



HEALTH & SAFETY POLICY & PROCEDURES

Principle:

The purpose of this policy is to ensure safe working practices and to create positive, safe working and playing environments for young people, vulnerable adults and Play Workers involved in the Let's Play Project in Banbury.

The Trustee for 2015 – 2016 with responsibility for Health and Safety is Lawrence Wyatt.

1. Policy:

- a. Every Play Worker, Trustee or Volunteer/Buddy should read and understand the policy and has a duty to take reasonable care for the Health and Safety of themselves and those in their care. There is a named Trustee responsible for Health and Safety.
- b. In order to ensure the safety of individual children/young people/vulnerable adults each Play Worker will be fully briefed by the Co-ordinators and also parents/carers about the particular needs of the young person in their care.
- c. They should be competent in the use of any specialist equipment and know whom to contact if there are any problems connected with equipment.
- d. In the case of a young person/ vulnerable adult with challenging behaviour, the Play Worker must feel confident in the strategies they intend to use and always be alert for possible dangers to other people as well as for the young person in their care.
- e. As part of their induction, Play Workers will receive training in Health and Safety procedures.

2. Procedures:

2.1 Risk Assessment:

- a. Because of the nature of the work undertaken, play workers will find themselves in a variety of settings. While it is the responsibility of the Project Co-ordinators or Session Leader to be familiar with the Health and Safety Policies of each environment, or trip, and to have carried out a Risk Assessment for each setting or trip, the Play Worker must also take note of possible hazards for the young person in their care and suggest any changes to the Risk Assessment which they consider to

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be necessary. The Session Leader must carry out the Health & Safety Checklist before every session which takes place at the Hub. This check must be recorded on the daily attendance register.

2.2 The following procedure guidelines should be followed when assessing the possible risks for young people with additional needs:

- a. Check access to the building. The safest exit route in case of emergency should be identified by the Play Worker when entering the building.
- b. Note should be taken of the fire and emergency evacuation drills at each setting and Play Workers should take note of the position of fire appliances.
- c. Note any difficulties with floors (spillages) or stairs (uneven, in need of repair). Check the access to ramps and lifts if they are needed.
- d. Note any possible dangers posed by equipment used in the activity (e.g. bats and balls, scissors – whenever possible foam balls should be used and scissors should be rounded, not sharp). Play Workers need to listen to instructions about equipment use and, whenever possible, check that the young person/ vulnerable adult understands.
- e. Check that the COSHH (**C**ontrol **O**f **S**ubstances **H**azardous to **H**ealth) guidelines are understood and adhered to in the environments in which young people/vulnerable adults play.
- f. Note where the First Aid box is kept in the setting for each activity. Identify yourself to the person running the activity if you have recent First Aid training and find out who the First Aider is on site.

2.3 Health and Hygiene:

The following guidelines are to ensure the safety of employees, volunteers, young people and vulnerable adults in their care. More detailed information is available in the individual young person's / vulnerable adult's files:

- a. Smoking is not permitted while the Play Worker is working with the young person / vulnerable adult either on the Let's Play premises or external venues/sites in accordance with UK law. (see <https://www.gov.uk/smoking-at-work-the-law>).
- b. Play Workers, young people and vulnerable adults should not attend activities if they have an infectious disease or illness. A 48 hour period of absence is advised.

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- c. Toilets should be checked for hygiene and to ensure the appropriate waste bins are in place. Play Workers should always use disposable gloves for changing pads and toileting. Paper towels, gloves and disposable aprons should be used if wiping up bodily fluids.
- d. When eating with the young person/ vulnerable adult both their dietary needs and the regulations relating to food safety and hygiene must be identified, checked and implemented. Each setting will have its own Food Safety Guidelines. Session leaders must undertake food hygiene qualifications.

2.4 Lifting and Handling:

(Please also refer to the Moving and Handling Guidelines issued to Play Workers; **PP19**).

While Play Workers would not normally be expected to lift manually, if they are required to move a young person/ vulnerable adult they should have been trained in manual handling. The following guidelines should be followed if lifting an object is required:

- a. check the route and the place of destination
- b. ask for help from a colleague
- c. use available lifting equipment
- d. hold any load close to the body at waist height
- e. turn feet; not the body
- f. bend the knees; not the spine

2.5 Recording of Accidents/Incidents:

While we strive to avoid accidents and unfortunate incidents (such as verbal abuse) it is possible that these may occur. The following guidelines should be adhered to.

