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**Registered Charity Number 1122298 OFSTED Number EY372502**

## **HEALTH AND SAFETY POLICY AND PROCEDURE**

This policy and procedure has been adopted by Grove Cottage through its Trustees Committee which remains responsible for its review.

Original signed version is kept at the Grove Cottage office.

Signed: *Richard Smith*

Date: 31/08/2021

Name: Richard Smith

Health and Safety Trustee

Reviewed August 2021

Next review: August 2023

## Health and Safety Policy and Procedure

### 1. The Health & Safety Executive (HSE)

This Policy & Procedure has been drawn up based on law and guidance. The following information is designed to provide some general guidance and principles, which must be adhered to by all Trustees, staff and volunteers when undertaking work either paid or voluntary on behalf of Grove Cottage.

Grove Cottage recognises the *Health & Safety Executive (HSE)* as the independent body providing health and safety information and instruction to employers. *The Health and Safety at Work etc Act 1974* places a statutory duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of all its staff and other people who may be affected by its activities, e.g. service users, visitors.

The HSE requires employers to display a *Health and Safety Law Poster* at its premises. The *Health and Safety Law Poster* is displayed at our Grove Cottage site located at 151 London Road, Bishops Stortford.

The policy is a legal requirement in the UK under the Health & Safety at Work Act 1974. The objective is designed to inform the control activities required to ensure effective and efficient Health & Safety measures. It applies to all employees and those who may be affected by our work activities (employees, volunteers, suppliers and visitors) on our premises.

***The Health and Safety at Work etc Act 1974*** is the primary piece of legislation covering occupational health and safety in Great Britain.

It sets out the general duties which:

- employers have towards employees and members of the public
- employees have to themselves and to each other
- certain self-employed have towards themselves and other

Grove Cottage also complies with the: -

- Health and Safety Law 2009
- Health and Safety-First Aid Regulations 1981
- Manual Handling Operations 1992
- Control of Substances Hazardous to Health (COSHH) 2002
- Childcare Act 2006
- Reporting of
- Reporting of Injuries, Disease and Dangerous Occurrences 2013 (RIDDOR)

## 2 Responsibilities

The safety of our members is of paramount importance at Grove Cottage Nursery and Clubs to keep the members safe while in our care.

As the employer, the Trustees have overall and final responsibility for health and safety matters at Grove Cottage and for ensuring health and safety legislation is complied with. The Trustees may delegate responsibility to a member of staff at Grove Cottage for day-to-day tasks in relation to health and safety. This policy works *alongside our Fire Evacuation Policy/Health and Hygiene Policy/Administration of Medicines Policy /Challenging Behaviour Policy/Coronavirus Policy*

The Trustees take support and advice from the Peninsula Business Service Ltd and have delegated day-to-day responsibility for health and safety tasks and for ensuring this policy is put into practise.

Our Health and Safety Trustee is;

Richard Smith [richard@mencapgrovecottage.org](mailto:richard@mencapgrovecottage.org) mobile; 07786 171161

The contact details of the *Delegated Health & Safety Officers responsible on a day to day basis are;*

**Jocelin Warren, Operations Manager** [om@mencapgrovecottage.org](mailto:om@mencapgrovecottage.org) Mobile: 07482 535020 OR

**Maria Sims, Nursery Manager** [nursery@mencapgrovecottage.org](mailto:nursery@mencapgrovecottage.org)

Grove Cottage. 151 London Road, Bishops Stortford, Hertfordshire. CM23 3JX. Tel: 01279 656085

All staff must: -

- co-operate with instructions from the *Delegated Health & Safety Officer*, or other authorised persons, in relation to health and safety take reasonable care of their own health and safety report all near-misses, accidents and incidents to the appropriate person, e.g., their line manager or the *Delegated Health & Safety Officer*

## 3. Statement of Intent

Grove Cottages general policy is to: -

- ensure its staff know how to contact the *Delegated Health & Safety Officer*
- provide health and safety training/information to its staff, appropriate to their role
- ensure any equipment used by Grove Cottage is safe and appropriately maintained
- conduct risk assessments of its services and activities, which are made available to relevant staff, in order to identify and manage any hazards, prevent incidents and accidents and avoid work-related ill-health
- ensure any near-misses, accidents and incidents are recorded, investigated and reported to the Trustees
- ensure any reportable occurrences are reported to the Health & Safety Executive, as required

