



6.1

Health and Safety Policy

Contents

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Training and first aid
4. Contacting the emergency services
5. Accident reporting and investigation
6. Active monitoring system
7. Risk assessment
8. Slips and trips
9. Fire safety
10. Sharps
11. Evacuation, invacuation, lockdown and bomb threat procedure
12. Visitors and contractors
13. Construction and maintenance
14. Personal protective equipment (PPE)
15. Work-related hazards
16. Maintaining equipment
17. Hazardous materials
18. Asbestos management
19. Cleaning
20. Workplace temperature
21. Infection control
22. Allergens and anaphylaxis
23. Medication
24. Smoking
25. Security and theft
26. Adverse weather
27. Trips and outings
28. Near misses
29. Monitoring and review



Statement of intent

At St Chads Community Project, we are committed to the health and safety of our staff, children, tenants and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe environment.

We are committed to:

- Providing a productive and safe environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the charity's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our premises.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Children Act 1989 and 2004.
- Early Years foundation Stage (EYFS) Statutory Framework
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- DfE (2022) 'First aid in schools, early years and colleges'



- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following charity policies and procedures:

- First Aid Policy
- Fire Safety Policy
- Risk Assessment Procedures
- Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy
- Manual Handling Risk Assessment
- Lone Worker Policy
- Staff Wellbeing Policy
- COSHH Policy
- Asbestos Management procedures
- Infection Control Procedures
- Allergen and Anaphylaxis Policy
- Healthy Food and Drink Policy
- Administering Medication Policy
- Smoke-free Policy
- Data Protection Policy
- Adverse Weather Policy
- Trips and Outings Policy
- Evacuation Procedure

2. Roles and responsibilities

The board of trustees, in conjunction with the CEO, will:

- Ensure it provides a safe place for all users of the site, including staff, children, tenants and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-organisation familiarity with the requirements of the appropriate legislation and codes of practice.



- Create and monitor a management structure responsible for health and safety in the charity.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the charity has secured safe means of entry and exit for all site users.
- Ensure the charity can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the charity can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The CEO will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, children, tenants and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by line managers and other members of staff.
- Be the designated contact with the Local Authority and the HSE where necessary.

Line managers in collaboration with the appointed staff member for Health & Safety will:

- Assist with the creation and implementation of this policy.
- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the charity's Health and Safety Policy in their service, and for areas of responsibility delegated by the CEO.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Identify hazards by conducting risk assessments.



- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, children, tenants and visitors comply with its requirements.
- Support staff with any queries or concerns regarding health and safety.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the CEO.
- Ensure that all staff, children, tenants and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to their line manager.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the charity can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of children.

Children will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the charity.



- Not misuse, neglect or interfere with items supplied for their, and other children's health and safety.

3. Training and first aid

The charity will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the charity.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the charity.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The charity will act in accordance with the First Aid Policy at all times. The charity will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The charity will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the charity.

When conducting a first aid needs assessment, the charity will consider:

- The charity premises.
- Children and staff members.
- Tenants.
- The hazards and risks present.

The CEO will ensure that there is an appropriate number of first aid trained staff members on duty. Posters will be displayed throughout the building with details of the first aiders and where they are located.

First aid boxes are in the following areas:

- Kitchen
- Baby Room – Red room
- Out of school Club & Nursery Room – Blue Room
- Main reception



- ESOL Classroom
- Staffroom

4. Contacting emergency services

The CEO will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios or internal phone system.

Where an ambulance is called for a child, Reception staff will contact the child's parent. Where necessary, all children will be evacuated from the building and taken to the designated emergency assembly point – currently, this is located on Liddell Terrace, across the road from the charity premises next to the dark green fence. Staff will be aware of any children who have PEEPs. Staff will be responsible for the safety of children and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to a line manager using the standard Accident Report Form located in the reception office.

Line managers will be responsible for informing the CEO if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The charity will always record and report work-related injuries to staff members or children.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The charity will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident).



- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.



- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The charity will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The charity will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the CEO, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The charity will not submit written accident reports to the HSE, except for in exceptional circumstances. The charity will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, children, tenants, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to a line manager or senior member staff as soon as possible, who will then inform the CEO as appropriate.



