

HEALTH AND SAFETY POLICY & PROCEDURES

1. **General Statement:**

This policy should be read with reference to current Health & Safety legislation.

For relevant Health & Safety information see the HSE website: [Guidance on health and safety at work - HSE](#)

Let's Play Project accepts responsibility for arrangements to provide and maintain safe and healthy working conditions, equipment and systems of work, for all employees, and provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities; and aim to ensure that Staff and Young People act collectively to secure a safe environment and follow procedures. The allocation of duties for safety matters and particular arrangements, which we will make to implement the policy, are set out below. Staff includes employees, visiting activity providers (VAP) and volunteers.

2. **Responsibilities**

2.1. **The Let's Play Project Trustees and Managers are responsible for:**

- 2.1.1. Ensuring that the Health and Safety Policy works and is understood by all staff and is reviewed annually.
- 2.1.2. Ensuring that the policy is monitored as required by the Let's Play Project.
- 2.1.3. Maintaining and updating the Health and Safety Checklist with staff members.
- 2.1.4. Conducting an annual Risk Assessment Audit.
- 2.1.5. Ensuring that all accidents are logged on an Incident Form.
- 2.1.6. Reporting any Reportable Accidents as per RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013).
- 2.1.7. Fire and Emergency arrangements.
- 2.1.8. Ensuring that current Risk Assessments and Fire Procedures are displayed on site.

- 2.1.9. In liaison with the Operations Manager & Activities Manager, ensuring that appropriate contractors are used to maintain equipment (including outdoor play equipment if used) and to ensure Up to Date Records are kept.
- 2.1.10. After discussion with the appropriate member of staff, deciding whether any equipment, apparatus or material is to be withdrawn from use pending any actions that might be necessary to render it, so far as reasonably practicable, safe for use.
- 2.1.11. Staff review and training.
- 2.1.12. Ensuring that the Activities Managers' attention is drawn to any matter that cannot be dealt with.
- 2.1.13. Reporting annually on Health and Safety to the Let's Play Project Trustees.

2.2. The following procedure guidelines should be followed when assessing the possible risks for Young People with additional needs:

- 2.2.1. Check access to the building. The safest exit route in case of emergency should be identified by the Play Worker when entering the building.
- 2.2.2. 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.
- 2.2.3. Note any difficulties with floors (spillages) or stairs (uneven, in need of repair). Check the access to ramps and lifts if they are needed.
- 2.2.4. Note any possible dangers posed by equipment used in the activity. Play Workers need to listen to instructions about equipment use and, whenever possible, check that the Young Person understands.
- 2.2.5. Check that the COSHH (Control Of Substances Hazardous to Health) guidelines are understood and adhered to in the environments in which the Young People play.
- 2.2.6. 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. All staff, employed and voluntary, must ensure the following:

- 2.3.1. The Ofsted minimum adult/child ratio of 1:30 must be met at all times. The standard practice for the Let's Play Project is 1:3.
- 2.3.2. So far as is reasonably practicable, that all local rules, relevant to safe working practice notes, codes of practice or statutory requirements are observed and practised within their areas of responsibility and statutory notices are displayed: or to report to the Activities Manager where it is not reasonably practicable to meet these prescribed conditions.
- 2.3.3. All equipment and materials used in their areas of responsibility are safe to use and that they are marked, when appropriate, with warning signs and then used in accordance with the manufacturer's instructions and any other instructions issued by the Let's Play Project. Where inherently dangerous materials are involved, those listed, will ensure that the Activities Manager is drawn to any shortcomings in the provisions made for their storage and use.
- 2.3.4. Their activity or sphere of work is adequately equipped with items of protective equipment and clothing considered necessary both for users themselves, others who work with them and Young People.
- 2.3.5. Apart from any specific responsibilities mentioned above, it is the individual responsibility of every member of staff to ensure, as far as is reasonably practicable, their own safety and that of all who come into contact with their work, including Young People, Visitors and Contractors. They should ensure, as far as is reasonably practicable, that all the Young People do not endanger themselves or others.

2.4. Risk Assessment

2.4.1 Risk Assessment is an ongoing requirement for all staff. Consideration of hazard and potential hazards underpins the risk assessment process. All of the areas have been risk assessed and this assessment is contained in the main office. Staff must be familiar with the assessment and are asked to inform the Activities Manager where the additional risk has been identified so that the relevant risk assessment can be updated.

2.4.2 The following hazards have been identified as being most likely to occur in Education & Play establishments:

- a. Misuse and abuse of electrical or mechanical appliance and machines
- b. Trailing wires across floors
- c. Spillage of liquids on floors causing slippery surfaces
- d. Obstruction of passageways and emergency exits with furniture and other impediments
- e. Misuse or non -use of ladders
- f. Careless fire precautions
- g. Faulty electrical wiring and illicit alterations to wiring
- h. Uneven floors and damaged floor coverings
- i. Inadequate notices and instructions regarding safe working procedures in kitchens and other areas

2.5. Training

- 2.5.1. The Activities Manager will ensure that the opportunities will be provided for:
 - a. Specific training for Health, Safety and Security
 - b. Induction for new staff
 - c. Instructions to be available to Young People and Visitors at all times.

