

**Health and Safety Policy**

**HSPP.001**

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| **Date of Policy and Review Date:** |  |
| Formal Review Cycle: | Annual |
| Latest Formal Review Date (month/year): | 10/2020 |
| Next Formal Review Due (month/year): | 10/2021 |
| Approval Required - Trustees (Y/N): | Yes |
| Date Approved: | 11/11/20 |
| Publication: | Hard copy/ Website |

**Policy description:** The aim of the Holiday Clubs Health and Safety Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, young people and any other persons on premises used by the Holiday Club who might be affected by its activities.

The aim is to provide the safest and healthiest possible conditions for all concerned. The Holiday Club is committed to the prevention of injury and ill health and continuous improvement in health and safety management and performance.

Whilst the overall responsibility for health and safety rests at the highest management level, individuals at all level must accept responsibility for carrying out the policy.

The Health and Safety Policy is communicated to all persons within the control of the Holiday Club with the intent that they are made aware of their individual health and safety responsibilities.

**Links to other policies / procedures:**

* HSPP.001a - Risk Assessment Procedure
* HSPP.001b - Risk Assessment Form with notes
* HSPP.001c - Risk Assessment Form
* HSPP.001d - Lone Worker Procedure
* HSPP.001e - Closure Procedure
* HSPP.001f - Accident and Emergency Procedure
* HSPP.002 Health and Safety Inspection, Observation and Audit Procedure
* HSPP.002a Health and Safety Inspection Form
* HSPP.002b Internal Audit Report
* HSPP.003 COSHH Policy
* HSPP.004 First Aid Policy
* HSPP.004a Accident Investigation and Reporting Procedure
* HSPP.004b Near Miss / Incident Report Form
* HSPP.004c Procedure for Dealing with a Person who has Self Harmed
* HSPP.004d Procedure for Cleaning Up Body Fluids
* HSPP.005 Manual Handling Policy
* HSPP.006 Driver Policy
* HSPP.007 Suspicious Packages Policy
* HSPP.008 Restraint and Use of Force Policy
* HSPP.009 Permit to Work System
* Bullying and Harassment Policy
* Disclosure, Barring & Verification checks Staff and Students
* Drug and Substance Abuse Policy
* Visits and Trips Policy
* Safeguarding Children and Vulnerable Adults Policy and Procedures
* Management of Incidents Procedure
* Smoking Policy
* Visitor Policy

 **1.0 Executive Summary**

The Health and Safety Policy outlines the Holiday Clubs commitment to comply with health and safety legal requirements in relation to the specific nature and scale of risks and hazards, to ensure safe operation of the Holiday Club.

The policy outlines specific responsibilities of the LS29 Time Holiday Club as the employer, along with its employees and young people, together with the general organisation of health and safety and arrangements within the Holiday Club to include the framework for setting and reviewing health and safety standards in order for the Holiday Club to deliver its responsibilities in line with health and safety legislation, guidelines and good practice and continuous improvement.

The policy is reviewed annually to ensure it remains current, relevant and appropriate.

**2.0 Context**

Health and Safety at Work Act (HASAWA) 1974

Management of Health and Safety at Work Regulations (Amended) 1999

Workplace (Health, Safety & Welfare) Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Control of Substances Hazardous to Health (COSHH)

Provision and Use of Work Equipment Regulations (PUWER)

Health and Safety Executive

Environmental Health

**3.0 General Policy Statement**

3.1 The Holiday Club regards the management of health and safety as an integral part of its business and as a management priority. The aim of the Health & Safety Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, young people and any other persons on premises or in locations used by the Holiday Club who may be affected by its activities.

The aim, is to provide the safest and healthiest possible conditions for all concerned. The Holiday Club is committed to the prevention of injury and ill health and continual improvement in health and safety management and performance.

