

Lollard St Adventure Playground.

Health and Safety Policy

1 General Policy Statement Lollard St Adventure Playground acknowledges that safety isn't separate from the rest of our work. It is core to all that we do, and we are committed to taking every reasonable step to ensure the health, safety and welfare of staff, volunteers, customers, visitors and any members of the public affected by our work. By working together and putting safety at the heart of what we do, we can ensure that our operations run safely for everyone.

All steps will be taken to meet our duties as prescribed in legislation including the Health and Safety at Work etc Act 1974. Lollard St Adventure Playground encourages suggestions from employees to improve health and safety standards. Lollard St Adventure Playground reminds all employees that failure to comply with responsibilities is taken extremely seriously and can lead to disciplinary action. A fuller version of the statement above is displayed in staff areas of the building.

2 Responsibilities

2.1 The Board and the Director have overall and final responsibility for giving effect to the Health and Safety Policy.

2.2 The senior will lead on health and safety matters for Lollard St Adventure Playground (including safeguarding and protection) will consult with employees on matters relating to their health and safety will ensure that up-to-date information, supervision and instruction is available in Lollard St Adventure Playground will ensure that health and safety is discussed at weekly team meetings and monthly management meetings will ensure that this policy is implemented will review this policy annually

2.3 The senior must ensure that all processes and systems of work within their sphere of responsibility take account of health, safety and wellbeing must assess risk and implement control measures must identify all information and training necessary to ensure staff reporting to them are adequately informed and trained must take a planned approach for this training as detailed in an induction checklist, personalised to each employee Health and Safety Policy.

2.4 Employees have a duty to act responsibly and take reasonable care of their own health and safety and not to put themselves or others at risk by their acts or omissions must immediately report any unsafe conditions and hazards to their senior or duty or both as appropriate must co-operate fully with supervisors and managers on all health and safety matters must follow safe systems of work and use all control measures and ask if ever uncertain must follow manufacturer's instructions for all equipment and never interfere with equipment, electricity or any safety features must report any defects or faults with equipment to the Operations Manager must keep the premises and workplace clean and tidy particularly from things likely to cause a person to slip or fall must not interfere with anything provided to safeguard health and safety must never smoke on the premises

3 Training

3.1 Lollard St Adventure Playground will endeavour to ensure that all employees are capable in terms of health and safety for every task that is asked of them.

3.2 All employees will read this policy and relevant risk assessments. All new employees have health and safety included in their personal induction plan specific to their post. They are shown around the premises and have all arrangements explained to them.

3.3 All employees will be trained and given guidance in Risk assessments and control measures
Accident and first-aid arrangements
Fire evacuation and emergency action plans
Manual handling
Electrical equipment safety
Safe handling of substances

4 Risk Assessments

4.1 A risk assessment is a careful examination of what in our work and premises could cause harm to people. For all areas of the building and activities taking place we identify the risks identify who might be harmed and how list all the control measures already in place identify any additional actions that may be required Health and Safety Policy implement changes required record this in a standardised manner review the assessment on an annual basis or more frequently if there are any accidents, incidents or near misses or any significant changes in staffing or legislation take place 4.2 Risk assessments will be completed for new events and new projects by the relevant manager. 4.3 All risk assessments are to be approved by the director, senior youth worker as appropriate. In their absence risk assessments may be approved by the board.

4.4 Risk assessments should be communicated to all relevant duty and delivery staff. They are printed off and kept in a folder in the main office at each Lollard St Adventure Playground.

4.5 Organisations hiring or sharing space may be asked for a written risk assessment for the activity planned, especially if young people and physical activity are involved. Lollard St Adventure Playground reserves the right to request risk assessments to be carried out in our approved format.

4.6 Lollard St Adventure Playground assessment of risk will always take precedence over the assessment of any hirers or partner organisations and additional control measures must be implemented if requested. Failure to comply will result in the booking/partnership arrangement being cancelled.

5 Accidents

5.1 All employees who have an accident at work or are ill as a result of work must report it to their senior and fill in the accident form which is kept in the office.

5.2 Any visitor or contractor who has an accident must also report this to the senior who will ensure the accident book is filled in correctly.

