accidents, assaults, or hazardous conditions to the Education Director and

 Senior team.

• Undertake any necessary training as directed by the Education Director, to enable them to carry

 out their work without risk to health or safety.

• Be properly conversant with, and apply this policy and any safety guidance within it.

**Arrangements for Health and Safety Insurance**

We are covered by Public Liability Insurance and the certificate is displayed in the reception area and in the office.

**Risk Assessment**

• A member of the Senior Leadership Team will oversee the undertaking of risk assessments, suitable

 and sufficient risk assessments will identify hazards and will be undertaken for all activities and

 locations

• Risk assessments will be coordinated and held by the Senior Leadership Team leading each project

• The Education Director, on behalf of the Board of Trustees will liaise as necessary with the

 Westminster City Council’s Health and Safety Team to meet Real Action’s responsibilities

• Risk assessments will be reviewed and revised on an annual basis or as soon as required.

• Appropriate remedial action will be undertaken in good time

• Risk assessment findings will be communicated to staff and volunteers and other interested parties

 as appropriate and any significant findings recorded

• General Risk Assessment at each setting being used by Real Action is ongoing and continuous and

 undertaken by all staff and volunteer as they set up in the mornings and as they work throughout

 the day.

• Periodic risk assessments on specific areas are also undertaken, for example for pregnant workers

 and new mothers

 • A risk assessment will be carried out to ensure that there are no risks to the expectant mother

 from the duties or environment.

 • The risk assessment will be reviewed on a regular basis, and this may have to be increased as the

 pregnancy progresses.

• If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the

 pregnant worker’s duties will be adjusted appropriately to ensure that they are. If they cannot be

 achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a

 safer environment. If this cannot be achieved the legislation requires the pregnant worker to be

 suspended from work on maternity grounds.

• It is the responsibility of staff and volunteers to inform their line manager as soon as they know

 they are (or are no longer) pregnant.

**Health and Safety inspections**

• Internal health and safety inspections will take place as agreed by the Education Director and will involve a physical walk

 around the premises. An inspection checklist will be used to assist in the checking of safe systems

 and premises.

• The Education Director and the senior team will organise these in conjunction with the EE Admin

 and other members of staff and volunteers where appropriate.

• The findings of the inspection will be communicated to staff and others where appropriate.

• Responsibility for ensuring issues raised in the inspection report are actioned with the Board

 of Trustees.

**Contractors**

• Contractors working within the building will sign in and out.

• Contractors working on Real Action premises will be managed by the EE Admin.

• The team working with learners will be notified that a contractor is present in the building.

• Before undertaking works of an extensive nature a member of the Senior Management Team or EE

 Admin staff will liaise with the contractor to ensure that adequate safety precautions are in place

 to safeguard all establishment users.

• Contractors will be accompanied by a staff where necessary to safeguard children.

**Security**

We ensure that the buildings are safe and secure in the following ways:

• Reception area is staffed and has a good view of the entrance.

• Visitors are always supervised.

• Children are only allowed to leave the building and other premises we use with a parent or known

 adult.

• Parents must ring and provide details of any other person who will collect if a known person is not

 able to come.

• Children are not allowed to leave with a child under 14 years of age.

• The outside fences, walls and gates are secure and high enough to provide a safe space for children.

**Levels of supervision**

• We always observe the adult / child ratio at our Butterfly Saturday Reading School.

 • Registers are taken every Saturday to ensure that we know which learners are in the premises

 and other settings we use at any one time.

• Children using the toilets before and after lunch time are supervised and at other times adults

 will be aware of children going to the toilet and check if there are any concerns.

• There are always adults outside in the play area with children and if most of the children

 are outside, more adults will come out.

• Children are always seated when they eat or drink.

**Staff and volunteers must**:

• Be always responsible for their own safety and that of other members of staff, volunteers, all

 learners and visitors.

• Attend to personal cleanliness and hygiene within the premises.

• Move heavy equipment with another adult

• Keep pupils under supervision

• Cooperate with their employer on Health & Safety matters.

• Complete registers accurately as required and inform their line manager at once if children go home

 early or arrive late.

**Fire Evacuation and Emergency arrangements**

• In the event of a fire alert/alarm the EE Admin on duty will coordinate the evacuation of

 everyone in the premises to the designated assembly points.

• The Education Director or the senior staff around will summon the emergency services as necessary.

• The specific arrangements will be put in place for evacuation for anyone with special needs or a

 disability.

• An annual fire risk assessment is carried out.

• The fire alarm system and equipment are regularly checked and serviced by a contractor and tests

 are carried out regularly.

• Regular reviews will hold to see if procedures need to be improved.

• Fire exits are clearly sign posted and all staff and volunteers will follow the procedures for fire drills

 at other settings we use.

• All new staff/volunteers are given induction into our health and safety procedures.

• Staff and volunteers are aware of their roles and responsibilities in the event of a fire.

• Smoke alarms are installed throughout the buildings.

• Where activities involve outdoor fires this is carefully supervised and staff ensure safety at all times.

