



HEALTH AND SAFETY PROCEDURES

1. Responsibilities

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

- 1.1.1. Ensuring that the Health and Safety Policy meets all statutory and regulatory requirements and is understood by all staff and is reviewed annually.
- 1.1.2. Ensuring that activities will be risk assessed with consultation to staff involved and the results of the risk assessment shared with staff. Risk assessments must consider the specific risk associated with young people and those with additional needs.
- 1.1.3. Expectant mothers must have a specific risk assessment undertaken before working.
- 1.1.4. Conducting an annual Risk Assessment Audit.
- 1.1.5. Ensuring that all accidents are logged on an Incident Form.
- 1.1.6. Reporting any Reportable Accidents as per RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013).
- 1.1.7. Fire and Emergency arrangements are in place.
- 1.1.8. 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.
- 1.1.9. After discussion with the appropriate member of staff, deciding whether any equipment, apparatus or material is to be withdrawn from use pending any actions that might be necessary to render it, so far as reasonably practicable, safe for use.
- 1.1.10. Staff receive appropriate training in health and safety matters.
- 1.1.11. Reporting at each Trustees meeting on Health and Safety to the Let's Play Project Trustees.



1.2. All staff, employed and voluntary, must ensure the following:

- 1.2.1. 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.
- 1.2.2. That they attend the training provided and 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.
- 1.2.3. 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.
- 1.2.4. 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.
- 1.2.5. 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.

1.3. 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 these assessments are contained in the main office. Staff must be familiar with the risk assessment for each activity and are asked to inform the Activities Manager where the additional risk has been identified so that the relevant risk assessment can be updated.

1.4. Training



1.4.1. 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.

1.5. Support

1.5.1. Let's Play will ensure that advice and support is obtained from the Health and Safety Executive

2. First Aid and Accidents

2.1. First Aiders

2.1.1. The Activities Manager will ensure that there is at least one First Aider available for each session.

2.1.2. Parents/Carers are required to give their consent for medical treatment to be administered as a condition of their registration.

2.2. Accidents

2.2.1. All reports (verbal and written) should be made to the Activities Manager. Staff must log all incidents on the Incident form.

2.2.2. **The Activities Manager must ensure that accidents reportable to the HSE are reported using the appropriate form (RIDDOR). The Charity Commission also requires that serious incidents are reported to them. The RIDDOR reporting requirements 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.

2.2.3. Records of all accidents must be kept for three years.

3. Cleanliness of Premises

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

- 3.1.1. Maintaining a good standard of cleanliness day to day.
- 3.1.2. Promoting good housekeeping practices amongst its staff, including;
 - a. Cleaning up any spills immediately
 - b. Observing good personal and environmental hygiene practice
 - c. Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned
 - d. Tidying up and putting away equipment and materials after use

4. Control of Substances Hazardous to Health (COSHH)

4.1. 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.

4.2. 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.

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

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



Ref: PP02

- 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
- 4.3.2. Substances hazardous to health should only be used if there is no less harmful or harmless alternative.

5. Electrical Safety

- 5.1.** Employees, volunteers, and contractors may use their own portable electrical equipment temporarily at Let's Play project.
- 5.2.** 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.
- 5.2.1. 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



Ref: PP02

- 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

5.2.2. All electrical equipment must be maintained on a routine basis:

- a. **Electrical installation testing by a competent person, every year**
- b. **Portable electrical equipment testing by a competent person, every 2 years**

6. Environment and the workplace

- 6.1.** 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.
- 6.2.** Noise at Work regulations 1989 apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action when excessive.
- 6.3.** Space around equipment must be adequate to ensure that safe working practices are achievable.
- 6.4.** Heating – a reasonable temperature (not less than 16 centigrade) must be maintained in every room in which people are employed to work.
- 6.5.** Ventilation must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.
- 6.6.** Slips and trips can be caused by poor housekeeping but also ice, snow, and wet leaves. The safety of the outside area must be assessed by the activity leader before each session.
- 6.7.** A Visual Display Unit assessment will be undertaken by new starters and every time a workstation is setup or changes are made to the workstation.