- Grove Cottage will ensure that health and safety is a regular agenda item at all Board of Trustee Meetings, and that the *Delegated Health & Safety Officer* provides an update at these meetings in relation to the status of health and safety training for staff, any near-misses, accidents or reportable occurrences (see 11, below).
- through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health.
- we will ensure the health and safety at work of all our people and any other people who may be affected by our work activities.
- adequate resources will be provided to ensure all our people, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation

#### **4. General premises arrangements**

Grove Cottage will ensure the premises it uses for its services, activities and general business are kept clean, hygienic and safe.

In the case of premises which Grove Cottage regularly hires for its services and activities, Grove Cottage will put in place an agreement with the premises owner which shows the arrangements for the following: -

- access to the building
- ensuring security of staff, service users and equipment
- adequate heating, lighting (inside and outside, as appropriate) and ventilation
- access to clean drinking water
- toilet facilities
- managing cleaning and hygiene
- waste disposal (including clinical waste)

##### **4.1 Building Checks**

Building checks carried out each day to ensure there are no hazards. To keep the members safe while at the nursery/respite club's daily health and safety checks are made and recorded. In doing this the following areas are recorded on the Safety Check List

- Entrances to the building are safely secured.
- Outdoor space will be securely fenced, locked, and checked for litter and other danger before each session.
- Check internal safety gates/barriers that are in use.
- Equipment will be checked regularly and any reported to the Nursery/Operations Manager for repair.

A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.

## **4.2 Safety Precautions**

Adults in the group will have access to advice on safe lifting, and will put large equipment together with care

Adults will not walk about with hot drinks or place them in reach of children

Parent/carers are asked to provide Grove Cottage with their contact telephone numbers, including the names and telephone numbers of those who should be contacted in the case of an emergency. Parents are also asked to supply a list of any allergies, dietary requirements and any illnesses in the child's history, which may affect the safety of the member whilst at Grove Cottage e.g. Asthma and Allergies.

Children that are sleeping will always have a member of staff with them.

If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises. Risk assessments are completed for each activity. The supervising member of staff will carry an emergency mobile phone with them.

Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Children playing with or near water will be continuously supervised.

The surface in the outdoor play area is made of a soft material and all outdoor activities will be appropriately supervised.

## **5. Risk Assessments**

Risk assessments will be conducted by a member of staff who is competent to carry out the task and recorded on the relevant Grove Cottage risk assessment form.

Risk assessments will be carried out for each of Grove Cottages projects. Risk assessments for any additional activities will also be completed (e.g. swimming; open days; sponsored walks)

A copy of the risk assessment will be made available to the relevant staff involved with the club or activity. Please reference our *Risk Assessment Policy*.

### **5.1 Safety Precautions**

- All members of staff are required to have a current enhanced disclosure from the Data Barring Service and to complete a childcare disqualification disclosure which is updated every three years. Only Grove Cottage staff will be responsible for personal care and one on one interaction. We aim for adults not to supervise children alone.
- Adults in the group will have access to advice on safe lifting, and will put large equipment together with care
- Adults will not walk about with hot drinks or place them in reach of children
- Parent/carers are asked to provide the nursery with their contact telephone numbers, including the names and telephone numbers of those who should be contacted in the case of an emergency. Parents are also asked to supply a list of any allergies, dietary requirements, and any illnesses in the child's history, which may affect the safety of that child while at nursery e.g., Asthma and Allergies.

- Children that are sleeping always have a member of staff with them.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Risk assessments are completed for each activity. The supervising member of staff will carry an emergency mobile phone with them.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Children playing with or near water will be continuously supervised.
- The surface in the outdoor play area is made of a soft material and all outdoor activities will be appropriately supervised.
- Special precautions will be taken for children having oxygen therapy and gastric tube fed.
- Doors have safety strips to prevent trapping of fingers and Low-level glass will be safety glass.
- Offsite children will be strapped into buggies or will use reins while walking. Parents will provide their own car seat.