In pursuit of this policy, the Holiday Club will endeavour to:

3.1.1 Comply with all relevant health and safety legislation as a baseline standard and any other requirements in relation to specific hazards, with particular regard to current best practice, and safety systems of work

3.1.2 Provide a safe and secure working and play environment with suitable and adequate welfare facilities

3.1.3 Provide suitable and sufficient health and safety time and resources in order to maintain high standards of health and safety

3.1.4 Ensure plant, equipment and systems of work are safe and without risk to health

3.1.5 Make arrangements for the safe use, handling, storage, transport and disposal of articles and substances

3.1.6 Provide a cohesive management system to manage risks and hazards effectively and prevent injury or ill health

3.1.7 Set, record, monitor and review health and safety objectives, operational methods and systems by a process of continuous improvement in order to maintain high standards of health and safety management and performance

3.1.8 Ensure that all employees, young people and visitors of the Holiday Club are given sufficient information, training and supervision as is necessary to enable them to carry out their duties and tasks effectively and safely.

3.2 Integral to the success of the policy is a partnership approach with staff, young people and other representative bodies in order to develop a culture supportive of health and safety.

Through a quality learning and play experience, our young people and staff will gain an understanding of the importance of health and safety, understand the processes of hazard identification, assessment of risks and the principles of control.

The health and safety arrangements to meet the above objectives and the implementation of this policy are detailed separately.

**4.0 Health and Safety Arrangements**

The objectives of the Health and Safety Policy are fundamental to the safe operation of the LS29 Time Holiday Club. The Senior Management Team are responsible for ensuring that the requirements of this policy are achieved.

Adequate resources will be provided including time and money so that legal obligations are met. Management and staff are responsible for implementing the specific arrangements made under this policy. The Holiday Club Manager assumes responsibility for the health and safety of their specific work areas and activities. Senior Managers oversee the health and safety arrangements and, where appropriate, support the Holiday Club Manager to carry out regular health and safety audits.

All employees have a statutory duty under the HASAWA 1974 to ensure the safety of themselves and others affected by their actions. Employees are encouraged to be proactive on health and safety issues as part of the continuous improvement process and development of the health and safety culture of the Holiday Club. All new employees receive a health and safety induction with the Holiday Club and are expected to read and familiarise themselves with the Health and Safety Policy and associated procedures, and carry out their defined responsibilities in line with relevant health and safety related policies which are located in the staff office.

The development and update of health and safety policies and procedures and the submission of relevant health and safety reports is the responsibility of the Trustees. The Holiday Club Manager, as Lead Auditor, is responsible for the delivery of effective health and safety audits in line with OHSAS 1800, ensuring legal compliance.

**5.0 Responsibilities**

Whilst the overall responsibility for health and safety rests at the highest management level, all individuals at every level have a legal responsibility to comply with the policy.

5.1 The The Holiday Club expects its employees to:

• Act responsibly at all times to ensure their own health and safety and wellbeing and that of others in their care

• Adhere to all health and safety procedures, rules, regulations and instructions, cooperating with any provision made by the Holiday Club towards achieving policy objectives and complying with statutory duties

• Report all accidents and near misses in accordance with the Holiday Club procedures

• Inform the Holiday Club Manager / or Supervisor of all potential health and safety hazards or unsafe practices as soon as possible, in particular those which are of serious or imminent danger

• Inform the Holiday Club Manager / or Supervisor of any shortcomings that are identified in the Holiday Clubs health and safety arrangements

• Know and apply the procedures in respect of fire, first aid and other emergencies

• Attend relevant health and safety training sessions organised by the Holiday Club for benefit of all parties, and act in accordance with the requirements

• Cooperate with Holiday Club management to enable them to carry out their health and safety responsibilities and in improving standards of health and safety and developing health and safety initiatives.

• Assist management in their duty to implement policy, by recognising that achievement of policy objectives is a mutual responsibility for the Holiday Club and all of its employees and volunteers

• Exercise good standards of housekeeping and cleanliness

• Wear appropriate protective clothing, observe standards of dress and use appropriate equipment consistent with safety and / or hygiene and in line with PUWER

• Use and not wilfully misuse, neglect or interfere with any resources, in particular those provided for reasons of health and safety

• Carry out any specific responsibility which has been delegated.

5.2 LS29 Time Holiday Club Trustees, as the employer, have clear duties under the Health and Safety at Work Act 1974 (HASAWA). Each member has an individual role in providing health and safety leadership. It is ultimately the responsibility of the Trustees to ensure that the Health and Safety Policy of the Holiday Club is implemented. The Act also obliges the Trustees to have arrangements in place for effective planning, organisation, control, monitoring and regular review of health and safety provision.

