



# Health and safety

## 1 Scope of this policy

The Sonshine Club offers children and young people, with and without SEND a range of out of school and holiday activities. This policy is designed to meet the duties of employers to employees as outlined in The Health and Safety at Work Act 1974 and in subsequent health and safety in the workplace regulations. This policy should be read and considered in conjunction with our Health & Safety Risk Assessment, Fire Safety Policy, Fire Risk Assessment, and Staff Support Policy.

The Sonshine Club Policy for Health & Safety covers the following aspects of our activities:

- a) **Day-to-day operations:** How we achieve and maintain good standards of health and safety management in the regular course of day-to-day operations and activities.
- b) **Sub-contracting service user activities:** If we sub-contract services for children and young people, there are robust health and safety measures in place.

This Policy applies to all activities of The Sonshine Club, and to all working in such activities, whether as an employee, volunteer, management representative or otherwise. They apply regardless of whether The Sonshine Club carries out the activity directly or sub-contracts another organisation to carry out the activity on its behalf.

All trustees, volunteers and staff members must be aware of this policy, and their actions must be bound by it.

## 2 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees and volunteers on matters affecting their health and safety
- to provide and maintain safe equipment

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- to provide information, instruction, and supervision for employees and volunteers
- to ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

### **3 Responsibility for implementing this policy**

- 3.1 Overall and final responsibility for health and safety is that of Rachel Gruber, Trustee.
- 3.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health & Safety Officer Gitty Bayer.
- 3.3 All employees have to:
  - co-operate with supervisors and managers on health and safety matters
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- 3.4 A Health and Safety Working Group, consisting of the Chief Executive, Health and Safety Officer, Safeguarding Officer, Office Manager and Admin Officer, will meet quarterly to review Health and Safety issues and the implementation of this policy.

### **4 Health and safety risks arising from our work activities**

- Risk assessments will be undertaken by the Health & Safety Officer.
- The findings of the risk assessments will be reported to the CEO and the Board of Trustees.
- Action required to remove/control risks will be approved by the Board of Trustees and implemented by the CEO together with the H&S officer.
- The CEO will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is sooner.

### **5 Consultation with employees**

We value the input of our staff and therefore consult with them to ensure their health and safety concerns are addressed and risks are sufficiently managed.

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- The employee representative is the Administrator. Consultation with employees is provided by the H&S officer.

### **6 Safe equipment and handling**

The H&S officer will be responsible for:

- carrying out an annual Health and Safety audit of the premises/office
- identifying all equipment needing maintenance and maintain regularly
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- ensuring that PAT testing is carried out regularly.

Problems found with equipment will be reported to the CEO, who will check that new plant and equipment meets health and safety standards before it is purchased. Where any deficiencies or issues are identified by staff members, they should be flagged to the Administrator or the Health & Safety Officer for actioning.

### **7 Information, instruction and supervision**

- The Health and Safety Law poster is displayed at the entrance of premises.
- Health and safety advice is available from the H&S Officer.
- Supervision of young workers/trainees will be undertaken and monitored by the H&S Officer.

### **8 Competency for work and training**

All employees will be given health and safety induction training when they start work.

- Induction training will be provided for all employees by the H&S Officer.
- Training will be identified, arranged, and monitored by the Board of Trustees together with the CEO.
- Training records are kept on the computer system.
- Employees are advised re safe continuous use of Display Screen Equipment, and information regarding such use is displayed for easy access.

### **9 Accidents, first aid and work-related ill health**

- The first-aid box is kept at the office and staff carry around first aid kits during activities.
- The appointed person is the Administrator.
- All accidents and cases of work and delivery related ill health are to be recorded in the accident book. The book is kept at reception. A Sample Accident Report Form is attached, see *Appendix Two (page 8)*.

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- The H&S officer is responsible for reporting accidents, diseases, and dangerous occurrences to the relevant authority. Procedures for reporting accidents are detailed in *Appendix One* ( see page 6) of this policy.