2.6. Support

- 2.6.1. Let's Play will ensure that advice and support is obtained from the Trustees.

3. First Aid and Accidents

3.1. First Aiders

- 3.1.1. The Activities Manager will ensure that there is at least one First Aider available for each session.
- 3.1.2. All Session Leaders will be offered training in First Aid every three years.

3.1.3. Parents/Carers are required to give their consent for a plaster to be administered as a condition of their registration.

3.2. Accidents

3.2.1. Unless specified, all reports (verbal and written) should be made to the Activities Manager. Staff must log all incidents on the Incident form.

3.2.2. When a visiting activity provider (VAP) is engaged to lead activities, the Activities Manager will ensure that the VAP is aware of this policy and of any particular hazards that may be present. The VAP is responsible for informing the Session Leader of any accidents or incidents so they can be logged on the Incident Report form.

3.2.3. **The Activities Manager must ensure that accidents reportable to the HSE are reported using the appropriate form (RIDDOR). These are:**

- a. Accidents resulting in death or major injury
- b. Accidents which prevent normal duties for more than 7 days
- c. Loss of consciousness due to asphyxia or absorption of harmful substances
- d. Fractures/dislocations
- e. Amputation
- f. Loss of sight – temporary or permanent
- g. Chemicals or hot metal burn to the eye
- h. Penetrating eye injuries
- i. Electric shock
- j. Injury leading to hypothermia
- k. Unconsciousness needing resuscitation/hospital admission for more than 24 hours.

3.2.4. **Records of all accidents must be kept for three years.**

4. Cleanliness of Premises

4.1. The Let's Play Project has a duty to set appropriate standards of cleanliness and will maintain these by:

- 4.1.1. Investigating and acting upon any accidents/incidents that may have occurred due to the lack of cleanliness.
- 4.1.2. Maintaining a good standard of cleanliness day to day.
- 4.1.3. Promoting good housekeeping practices amongst its staff, including;
 - a. Observing good personal and environmental hygiene practice
 - b. Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned
 - c. Tidying up and putting away equipment and materials after use

5. Control of Substances Hazardous to Health (COSHH)

5.1. Chemicals are widely used for a variety of processes in office work and cleaning, some are extremely hazardous. To comply with these regulations a list will be kept by the Activities Manager of any hazardous or potentially hazardous substances that are used at The Let's Play Project. A copy of the list will also be kept in the kitchen area.

5.2. In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

5.3. The Activities Manager is to be informed of any hazardous substance staff propose to bring onto the premises.

5.3.1. Any person(s) using such chemicals must observe the following guidelines:

- a. All substances, which are included on the COSHH register, including bleach and general household chemicals, are stored in a safe place preferably under a child proof cupboard
- b. All hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care

- c. Always read the label before use and follow the manufacturer's instructions
 - d. Avoid inhalation, ingestion, and skin contact of all chemical substances
 - e. Always wear the appropriate protective clothing e.g. gloves, etc.
 - f. Products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with acidic cleanser such as Harpic
 - g. Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident
- 5.3.2. In the interest of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

6. Electrical Safety

6.1. It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs, etc. BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

6.1.1. The following list shows examples of electrical faults:

- a. Equipment not working
- b. Loose wiring
- c. Broken casing around wires or applications
- d. Electrical arcing (sparks)
- e. Plugs becoming warm...etc.

6.1.2. All staff have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.

- a. Ensure that hands are dry before using any electrical appliances
- b. Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions

- c. Leads should never be pulled to remove the plug or to lift or move an appliance
- d. Switch off at the mains, unplug and put away all electrical equipment (where appropriate when not in use)
- e. Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice)
- f. If extension cables are used, then these must be placed in such a way so not to cause a hazard to anybody else

6.1.3. All electrical equipment must be maintained on a routine basis.

7. Environment and the workplace

7.1. The Let's Play Project are legally obliged to maintain a safe and acceptable working environment, in as far as is reasonable and practicable. Staff have a responsibility to co-operate to maintain the environment:

- 7.1.1. Lighting must be suitable and sufficient in every part of the site through which people either pass or work. Doorways and potential hazards, like steps, must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.
- 7.1.2. Noise at Work regulations 1989 apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action when excessive.
- 7.1.3. Space around equipment must be adequate to ensure that safe working practices are achievable.
- 7.1.4. Heating – a reasonable temperature (not less than 16 centigrade) must be maintained in every room in which people are employed to work.
- 7.1.5. Ventilation must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

8. Fire and Other Emergencies

8.1. Risk Assessment and Review

- 8.1.1. In liaison with the Health & Safety Trustee, the Activities Manager is responsible for:
- Ensuring that a Fire Assessment is undertaken and recorded as appropriate. All staff must understand what to do in a fire and other emergencies. Notices detailing the fire and other emergency alarms and drills must be posted in each room. Fire and emergency drills should be held regularly, which will involve the total evacuation of the premises, preferably within 2.5 minutes.
 - Checking that all firefighting equipment is inspected annually by a competent contractor and that appropriate entries have been made in the Fire Logbook.
 - Ensuring that the Let's Play Project Emergency Policy (including Emergency Management Plan) is reviewed annually.