5.3 The director will investigate all accidents and ill-health to determine the cause and will be responsible for putting matters right.

5.4 The director will inform the Health and Safety Executive of any reportable accidents or dangerous occurrences fill in and submit form F2508 to HSE, under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

5.5 Employees must report any serious incident (whether or not there is an injury/accident) to the senior and note this in writing.

6 First Aid

6.1 Lollard St Adventure Playground aims to fulfil the requirements of the Health and Safety (First aid) Regulations 1981.

6.2 Lollard St Adventure Playground will have an appointed first aid person(s). In their absence, the the next most senior member of staff will act as appointed persons, call the emergency services and ensure the comfort of any injured person.

6.3 Employees unqualified in first aid must not take it upon themselves to render first-aid and must always seek the support of the first-aiders or appointed people. Health and Safety Policy June 2015 Issue: 3 Page 4 of 5 6.4 First aid boxes are kept in the in designated Lollard St Adventure Playground office/building. Their contents are inspected on a weekly basis.

6.5 Notices are placed around the premises in respect to first-aid. Emergency telephone numbers are displayed on the Health and Safety Law Poster.

6.6 A record of minor first-aid given will be kept in the minor incident report book, kept in the office at each site. For more serious incidents, report forms are available from the Operations Manager and kept in each premises office.

6.7 At Lollard St Adventure Playground office the first aider is responsible for the accident book and for forwarding completed accident forms to the Head of Operations.

7 Fire 7.1 Lollard St Adventure Playground aims to fulfil the requirements of the The Regulatory Reform (Fire Safety) Order 2005.

7.2 The arrangements for fires and evacuations are covered in each sites fire evacuation plan.

8 Manual handling

8.1 Lollard St Adventure Playground aims to fulfil the requirements of the Manual Handling Operations Regulations 1992.

8.2 Employees will be shown how to lift and carry loads in the correct manner.

8.3 Employees must not move any load which they think may cause them an injury.

8.4 Two person lifts are to be encouraged where practical for e.g. large pieces of furniture or equipment.

8.5 Employees must follow the methods described as a result of the risk assessment and the training given.

8.6 Any employee who is injured during any manual handling operation must report it to their line manager and record it in the accident book.

9 Electrical equipment

9.1 Lollard St Adventure Playground aims to fulfil the requirements of the Electricity at Work Regulations 1989.

9.2 All electrical equipment (this includes computers, photocopiers, printers, kettles, microwaves etc) will be maintained by Lollard St Adventure Playground and this will include an annual inspection where deemed necessary.

9.3 Any defects or damage to electrical equipment must be reported immediately to the senior/director. Anyone suffering an electrical shock must report it as an accident.

9.4 No employee must carry out electrical repair work themselves. A registered electrical contractor will carry out any necessary electrical work.

10 Safe handling and use of substances

10.1 Lollard St Adventure Playground aims to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 2002, referred to as CoSHH. Health and Safety Policy.

10.2 These will cover any chemical substance we use in our work for example cleaning supplies, maintenance lubricants, materials used for arts and crafts and plant food or weed control used for the gardens.

10.3 The senior/director will carry out a written CoSHH assessment of any new chemicals brought into the building. This will include any control measure required for use, for example, personal protective equipment, well ventilated areas and disposal arrangements.

10.4 These will be stored in paper format in every premise's office.

10.5 Staff using any chemical must ensure that they are fully familiar with the CoSHH assessment for each and every chemical that they use and that all control measures are carried out. 11 Personal Protective Equipment

11.1 Lollard St Adventure Playground will supply any personal protective equipment required to carry out our work safely. In the most part this will be protective gloves for cleaning and aprons for cooking. However, there may be occasion's where tasks are carried out that require further protective clothing, protective footwear or eye protection. These will be identified in risk assessments and CoSHH records.

11.2 Employees must wear PPE whenever it is identified as a control measure, return it to the identified storage place and inform the Operations Manager if it needs replacing.

12 Review

12.1 This policy will be reviewed on an annual basis or if there are any accidents, incidents or near misses or any significant changes in staffing, contracts or legislation take place

12.2 Any new employee reading this is encouraged to feedback to the senior/director any ideas that have for improving this policy