

Health and Safety Policy

The Lloyd Park Children's Charity believes that the health and safety of its staff, children, families, students, volunteers and visitors is one of its highest priorities.

The Lloyd Park Children's Charity is committed to achieving the highest standards of health and safety through continuous improvement and the control of risk whilst ensuring the delivery of outstanding services.

This policy, read in line with the Charity's health and safety policy statement, outlines everyone's responsibilities in relation to health and safety.

Employer responsibilities

The Chief Executive Officer is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- staff understand the allocated responsibilities for health and safety defined in this policy
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises and work equipment in a safe condition
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- the monitoring activities required by this system are undertaken
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Senior Leadership Team responsibilities

The Senior Leadership teams will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy and Health and Safety Management System
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff who may be affected
- adequate resources are allocated to implement the safety policy and meet all safety requirements
- the health and safety plan of continuous improvement is progressed and scheduled actions are completed on time and validated
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- welfare facilities are provided and maintained in a satisfactory state
- premises, and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to a senior manager for action
- health and safety rules are followed by all
- the monitoring and checking activities required by this system are completed.

Line Manager responsibilities

Supervisors will ensure that in their areas of control:

- they implement our Health and Safety Policy and Health and Safety Management System
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- they communicate and consult with staff on health and safety issues.
- health and safety rules are followed by all

- health and safety checklists required by this system are completed at the designated frequencies
- the health and safety plan of continuous improvement is progressed, actions completed, and any problems are reported to the Senior Leadership Manager with responsibility for their area of work.
- Scheduled actions are completed on time and validated
- they encourage staff to report hazards and raise health and safety concerns.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Employee responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Charity comply with their legal duties and contribute to the safe running of our workplace.

All employees have the responsibility:

- to take reasonable care of our own safety
- to take reasonable care of the safety of others affected by what we do or fail to do
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- to co-operate so that we as individuals and our charity can fulfil our legal duties e.g. comply with our safety rules
- to set a good personal example in relation to health and safety.

First aid personnel have the responsibility to:

- administer First Aid in accordance with the current legislation and approved code of practice

- record all accidents that are reported to them in the Accident Book
- re-stock first aid boxes at regular intervals and when necessary.

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

Responsibility for health and safety

The Chief Executive Officer is responsible for the health and safety in this organisation. However, everyone in The Lloyd Park Children's Charity has responsibilities in relation to health and safety, as set out in this policy.

Responsibilities of The Lloyd Park Children's Charity

The Lloyd Park Children's Charity is responsible for ensuring that the employee's health and safety is protected in all activities at work. In particular, the charity is responsible for the following.

Ensuring that there is safe and adequate plant and equipment

The charity will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage. Any problems found with plant/equipment should be reported to the Senior person on site.

The Senior Leadership Team will check that new equipment meets health and safety standards before it is purchased.

Safe premises and place of work

The charity will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Competent and safe fellow employees

The charity will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

A safe system of work

The charity will ensure that all processes of work are safe. If there are any hazards the employer will endeavour to remove them. If that is not possible appropriate signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff rooms to provide health and safety advice. Induction training will be provided for all employees, volunteers, learners and students.

Responsibilities of the employee

Our employee's, volunteers and students are responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. Primary responsibilities include but are not limited to the following.

Not to tamper with any equipment

Under no circumstances should anyone carry out any alterations to equipment which might compromise health and safety. Employees, students and volunteers who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal or termination of their volunteer agreement.

Not to use any equipment without receiving appropriate training

Equipment should not be used without having the appropriate training. Employees, students and volunteers are responsible for attending any training that is arranged, and completing any assessments that are required.

To take reasonable care of their own health and safety

Employees, volunteers and students are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. You must take care that your actions do not endanger any other person.

To use equipment appropriately

Equipment should only be used for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way you must inform a member of The Senior Leadership Team immediately.

To follow appropriate systems of work

Systems of work have been implemented with due regard to health and safety. There should be no deviation from these systems without prior permission from a member of The Senior Leadership Team..

Personal protective equipment (PPE)

The Lloyd Park Children's Charity is responsible for supplying any personal protective equipment (PPE) that is required.

If the appropriate PPE for a specific task is not available then you should inform a member of The Senior Leadership Team immediately and not perform that task until the PPE is available.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

The Senior Leadership Team will be responsible for identifying all substances which need a Control of Substances Harmful to Health (COSH) assessment.

The Senior Leadership Team are responsible for undertaking COSH assessments and are responsible for ensuring that all actions identified in the assessments are implemented.

The Senior Leadership Team will be responsible for ensuring that all relevant employees are informed about the COSH assessments

The Senior Leadership Team will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest.

Risk assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. The findings of risk assessments should be reported to a member of the senior leadership team.

Daily risk assessments are completed by some staff as part of their job role when conducting activities on and off site and in our nursery.

Each environment has a risk assessment completed to that environment.

The Senior Leadership Team will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every 3 months or when the work activity changes, whichever is soonest.

If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Significant action required to remove control risks will be reported to the Trustee Board by the CEO

Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Senior Manager on site. It must also be recorded in the accident book.

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

Policy Name	Health and Safety Policy
Version Number	V1
This policy was developed by	Human Resources and SLT
These people were consulted/ involved in developing the policy	

This Policy was adopted by	
Date	July 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	July 2019