### **10 Infection control measures**

In light of Covid-19 infection, this section now forms an integral part of our Health & Safety policy.

- We will follow local health protection guidance if there is an outbreak of infection in the workplace.
- Robust hand and respiratory hygiene practices are in place with appropriate signage.
- There are enhanced cleaning arrangements in place.
- Good ventilation is ensured wherever possible e.g. opening windows and propping open doors (as long as they are not fire doors) and where it is safe to do so.
- There is mindfulness around social distancing during meetings and other service provision.
- In response to regional infection, we will take direction from local health authorities.

### **11 Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, we will do spot check visits.
- The CEO is responsible for investigating accidents.
- The CEO is responsible for investigating work-related causes of sickness absences.
- The Health and Safety officer is responsible for acting on investigation findings to prevent a recurrence.

### **12 Emergency procedures – fire and evacuation**

- The H&S officer is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Administrator every month.
- Fire extinguishers are maintained and checked by the Company every year.
- Alarms are tested by the Company every year.
- Emergency evacuation will be tested twice a year.

Fuller details can be found in the separate Fire Safety Policy and Fire Risk Assessment.

### **13 Individual risk assessments**

Staff and volunteers are regularly briefed on the measures which have been put into place to reduce infection transmission risks. If they are still concerned about any specific vulnerabilities, the Health & Safety Officer will offer support or make specific arrangements to improve their working environment.

Where remote working is appropriate, staff/volunteers will be provided with facilities to work and meet remotely. We will also support staff working remotely to encourage health and wellbeing and remain connected with colleagues and work.

This advice will be reviewed regularly to ensure it remains in line with government guidance.

Signed:

Position: Chair

Date: 10/01/2023

Next review date: 09/01/2025

### APPENDIX ONE

#### Recording and reporting of accidents and incidents

*(Including procedure for reporting to HSE, RIDDOR)*

##### Policy statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

##### Procedures

*Our accident book:*

- is kept safely and accessibly
- is accessible to all staff and volunteers, who know how to complete it and
- is regularly reviewed to identify any potential or actual hazards.

When there is any injury requiring general practitioner or hospital treatment to staff, volunteers or visitors or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive <https://www.hse.gov.uk/index.htm> using the format for Reporting of Injuries, Diseases and Dangerous Occurrences.

*Dealing with incidents*

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

*Our incident book*

- We have ready access to telephone numbers for emergency services, including local police. Since we rent premises we ensure we have access to the person responsible for dealing with emergencies including plumber and gas and electricity services.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.

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- These incidents include:
  - 1 break in, burglary, theft of personal or the setting's property
  - 2 an intruder gaining unauthorised access to the premises
  - 3 fire, flood, gas leak or electrical failure
  - 4 attack on member of staff, volunteers, or visitors on the premises or nearby
  - 5 any racist incident involving staff, volunteers, or visitors on the organisation's premises
  - 6 death on the premises, and
  - 7 a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation and medical aid. The incident will be recorded when the threat is averted.

## APPENDIX TWO

### Sample accident report form

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1. Date and time of incident:

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2. Brief description of incident:

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3. Location (site and address):

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4. Name of injured person (if any):

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5. Nature of injury:

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6. Medical injury:

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7. Work being carried out at the time of incident:



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8. Person(s) in direct control of area:

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9. Witness(es) to incident (Name, address and contact number)

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10. Relevant instructions, training, information given before incident:

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11. Plant/equipment details:

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12. Servicing maintenance record for plant/equipment:

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13. Inspections, examination, tests of plant/equipment:

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14. Other investigations carried out:

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15. Items removed as evidence:

## Health and safety

16. Protective clothing/equipment in use:

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17. Statements given by:

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18. Photographs:

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19. Further details injury/damage:

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20. Time lost by injured person:

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21. Any other remarks or information:

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Signature:

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Date:

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For Office Use Only:

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Incident Reference No:

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Health and Safety Coordinator:

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