5.3 The Senior Management Team has a lead role in the responsibility for ensuring, so far as is reasonably practicable, the health and safety and welfare at work for all its employees and young people.

5.4 The Holiday Club Manager is responsible for:

• Complying with the requirements of the HASAWA 1974 and for ensuring that staff carry out their duties in respect of health and safety

• Taking appropriate action on matters of safety observed or referred to them by members of staff

• Taking disciplinary action against staff who breach safety regulations, in conjunction with the Trustees

• Carrying out and recording risk assessments to include the environment, equipment and work practices. These should be monitored and regularly reviewed and updated where necessary for the protection of employees or other people who may be affected

• Ensuring the provision and use of necessary Personal Protective Equipment (PPE) and clothing

• Ensuring adequate First Aid provision based on risk assessment, at all sites (including trips) during normal Holiday Clubs hours

• Ensuring all staff are aware of the fire procedures and fire assembly points in relation to the Holiday Club buildings and adhere to fire drills

• Monitoring and analysis of accidents occurring in order to reduce or eliminate risks and hazards for continuous improvement

• Ensuring that all staff are aware of their health and safety obligations

• Identifying training needs in conjunction with the Trustees and ensuring provision of health and safety information to members of staff

• Ensuring that staff are appropriately qualified and competent to carry out high risk activities

• Seeking relevant advice and guidance on health and safety matters as necessary

• Ensuring that staff are given adequate information and supervision to carry out their jobs safely.

5.5 The main responsibilities of the Trustees in Health and Safety are to:

• Advise and guide management and staff on health and safety issues in compliance with the HASAWA 1974 and Management of Health and Safety at Work Regulations (Amended) 1999 and other legal requirements

• Develop adequate Health and Safety Policies, Procedures and arrangements, including an effective accident reporting system, and risk assessment procedures, in order to achieve a cohesive, documented health and safety management system

• Set monitor and review health and safety objectives for continuous improvement in health and safety management and performance

• Deliver health and safety inductions to all staff and ensure that all staff and all persons working under the control of the Holiday Club are aware of their health and safety obligations

• Deliver a range of relevant health and safety training and instruction in line with the needs of the Holiday Club

• Investigate thoroughly all accidents and dangerous occurrences, maintain records and report appropriate accidents to the Health and Safety Executive (HSE) in line with RIDDOR regulations • Approve Health and Safety arrangements of provision sub-contractors and make appropriate recommendations

• Ensure information about accidents is consistently monitored and analysed, and ensure that appropriate action is taken and recorded as result

• Maintain up to date and accurate details of all health and safety occurrences and issues, documenting communications, actions taken and recommendations for improvement

• Maintain a close link with relevant external bodies (eg HSE and AoC) in order to keep up-to-date with relevant changes in legislation and current good practice

• Seek external advice where expert knowledge is required or there is an effect on the community, eg Primary Care Trust in the case of an epidemic

5.6 Duties of all Employees

All employees have a statutory duty under the HASAWA 1974 to ensure the safety of themselves and others affected by their actions. Apart from any specific responsibilities which may have been delegated to them, all employees must:

• Act in the course of their employment with due care for the health, safety and wellbeing of themselves and other both by what they do and don’t do

• Observe all instructions on health and safety issued by the Holiday Club

• Act in accordance with any specific health and safety training received

• Report all accidents and near misses in accordance with Holiday Club procedures

• Cooperate with other persons to enable them to carry out their health and safety responsibilities

• Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger

• Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements

• Exercise good standards of housekeeping and cleanliness

• Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment should ensure that the health and safety implications of such work or purchases are considered.

5.7 The Facilities Manager of the premises is responsible for:

• The general upkeep of the building and planned maintenance

• Maintenance of safe standards of work, including the provision of PPE where appropriate, in line with health and safety regulations

• Maintenance of a high standard of hygiene and housekeeping in communal areas such as corridors, entrances, toilets etc

• Maintenance and regular testing of fire alarms, emergency lighting and fire equipment in line with legal guidelines

• Maintenance of exit / escape routes and signage

• The testing, inspection and maintenance of electrical equipment

• The supervision of contractors undertaking works under the Permit to Work system eg hot work.