## **6. Fire procedures and drills**

Procedures for managing fire will be recorded on a separate risk assessment titled 'Fire Risk Assessment & Evacuation Plan'. This will include details of the location of fire exits, the whereabouts of fire safety equipment (e.g. break glass points and fire extinguishers) and assembly points. This information will be made available to all relevant staff and service users. Please refer to our *Fire Drill and Evacuation Procedure*.

Grove Cottage will maintain records of fire drills conducted at its services and activities.

All staff must comply with the relevant fire procedures relating to the service or activity they are working on.

In cases where Grove Cottage hire premises to run a project for people with a learning disability, the responsibilities for maintaining fire safety equipment will also be made clear within the premises hire agreement.

## **7. Control of Substances Hazardous to Health (COSHH)**

In accordance with the 1992 COSHH Regulations (Control of Substances Hazardous to Health), Grove Cottage recognises its duty to conduct risk assessments related to hazardous substances, e.g. cleaning chemicals.

Following a COSHH risk assessment, the following action will be taken: -

- in the first instance, action is taken to remove the need for the hazardous substance

- if this is not possible, action is taken to find a replacement for the hazardous substance, with a substance which does not have any hazardous properties

- if this is not possible, a further risk assessment of the hazardous substance will show instructions for safe use and storage, and any personal protective equipment (PPE) required (e.g. safety spectacles, gloves) which the charity will provide.

## **8. Safe use of equipment & Portable Appliance Testing (PAT)**

Grove Cottage will maintain an inventory of all items and equipment (over £100) owned by the charity in relation to its services and activities, for insurance purposes, showing their approximate value.

All staff must comply with all relevant instructions on the use of any items or equipment in relation to any of Grove Cottages services and activities.

Grove Cottage will ensure all portable electrical items used during its services and activities undergo Portable Appliance Testing (PAT). Grove Cottage will maintain records to show PAT has been carried out for electrical items owned by the charity. In the case of electrical items not owned by the charity, an agreement with the owner of the items will be established by Grove Cottage to ensure PAT is carried out. This list is kept securely in the operations office.

Staff should report any problems found with items or equipment to the relevant person, e.g., their line manager or *Delegated Health & Safety Officer*.

## **9. Staff ratios**

Risk assessments are completed to determine the precise staffing ratios needed to deliver an activity for each member accounting for their individual level of need.

The minimum ratio for a service or session will be clearly recorded on the session staffing list, risk assessment or other session record.

## **10. First Aid**

Reference should also be made to Grove Cottage's *Administration and Storage of Medicine Policy & Procedure*. A correctly stocked first aid box will be always available, one in the kitchen one in the minibus and outings bag.

During children's sessions a minimum of 50% of the staff will have 12 hour Paediatric First Aid training. The Manager will keep a record of all staff training records.

A correctly stocked first aid box will be always available, one in the kitchen, minibus and outings bag. Reference should also be made to Grove Cottage's *Administration and Storage of Medicine Policy & Procedure*.

### **10.1 Minor Accidents**

Small cuts, grazes and bumps should be looked after by staff. However, minor they should be noted in the accident book and signed on collection by the parent or carer.

Nursery keep their have their own accident book. A separate accident book is used by Clubs and administration.

- **Guidelines for minor first aid:**
- **Small cuts/abrasions** – wash under running cold water or with water-soaked gauze (not paper towels) Cover with a plaster if cut/graze is open.
- **Sand/foreign body in eye** – irrigate with water. Do not attempt to remove object if this doesn't work. Cover eye with gauze pad and ring for parent.
- **Bumps/bruises** – apply cold compress to area. Always check child regularly for adverse signs for bumps to the head.
- **Splinters** – do not attempt to remove. Cover with a plaster or gauze pad.
- Children with specific medical needs or emergency procedures can be found in the medical folder. Please follow relevant protocol.

### 10.2 Serious Accidents

- **Do not move the injured person.** Call the qualified first aider if necessary.
- **Immediately** inform the manager who will telephone for an ambulance.
- **Circle time staff member to clear** all other children from the accident area.
- **Manager to contact parents immediately and** complete the appropriate accident forms.
- **Manager to call Emergency services** if necessary.
- **Manager will contact Operations Manager and Health and Safety Trustee as** soon as practically possible.
- **Manager will make a follow up call** to parents 24 hours after the accident/incident

### 10.3 Safe Holds

Relating to the restraint of children to prevent injury to themselves, to others, and to prevent damage to property.