7. Fire and Other Emergencies

7.1. Risk Assessment and Review



Ref: PP02

7.1.1. In liaison with the Health & Safety Trustee, the Activities Manager is responsible for:

- a. Ensuring that a Fire Risk Assessment is undertaken and recorded. All staff must understand what to do in a fire and other emergencies. Notices detailing the fire evacuation procedure 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. A record of the drills and evacuation time will be kept
- b. Checking that all firefighting equipment is inspected annually by a competent contractor.
- c. Ensuring that the Let's Play Project Emergency Policy (including Emergency Management Plan) is reviewed annually.

7.2. Fire Precautions

7.2.1. It is the duty of all staff to co-operate in the implementation of the fire safety procedures 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.

7.2.2. Within the premises (including outside spaces) the Let's Play Project operates a No Smoking policy (which includes vaping).

7.3. Emergency Evacuation

7.3.1. 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.

8. Food Handling

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

- 8.1.1. Maintain a high standard of personal hygiene and wash hands thoroughly before handling food
- 8.1.2. 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



Ref: PP02

- 8.1.3. All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, must be followed.
- 8.1.4. 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)
- 8.1.5. Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment
- 8.1.6. 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
- 8.1.7. Saucepan handles should not overhang stoves or worktop edges
- 8.1.8. Any food or liquid spillages must be cleaned up immediately
- 8.1.9. When cooking food, recipes or packets, instructions must always be followed - piping hot (above 63 degrees Celsius)
- 8.1.10. Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time
- 8.1.11. Signs of any type of pest infection must be reported immediately.

8.2. Principles of safely using equipment in catering areas

- 8.2.1. All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use
- 8.2.2. Fridges, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness
- 8.2.3. All equipment must be used in accordance to manufacturer's instructions
- 8.2.4. Doors and lids of equipment in use should fit securely. Hob burners, grills, ovens, etc. must always be turned off when not in use
- 8.2.5. 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
- 8.2.6. All equipment and working surfaces must be kept in a clean and hygienic condition
- 8.2.7. Cleaning chemicals should be used at the prescribed dilution rate.



9. Health and Hygiene

9.1. 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.

9.2. 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.

9.3. Infection Control

9.3.1. Young people and staff should not attend Let's Play if they have a fever or have been sick in the last 48 hours.

9.3.2. Staff receive training in dealing with bodily fluids and disposable gloves and aprons are provided.

9.3.3. Good housekeeping will be maintained and areas where bodily fluids have been in contact will be disinfected after cleaning them up.

9.3.4. Regular hand washing is encouraged, particularly after using the toilets and before food preparation and consumption.

9.4. Control of Waste Materials

9.4.1. Hazardous waste will be segregated and stored appropriately

a. Clinical waste, Sharps bins and batteries are all segregated and disposed of appropriately.

9.4.2. All waste to be disposed by appropriate licenced waste carrier, specific details are to be provided by contractors working on site.

10. Lifting and Manual Handling

10.1. 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. If the lift is heavy or awkward always ask for help in lifting.



10.1.1. 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.

11. Control of Contractors

- 11.1.** All contractors to sign in have an induction and obtain authorisation and before any work can take place on site
- 11.2.** Contractors to provide risk assessments for their activities including consideration of the risk to visitors and young people. Authorisation for working at height, enclosed spaces and hot work can only be given by a Trustee or the Charity Manager.
- 11.3.** All contractors are required to report any accidents or incidents in the accident book.

12. Working at height or in enclosed spaces

Any work at height or in an enclosed space is not permitted unless a specific risk assessment for the work has been completed and approved by a Trustee or the Charity Manager.

13. Control of Legionella

There is no significant risk of Legionella that has been identified.

14. Harm From Other People

- 14.1.** The site is to be kept secure and access restricted to protect everyone on site



- 14.2. Staff will receive annual breakaway training
- 14.3. A behaviour policy is in place.
- 14.4. Staff are not working alone when dealing with the public

15. Lone Working

- 15.1. Risk assess working alone
- 15.2. Minimise lone working wherever possible
- 15.3. Inform another person that you are working alone
- 15.4. Always have a mobile phone

16. Plant Equipment and Driving

There is no plant equipment used on site. The safe use of any equipment brought onto site by contractors will be covered off during their induction before it is used on site.

All driving on charity business will adhere to the transport policy.

17. Induction and Training

17.1. All staff must read the playworker handbook 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



Ref: PP02

- Medication Policy
- Personal Emergency Evacuation Plans
- Secure Storage
- Let's Play Emergency Management Plan
- Transport policy
- Playworker handbook
- Employee Handbook