5.8 Obligations of Contractors

The Facilities Manager, must ensure that the principal person in charge of the contractual activities will have responsibility for safe practices in the areas under their control. The responsible person in charge will ensure that:

• All contractors who work on Holiday Club premises identify and control any risk arising from their activities and inform the Facilities Manager or Holiday Club Manager of any risks that may affect the staff, young people and visitors

• All contractors must be aware of the Holiday Clubs Health and Safety Policy and emergency procedures and comply with these at all times. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Facilities Manager and Holiday Club Manager will take such actions as are necessary to protect the safety of staff, young people and visitors.

**6.0 Health and Safety Procedures**

6.1 Introduction

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements. This list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Holiday Club.

More detailed policies and written procedures for a number of these areas, as noted at the front of this policy, are also available and can be viewed in the staff office.

6.1.1 Accident and Incident Reporting

All accidents, incidents and near misses / dangerous occurrences must be reported as promptly as possible to the Holiday Club Manager in line with the Holiday Clubs accident reporting procedures. Significant accidents as defined in RIDDOR will be reported to the HSE by the Holiday Club Manager. Accidents are recorded, monitored and analysed with appropriate actions put in place as necessary to prevent re-occurrence wherever practicable.

6.1.2 Accident Investigation

All accidents, however small, should be investigated and the findings recorded. The investigation should be carried out by the Holiday Club Manager. During, or upon completion of the investigation, a risk assessment should be carried out or the existing risk assessment amended to avoid reoccurrence of the accident.

6.1.3 Behaviour Management

All staff must be familiar with the Holiday Clubs, Staff code of Conduct and Bullying and Harassment policies. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with the Holiday Clubs policy and procedures.

6.1.4 COSHH

Wherever possible the Holiday Club will reduce the risks caused by hazardous substances by purchasing non-hazardous or low risk substances. Where this is not possible, training and suitable PPE will be provided based on a risk assessment. Procedures will be put in place as required to monitor risks to health, eg testing for dermatitis, and for the safe handling and storage of hazardous substances.

6.1.5 Electrical Equipment

The Facilities Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user. Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away to be either repaired or disposed of within the Waste Electrical Equipment (WEE) regulations. Staff must ensure that all electrical equipment brought on the premises from other sources, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines. Staff may bring laptops and other portable IT equipment into the Holiday Club and, as with mobile phones, may plug them into sockets for use or re-charging, but only in the Staff Office. Staff and young people, bringing personal items or equipment into the Holiday Club must ensure that the item, including the cable, is not mechanically damaged and that the plug is correctly wired and fused.

Staff are reminded that they must not bring other electrical equipment for use in the Holiday Club without the permission of the Holiday Club Manager. Staff should check all electrical equipment for broken or loose wires. Please report damaged property and remove from use.

6.1.6 Visits and Trips out

All visits must be planned and organised in line with Holiday Club policies and procedures. The Visits and Trips Policy and Procedure is available in the staff office.

6.1.7 Fire Evacuation

Fire Drills will be held at least once per Holiday Club schedule, ie. Summer, Christmas and Easter. All staff must participate in fire drills and follow the correct procedures. Fire evacuation procedures are specific to each building and can be found posted on the walls. It is the responsibility of all staff to be aware of what to do in the event of an emergency:

• Instruction of Duty Managers and Fire Wardens must be followed at all times

• No one should re-enter a building while the alarms are sounding

• No one should re-enter a building until permission has been given by the Duty Manager

• Responsibility for individual visitors and their evacuation lies with the Holiday Club Manager

• Everyone should remain at the designated assembly point, until the ‘all clear’ instruction is given.

For further information, see Emergency Procedures available in the Policies and Procedure file in the staff office.

 6.1.8 Fire Precautions

The Facilities Manager is responsible for:

• The formal maintenance and regular testing of the fire alarm and emergency lighting

• The maintenance and inspection of the fire-fighting equipment

• The maintenance of exit / escape routes and signage.

6.1.9 First-Aid and Supporting Young People with Medical Needs

There are trained First Aiders on duty at all time of the Holiday Club sessions. The First Aid Policy and Procedure is available in the staff office with details of individual and organisational responsibilities.