8.2. Fire Precautions

- 8.2.1. The Let's Play Project is responsible for ensuring that precautions are taken against fire through the routine maintenance of Fire Safety Equipment. Through reviewing and posting Emergency Fire Procedures in buildings and educating staff in safe practices.
- 8.2.2. It is the duty of all staff to co-operate in the implementation of this policy and to report to the Activities Manager any instance where the proper procedures are not being implemented e.g. wedging of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.
- 8.2.3. Within the premises (including outside spaces) the Let's Play Project operates a No Smoking policy (which includes vaping).

8.3. Fire Procedures

- 8.3.1. In the event of a fire: **Do not panic – follow the Fire Procedure** (see the end of this document).

Do not tackle the fire unless:

- You have been trained to do so
- You feel able to do so
- You do not put yourself at risk

d. The fire is small

Remember: the important thing is to save lives, not property

8.4. Emergency Evacuation

8.4.1. The Session Leader (if the Core Team are not present) is responsible for initiating and managing safely the emergency evacuation of the premises due to a fire or other serious emergency, following the Let's Play Emergency Management Plan.

9. Food Handling

The Let's Play Project has a responsibility to maintain acceptable levels of Hygiene and Health & Safety with respect to food.

9.1. All staff who handle food, have a responsibility to:

- 9.1.1. Maintain a high standard of personal hygiene
- 9.1.2. Refrain from handling food when they, or anyone at home, are suffering from an infectious disease or have boils, ulcers cuts, rashes, diarrhoea, eye, ear or throat infection or any untoward discharge
- 9.1.3. Adhere to the Let's Play Health and Safety Policy
- 9.1.4. Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment
- 9.1.5. All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by dates
- 9.1.6. All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, must be followed.
- 9.1.7. Food and food only, must be stored in areas designated specifically for that purpose (fridges, cupboards, etc.) (perishable food covered & stored at less than 8 degrees Celsius)
- 9.1.8. Saucepan handles should not overhang stoves or worktop edges
- 9.1.9. Any food or liquid spillages must be cleaned up immediately

9.1.10. When cooking food, recipes or packets, instructions must always be followed - piping hot (above 63 degrees Celsius)

9.1.11. Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time

9.1.12. Signs of any type of pest infection must be reported immediately.

9.2. Principles of safely using equipment in catering areas

9.2.1. All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use

9.2.2. Fridges, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness

9.2.3. All equipment must be used in accordance to manufacturer's instructions

9.2.4. Doors and lids of equipment in use should fit securely. Hob burners, grills, ovens, etc. must always be turned off when not in use

9.2.5. All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately

9.2.6. All equipment and working surfaces must be kept in a clean and hygienic condition

9.2.7. Cleaning chemicals should be used at the prescribed dilution rate.

10. Health and Hygiene

10.1. The Let's Play Project recognises that hygiene is a basic part of any health and safety programme. As such the Let's Play Project is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained, any shortcomings should be reported immediately to the Activities Manager who will ensure that the necessary action is undertaken.

10.1.1. Staff and other users have a responsibility to ensure that personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices e.g. by using the appropriate waste bin for the disposal of rubbish.

10.1.2. Staff and Young People should not attend activities if they have an infectious disease or illness. A 48-hour period of absence is advised.

11. Lifting and Manual Handling

11.1. The Let's Play Project has a moral and legal responsibility to its staff to reduce the risk of work associated back problems and other lifting and carrying injuries. It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force, any discreet moveable object including a person.

11.2. For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure, do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

11.2.1. If you decide to proceed with the lifting activity the correct way to lift is as follows:

- a. Keep the back straight
- b. Place the feet slightly apart
- c. Bend the knees
- d. Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible
- e. Do not twist the body during the lifting procedure.

12. Water and Electricity Cut Off Points

12.1. Water Cut off Valve is located under the sink in the kitchen.

12.2. Electricity Meter is located in the main office on the wall.

13. Induction and Training

13.1. All staff must read through this policy as part of their induction programme. The Let's Play Project have a duty to ensure that Staff are aware of current legislation and that relevant information is disseminated to the appropriate person.

14. Other related Policies and Procedures

- Incident/Accident Report Forms
- Risk Assessment
- Health and Safety Checklist
- Hazardous Substance List
- Safeguarding
- Behaviour Policy
- Medication Policy
- Personal Emergency Evacuation Plans
- Secure Storage
- Let's Play Emergency Management Plan

Date of Policy – 1st March 2020

Signed Chair of Trustees

Signed Operations Manager

Signed Activities Manager

Review Date – 1st March 2021