After consultation with National Mencap via the Hertfordshire and Bedfordshire Regional Officer, we have been informed that:

*As there are no relevant exclusions in our insurance policy, we are insured to carry out holds to prevent a child from injuring him/herself, from injuring another person, or from causing severe damage to property, providing: -*

- *sensible precautions are taken*
- *there is a child protection policy in place*
- *staff members have had a DBS check*
- *staff members are not placed in danger*

### 10.4 Coronavirus

In response to the Covid-19 pandemic we have introduced enhanced system of controls, cleaning protocols and hand hygiene routines. Reference should be made to Grove Cottage's *Coronavirus Policy*.

## 11. Accidents and Reportable Occurrences

Any incident or accident relating to health and safety occurring in relation to any activity of Grove Cottage and any action taken in respect of it will be recorded on an Incident/Accident report form

relating to that activity, and a copy of it must be passed as soon as practicable to the Nursery/Operations Manager.

The Managers and Trustees will review the incident or accident record as appropriate to determine if follow-up action is necessary to reduce or minimise any risk of re-occurrence.

The Trustees are responsible for reporting relevant matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). RIDDOR covers the following incidents: -

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing 3 days or more incapacity from work/ certain work-related diseases

Records of all accidents/incidents are maintained securely on site at Grove Cottage by the Nursery/Operations Manager.

## **12. Audit**

Health and safety practice, as reflected in the risk assessments, will be checked through audits. The Trustees are responsible for ensuring audits are completed and actions undertaken. Audit findings will be reported and reviewed by the Board of Trustees. The Health and Safety Trustee will complete an annual audit at the start of each academic year which will be reviewed at regular intervals.

## **13. Regular review and assessment**

Health & Safety features as a standard agenda item at all:

- team meetings of office/senior staff
- Trustee Board Meetings and Trustees supervisions and appraisals

## **14. Communicating matters of health and safety to service users**

Grove Cottage will ensure any relevant matters of health and safety are communicated to people with a learning disability using our services in an accessible way. Our Health and Safety policy is available to view on our website.

## **15. Concerns about Health and Safety**

If any staff has any concern about any aspect of health and safety in relation to any of Grove Cottages activities, they should report it immediately to either of the delegated persons. (refer to section 2)

## **16 Training**

Health and Safety training will be part of all staff and volunteer inductions. Grove Cottage use the online platform Educare, member facing staff are required to complete level 2 courses in:

- Fire Safety

- Moving and Handling
- Food Hygiene (if involved in food preparation)

In addition, staff will receive additional training working with professional nurses/ occupational therapists and physiotherapists.

<b>Internal Audit Guidance</b>	<b>Evidence</b>
Do staff know who the designated Health & Safety Officer is for the charity, who they can raise concerns with?	Ask staff and volunteers
All staff have received Health & Safety training.	Check the Training Records to see whether all staff and volunteers have completed training
Are Incident Forms available on site?	Check the project file on-site. Check that blank Incident Forms are in the file and that staff know they are there
Do staff know the procedure to record any incidents/accidents/near misses?	Ask staff and volunteers what they would do to record an incident/accident/near miss

<p>Incident Forms are being completed accurately and passed to the Operations Manager and any follow ups completed</p>	<p>Check the Incident Form file at the office and check whether Incident Forms have been completed appropriately</p>
<p>Risk Assessment Form is in the file at the project and is being followed by staff and volunteers</p>	<p>Check file Ask staff whether they have read the Risk Assessment – check their knowledge of it</p>
<p>Fire Evacuation Procedure is in place.</p>	<p>Ask Staff what they would do in the event of the fire  Check that fire drills are bring done</p>
<p>Safe staff ratios are being adhered to</p>	<p>Check that the staffing ratios (as referenced at 9, above) are in place</p>
<p>A qualified First Aider is on duty</p>	<p>Check that there is a First Aider on duty Check that the training is up to date.</p>