The priority must always be to safeguard the young person/ vulnerable adult.

- a. The Play Worker must be aware of the procedure to follow in the event of an accident with the particular child / vulnerable adult (e.g. call an ambulance, police, contact parents, and call the Co-ordinator and Project Manager) as appropriate. The sequence of events will change according to the seriousness of the accident and the condition of the young person / vulnerable adult. When in doubt, call for an ambulance.



- b. After the accident an Accident Report Form should be filled in - one for the setting in which the accident occurred and one for Let's Play (issued by and discussed with the Co-ordinator, who will follow up the accident with the parents/carers).
- c. In the unlikely event of the young person, vulnerable adult or Play Worker experiencing verbal abuse (e.g. from a member of the public) the incident should be reported to the Co-ordinator as soon as possible. If appropriate, the Co-ordinator will follow up the incident with a named person or de-brief the Play Worker, young person, vulnerable adult and their family, if the person/member of the general public issuing the abuse has not been identified.

2.6 **First Aid:**

- a. Play Workers may be offered training in first aid every three years. In *any session or venue* the first aider attached to that organisation should be identified.

2.7 **Fire Safety and Emergency Procedures:**

- a. Play workers should be aware of the emergency procedures in each venue in which they work.
- b. All staff will be made aware at Fire Safety training sessions of members of staff who have PEEPS (Personal Emergency Evacuation Plans).
- c. The Co-ordinator or Session Leader in charge of the session should explain the evacuation plan at the start of the session.
- d. The Let's Play Project will ask venues where we work to sign an annual agreement that Emergency Procedures are in place and that Fire and Evacuation drills are carried out at least once every three months. It is the responsibility of the Project Manager to ensure these annual agreements are in place. Should a venue be hired on a one off basis a full risk assessment will encompass a check of all fire regulations within that property.

In the case of the activity space at St Mary's School it is the responsibility of the after school coordinator to carry out fire and emergency drills.



2.8 Home Visits:

The following guidelines should be used when visiting families:

- a. Play Workers should be accompanied by a Co-ordinator or another colleague on their first visit to a family. When arrangements are made for the visit the visitor should find out who will be at home during the visit.
- b. A list of the home visits, detailing address, telephone number, time of visit and expected duration will be kept at the office and Play Workers should telephone the centre to confirm that the visit is over and that they are safely home.
- c. A first visit should normally take place in working hours but when this is not possible, a visit in daylight is recommended.
- d. When travelling to a house on foot, care should be taken en-route; knowledge of the area and common sense should help plan a safe journey. When using a car, park it in a public, overlooked and well-lit place whenever possible.
- e. All Play Workers will be issued with an identity badge and will be introduced to the family by the Co-ordinators by telephone or in person.
- f. Unplanned visits will not be made without informing the Co-ordinators.
- g. Records will be kept of all visits made.

2.9 In the office:

- a. An annual safety inspection of the office space forms part of St Mary's School's Health and Safety Procedures.
- b. Anyone using the office for work related to the Let's Play Project should be made aware of emergency procedures and take responsibility for their own safety and that of office colleagues.
- c. Any concerns about Health and Safety should be reported to the Trustee with responsibility for Health and Safety.

2.10 Mobile Phones:

- a. The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is forbidden.

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- b. Any personal calls should be directed to the Let's Play's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately
- c. At the start of each session staff or child service user will place their mobile phone in the designated container which will be locked in the office until the session is over.
- d. An increasing number of mobile phones now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should never take or transmit images of pupils and colleagues on their personal mobile phone.
- e. A work mobile phone has been provided to Co-ordinators , which can be used in sessions as it has not got photographic capability.

2.11 Responsibilities and contacts:

- a. The Project Manager has responsibility for ensuring that all Staff are trained, in (and adhere to) Health and Safety requirements.
- b. The Project Manager and the named Trustee have responsibility for taking measures as are reasonably practicable to ensure that the premises and equipment used are safe and without risk to health.
- c. The Co-ordinators and Session Leaders are responsible for taking such measures as are reasonably practicable to ensure that the activities under the Project's control are safe and without risk to health.