• Appliances are regularly checked to ensure that they conform to the required safety standards.

•. Regular inspections of the premises and grounds will be undertaken each term.

• Defects on the system, defective equipment of extinguishers should be reported to the EE Admin.

**Garden safety**

 • The garden is swept daily and checked for broken glass and general litter.

• Subsidence and cracking are reported and any significant hole protected.

• Staff ensure that permanent play features are safe and kept in good repair at settings we use.

• All play equipment is checked by staff for damage or splinters before use and any defective

 equipment is removed and reported to the premises manager of other settings we use.

• All learners are made aware of safety issues through planned and spontaneous discussion.

**Hazard Reporting**

• All hazards, including defective equipment, furniture and other items in need of repair must be

 reported to a member of the Senior Management team/EE Admin.

• Hazards that are thought to present an imminent threat to health and safety should be brought to

 the immediate attention of a member of the Senior Management Team.

**Snow/Ice**

In the event of snow/ice:

• The seasonal delight of experiencing snow is recognised as a valuable learning opportunity for

 Learners who are children.

• The EE Admin on duty will clear a safe and suitable walkway, applying gritting salt to thaw any

 residue.

• Areas to be checked include the front steps, ramps, back entrance, fire escapes, garden and

 playground.

• Gritting salt will be applied to these areas as a precautionary measure in the event of a forecast of

 snow or ice.

**Hygiene**

 • Real Action oversees the cleaning contract together with the cleaning contractors to ensure that

 the premises are regularly and efficiently cleaned.

• We always observe good practice in matters of hygiene.

• We check toilets are clean, hygienic and flushed regularly.

• We provide hygienic but safe cleaning materials for emergencies.

• We respond promptly to concerns raised about hygiene

**Handling Food**

• We keep food preparation areas clean and hygienic.

**First Aid and Accident Reporting Procedures**

• First Aid cabinets are clearly posted, identifiable and accessible to all staff and volunteers.

• First Aid cabinets are regularly checked and replenished.

• We keep an accident file. Any accidents are recorded in this file and shared with appropriate others.

• We will inform parents, guardians or relevant others immediately if an accident occurs that requires

 further treatment. If we cannot reach the parent, we will inform the named contact on the child’s

 admission form.

• In the case of a serious emergency, we will call an ambulance. We hold information from all parents,

 guardians or the named contact on learners’ admission forms as follows:

 Learner’s name

 Date and place of birth

 Parent’s names and contact numbers

 Emergency contact details

• Accidents are monitored to ensure that reasonable steps are taken to prevent similar accidents

 occurring in the future.

• All major injuries must be reported immediately to the Education Health and Safety

 Executive (HSE) on-line or by telephone.

**Equipment**

• Any broken equipment or furniture which could prove dangerous must be taken out of use

 immediately. This must be reported to a member of the Senior Leadership Team so that repairs or

 disposal can be arranged.

• Electrical equipment must be switched off and unplugged when not in use e.g. the glue gun.

• Testing of portable electrical equipment is done annually by a qualified electrician.

**Manual Handling of Loads**

To avoid handling injuries you should ensure you follow the basic manual handling procedures.

• Plan the lift before you start.

• Assess the load – if awkward will it require a second person to help?

• Ensure that the route you are going to take is the most direct, clear from obstruction and as flat as

 possible.

• When lifting bend your knees and keep your back straight, feet apart and angled out and ensure

 the load is held close to the body firmly.

• Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

• No heavy items should be stored at height.

**Lone Working**

It is recognised that from time to time, it may be necessary for employees (for example, the EE Admin) to work in situations which are remote to other members of staff. In such circumstances Real Action will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

• Concerned staff to report any incidents or situations where they felt ‘uncomfortable’. Good

 communication between colleagues, in terms of personal safety, is essential.

• We ensure they have a means to summon help in an emergency e.g. access to a telephone or mobile

 telephone and ensure they do not put themselves or others at risk.

**Sick Children and medicine**

• We contact parents/guardians to take children home if they are feeling unwell and have a

 temperature/have diarrhoea or sickness/have had an accident or may have an infectious disease.

• We make every effort to care for all learners in a sympathetic, caring and sensitive manner.

• We respect the parents and adult learners right to confidentiality.

• We keep other parents and adult learners informed about any infectious diseases that occur in the

 premises.

• We expect parents, guardians and adult learners to inform us if their child or they are suffering

 from any illness or disease that may put others at risk, and we will ask them not to bring their child

 into nursery.

**Smoking**

• We enforce a designated smoking area.

• We promote local health campaigns regarding smoking cessation.

**REVIEWS**

The Education Director will review the Health & Safety policy with staff and volunteers in conjunction with the Board of Trustees annually or more frequently if equipment/layout/Real Action setting changes significantly in the interim.

The line manager undertaking the induction for their staff or volunteers will go through the policy with all new members of staff and volunteers.

Directives from the Local Authority will be passed on to staff and volunteers.

Approved by the Board of Trustees – September 2022