Accident investigation

All accidents, however minor, will be investigated by the Line manager of the relevant service and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The line managers will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. Active monitoring system

The charity's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Annual examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly updates to the CEO.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health, Fire and Rescue Service and Ofsted.

7. Risk assessment

The CEO has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the charity.

Termly assessments of any high-risks areas, will be undertaken. Annual risk assessments will be conducted for all other areas of the charity. Risk assessments will consider the needs of staff, children, tenants, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The charity will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the charity has implemented to control the risk

The head of children and family service will ensure risk assessments are completed by staff leading day trips, outings or residential stays.



8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The charity utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the Staff Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

The charity will remain especially vigilant to the following hazards:

- Members of staff or children running or carrying heavy or awkward items.
- Wearing unsuitable footwear.
- Poor lighting – particularly where there are uneven surfaces and level changes.
- Contamination.
- Obstructions, e.g. bags and trailing cables.

9. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, and where applicable a personal emergency evacuation plan (PEEP), which will be implemented in the event of a fire.

The CEO is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The charity will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the charity, and records will be maintained and held in the reception office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the reception office.



The evacuation of tenants, visitors and contractors will be the responsibility of the person they are visiting or working for.

The charity will implement its Fire Safety Policy to ensure that staff, children, tenants and visitors are safe and aware of the potential risks of fire.

10. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on the premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During community-based vaccination programmes.
- Where an individual within the charity requires injections to manage a health condition.
- Where a child brings a sharp into the charity.
- Where glass is broken within the charity, or broken glass is found on or around the premises.
- Where drug paraphernalia, e.g. heroin needles, is found on or around the premises

In the context of this policy, offensive weapons are not considered sharps.

All staff members will receive health and safety training as part of their induction, which will be refreshed every three years. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the premises will be managed in line with the Administering Medication Policy.

The head of children & family service will ensure that all children are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all children away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:



- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of children. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the CEO, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the charity's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Avoid scrubbing the wound while washing.
- Avoid sucking the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice.



Injuries will be handled in line with the First Aid Policy.

11. Evacuation, Invacuation, lockdown and bomb threat procedure

The charity will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the charity's bomb threat procedure.

In the event of an emergency, the procedures outlined in the Bomb Threat procedure, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the bomb threat procedure.

12. Visitors and contractors

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the charity.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, children, tenants or visitors to the charity.

13. Construction and maintenance

When undertaking construction or maintenance work, the charity will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.



- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The CEO will ensure that all construction and maintenance projects have a formally appointed internal project lead and principal contractor. The CEO will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The CEO will also ensure that:

- The internal project lead and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the charity wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the charity expects the project to be managed
 - CDM appointments of the principal contractor and/or internal project lead
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Schedule of Works that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The internal project lead prepares a health and safety risk assessment containing information that will help the charity manage risks associated with project in conjunction with the principle contractors Schedule of Works.
- The roles, functions and responsibilities of the project team are clearly defined in writing and if appropriate a minor works contract will be drafted.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, a copy of the principle contractors documents will be shared with the charity and stored in accordance with the records management policy.



The CEO will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14. Personal protective equipment (PPE)

The charity will provide staff and children who are exposed to a hazard at the charity, which cannot be controlled by other means, with PPE where appropriate. All staff and children will be provided with protective eyewear if performing scientific experiments. Visitors will also be supplied with PPE when appropriate.

Staff and children will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the head of children and family service to determine the suitable PPE to be used for each hazard and will be reviewed regularly.

Staff and children will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The charity will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work in accordance with the staff uniform policy.

The charity will always use PPE in line with UK Health Security Agency guidance.

15. Work related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.



The charity will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the charity's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the charity will implement and follow its manual handling procedures.

Working at heights

Procedures concerning employees working at heights will be addressed in the working at heights procedures. Staff members are required to sign statements confirming that they have received, read and understood the procedures, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Display screen equipment

Display screen assessments will be carried out for office based staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

16. Maintaining equipment

The charity will ensure that staff, children, tenants and visitors can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors will inspect the following equipment for health and safety issues annually:



- All electrical appliances

It will be the responsibility of Line managers and caretaker to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a regular basis by the Caretaker and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

17. Hazardous materials

The charity will act in accordance with the charity's COSHH Policy at all times.