Any one who is identified as requiring additional support due to a pre-existing medical condition will with their consent, supply a medical care plan to share with the staff responsible for their care. All relevant support staff must be given any information about a young person’s needs and receive such training as is necessary for them to be able to support their personal needs. The Holiday Club Manager must ensure that all risk assessments for activities are adapted as necessary to ensure the safety of any young person with physical disabilities. No young person should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Managing Medicines:

• Young people should only bring in a daily dose of prescribed medicines and their key person will take responsibility for their safekeeping

• If, as part of a risk assessment or care plan, the safe storage of medication is required, then the Holiday Club will provide this

• Where necessary, the Holiday Club will arrange for specific training of identified staff in the administration of emergency medications eg for Epilepsy.

6.1.10 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities staff may be regular lone workers but other staff may also work in the building on their own after Holiday Club hours. Lone workers should not undertake any activities which present a significant risk of injury. Wherever possible staff should avoid working alone in isolated parts of the building, especially outside normal working hours. Staff who carry out off site visits on their own should contact the Senior Management Team to inform that they have returned safely.

6.1.11 Manual Handling

The Holiday Club will ensure that any significant manual handling tasks are risk assessed and that these tasks are eliminated where possible. Staff should only carry out manual handling if they have been trained to do so and a risk assessment is in place. No member of staff should attempt to lift of move any heavy furniture or equipment themselves and must seek assistance. Our young people are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques. For further information, see Manual Handling Policy.

6.1.12 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in risk assessments, this should be provided. It is the Holiday Clubs responsibility to ensure adequate supplies of PPE. Where the need for PPE has been identified it must be worn by any staff member or young person who might be at risk of injury or harm to health. Any staff member who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager.

6.1.13 PUWER

All equipment must be serviced and maintained in line with the Provision and Use of Work Equipment (PUWER) regulations 1998. It is the responsibility of the Facilities Manager to ensure this takes place and that all appropriate records are kept. All faulty equipment must be taken out of use and reported to the Holiday Club Manager. Staff must not attempt to repair equipment themselves.

6.1.14 Suspicious Packages

The Holiday Club has a Suspicious Packages Policy which has been written with the aim of protecting the Holiday Clubs staff, young people, visitors and property from serious harm and damage, and includes procedures for dealing with the delivery of a suspicious package or the warning that one has been sent.

6.1.15 Risk Assessment

 It is the responsibility of all Trustees and Senior Management to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Holiday Club and that these are available for reference. Risk assessments will identify all defect and deficiencies, together with the necessary remedial action or risk control measures. Please refer to the Visits and Trips Policy and Procedures for details on risk assessments for off site visits.

Risk assessments should be reviewed on an annual basis or after an accident or incident. The results of reviews should be reported to the Holiday Club Manager and the appropriate Line Manager should prioritise issues and assign resources to undertake remedial control measures where required.

6.1.16 Severe Weather Conditions

In the event of severe weather conditions, it is the responsibility of the Holiday Club Manager and Trustees, to make a decision on the closure of the Holiday Club on health and safety grounds.

6.1.17 Smoking

The Holiday Club has a no smoking policy throughout the premises, which includes electronic smoking devices.

6.1.18 Staff Training and Development

The Holiday Club Manager will liaise with the Trustees to develop the annual health and safety training plan in line with the needs of all staff, and for arranging any identified training. A health and safety induction is given to all new employees by the Holiday Club Manager on the first day of employment. New staff are informed about the main health and safety provisions ie action to be taken in the event of a fire, fire exits, smoking policy and knowledge of first aid arrangements.

Training is also given to all key staff and staff with special health and safety responsibilities, such as the Fire Marshall’s and First Aid staff and staff taking our young people out on visits. The Holiday Club maintains a record of all staff who have been trained and the expiry dates of any mandatory health and safety training.

6.1.19 Visitors

Under the provisions of the Health & Safety at Work Act 1974, the Holiday Club has a duty of care to all visitors. All visitors must sign in and be issued with a visitor ID badge. Staff must take responsibility for the safety of their visitors whilst on the premises. Staff who have invited visitors should make their visitors aware of any potential hazards to their health and safety. Visitors are to obey all displayed warning notices and verbal instructions. Contractors who arrive to carry out work must inform the Holiday Club Manager of any potential hazard that may arise due to their work. Full details can be found in the Visitor Policy.

[[1]](#footnote-1)

1. LS29 Time Holiday Club V1 21/04/2018 [↑](#footnote-ref-1)