

# Louie's Helping Hands

HEALTH & SAFETY POLICY

**CHAIRPERSON: SARA LLEWELLYN**

**DATE AGREED: 22 FEBRUARY 2017**

**DATE OF NEXT REVIEW: 22 FEBRUARY 2018**

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT**

# Louie's Helping Hands

## Health and Safety Policy

Louie's Helping Hands charity consider Health and Safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Charity has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the charity's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the Health and Safety of themselves and others attending the school
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the Trustee.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

- The Charity's designated health and safety officer is Sara Llewellyn, Trustee.

## Responsibilities of the registered person

The Registered Person for the setting Sara Llewellyn holds ultimate responsibility and liability for the safe operation of the charity. The registered person will ensure that:

- The policy is reviewed annually or before should an issue arise that needs addressing.
- All staff receives information on health and safety matters, and receives training where necessary.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the charity's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, Child Protection Agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- They ensure that emergency evacuation procedures are in place and tested.
- The first aid provision is available and kept up to date.
- To report Health and Safety issues to the board of governors should there be any issues.

## Responsibilities of The Trustee:

The Charity Trustee's are responsible for ensuring that:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

- All the charity's equipment is safely and securely stored.
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

#### **Responsibilities of staff:**

- Staff must take reasonable care of their own Health and Safety and that of others who may be affected by what they do or fail to do.
- All staff must cooperate and adhere to policies set out by the Charity and any updates must be read.
- Staff will not interfere with anything provided to safeguard their Health and Safety or that of others.
- All staff have a duty of care to report any Health and Safety concerns to the Trustees.
- The staff must adhere to The Smoking policy which is located in the policy folder,

#### **Training:**

- Induction training will be carried out by The Trustees, and training needs will be identified and the relevant courses will be booked.
- Staff have a responsibility to highlight to the Trustees and training they need to enhance their knowledge relevant to their position.
- Certificates and training records will be kept in the front of the certificate folder for all members of staff.

#### **School Activities:**

- The Trustees will ensure that all risk assessments are undertaken.
- The Charity risk assessment for activities is a working document and is amended and added to frequently it is Sara Llewellyn's responsibility to ensure all new activities are added to the risk assessment.
- Any actions that need to be taken will be assessed and if necessary removed by Sara Llewellyn

#### **Monitoring:**

- The Trustee will be responsible for investigating accidents and work related causes of sickness and absence.
- The Trustee will check working conditions and ensure that safe working practices are being followed.

### **Visitors:**

- All visitors are directed by clear signage on the side gate to 11 Cliffe Avenue Westbrook CT9 5DU. Visitors must sign in and out and obtain a visitor's badge. All visitors to Louie's Helping Hands will be asked to provide identification.

### **Security:**

- Children are not allowed to leave the premises during therapy sessions unless prior permission has been given by the parents and they are accompanied by the parents or caregiver (for example, to attend other extra-curricular activities or to attend a hospital or GP appointment).
- During school sessions, the main gate to the charity therapy building is kept locked, with the key left in the door.
- All visitors to the charity must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.
- Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

### **Fire and Emergency Procedures:**

A fire risk assessment has been carried out by an independent specialist fireguard and a copy is available to be viewed with our policy folder.

### **Toys and equipment:**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

### **Food and personal hygiene:**

Staff at Louie's Helping Hands maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff handling food must have Level 2 Food hygiene Sara Llewellyn and Ashley Palmer both have Level 2 in their food and hygiene.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensures that pupils wash their hands before handling food or drink and after using the toilet. A wipe will be used if a child is unable to wash their hands at a sink.
- Cuts and abrasions (whether on children or staff) are kept covered.

### **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Changing** policy.

**Staffing levels:**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the pupil's present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty or available at any time.

This policy was adopted by Louie's Helping Hands	Date: 19 <sup>th</sup> May 2016
Reviewed on: 22 <sup>nd</sup> February 2017	Signed: <a href="#">S J Llewellyn</a>
To be reviewed: 22 <sup>nd</sup> February 2018	