The charity will only purchase hazardous materials from a reputable source. The charity will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the CEO.

Line managers will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

The CEO, in liaison with line managers, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed regularly to ensure continued effectiveness, even when they are known to be reliable.

The CEO will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or child will ever be put at risk through exposure to any hazardous substance. No potentially hazardous materials will be used in childcare without the approval of line managers. Line managers will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The caretaker will keep an up-to-date inventory of hazardous chemicals and materials held at the charity. Unwanted or surplus chemicals and materials, including those that have become



unsafe, will be disposed of by a registered waste carrier, in accordance with charity procedures.

18. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 30th August 2024 by Nichol Associates limited, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and trace elements were removed, a certificate of removal was received and is stored securely as per the Records Management Policy. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

19. Cleaning

The charity employs cleaning staff direct. If at any time contract cleaners are required, they will be monitored by line managers. Special consideration will be given to hygiene areas.

A contractor will dispose of sanitary and non-hazardous medical waste. Waste collection services will be monitored by the caretaker. Special consideration will be given to the disposal of clinical waste.

20. Workplace temperature

The CEO is responsible for ensuring that the building is at a safe temperature for staff, children, tenants and beneficiaries to occupy. The charity will adhere to the provisions as outlined in the '*Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992*', which suggest that the minimum temperature for working indoors should normally be at least 16 degrees Celsius or 13 degrees Celsius for work involving physical effort.

21. Infection control

The charity will actively prevent the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The charity will keep up to date with national and local immunisation scheduling and advice. All children registered in the Early Years setting will have immunisation status checked at registration. The charity encourages parents to have their children immunised.

The charity will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and children, staff and beneficiaries are not permitted in the charity if they are unwell. Staff, children and beneficiaries displaying signs of infection will be sent home and recommended to see a doctor.



Further information concerning the charity policies and procedures addressing infection control can be found in the Infection Control Policy.

22. Allergens and anaphylaxis

The charity's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the charity with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the head of children and family services with a list of their allergies. Information regarding children's and staff members' allergies will be collated and stored securely.

Line managers will ensure that all pre-packed foods for direct sale (PPDS) made on the charity site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. If working with any external catering providers, the charity will ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the charity operates in line with Natasha's Law can be found in the Allergens and Anaphylaxis Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist children with managing their allergies.

Further information relating to the charity's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

23. Medication

The charity's Administering Medication Policy will be read, understood and adhered to at all times. Staff working in childcare will receive paediatric first aid training every three years.

The charity will obtain notification and permission from parents regarding any medication that children are required to take while in the care of the charity. Only trained staff will administer prescribed medication. The charity's Administering Medication Policy will be followed at all times. A record will be kept of any medication that children take – this will be checked prior to administering any prescription medication and completed afterwards.

24. Smoking

The charity is a non-smoking premises, and no smoking will be permitted on the grounds. The charity's Smoking Policy will be read and understood by all staff. All staff, children, beneficiaries, parents, tenants, visitors and contractors will be made aware of the policy.



25. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the charity's Data Protection Policy.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, and staff should not be placed at risk of robbery.

Staff and children will be responsible for their personal belongings and the charity accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of charity equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The charity will ban individuals from the premises if they pose a risk to any member of the charity community. The charity will consider any risks that are posed by their local context, e.g. recent arson attacks, riots.

26. Adverse weather

The charity will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on the premises.

The CEO will make a decision on the charity closure due to severe weather on the grounds of health and safety. If a closure takes place, the board of trustees will be promptly informed.

27. Trips and outings

All trips and outings should be planned and recorded with children and beneficiaries' safety in mind. Health and safety policy and procedures concerning trips and outings are contained in the charity's Outings Policy.

28. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, children, tenants, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to senior staff member as soon as possible, who will then inform the CEO as appropriate.



The charity will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by a line manager and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

29. Monitoring and review

The effectiveness of this policy will be monitored continually by the CEO. Any necessary amendments will be made immediately.

The charity will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.