



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 1 of 13

Health & Safety Policy including Risk Assessment

CONTENTS

	Page No
1. INTRODUCTION	2
2. RISK ASSESSMENT	5
3. ELECTRICAL/SAFETY	9
4. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	10
5. MANUAL HANDLING	12
6. SMOKING DRINKING & USE OF NON MEDICATED DRUGS	13



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 2 of 13

1. INTRODUCTION

This Manual provides information and guidance on Health and Safety requirements at *The Dell*.

Health and Safety legislation (*Appendix 1*) affects children, staff, volunteers, visitors and contractors. Key areas subject to regulation include:

- assessing and managing risks
- first aid, accidents and hazards in *The Dell*, and control of infection
- fire safety
- electrical safety
- food safety and hygiene, and hazardous substances
- lifting heavy loads
- security

1.1 HEALTH AND SAFETY AT WORK: GENERAL POLICY STATEMENT

The DELL POLICY STATEMENT

Our policy is to provide and maintain a safe and healthy work, play and care environment for staff, volunteers, parents and children in and around *The Dell*. We undertake to provide such information, training and supervision as may be needed for this purpose.

The allocation of duties and the particular arrangements we have made to implement the policy are set out on the following pages.

The policy and the way it operates will be reviewed annually and updated to reflect any changes in the nature and extent of the society's activities. We will work closely with Morgans School as landlord and any other organisations from which we rent or otherwise agree to use space or facilities.

Signed:
(Chair, *The Dell* Management Committee)

Date:

Approved by Committee March 2000



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 3 of 13

1.2: HEALTH AND SAFETY AT WORK : ALLOCATION OF DUTIES AND RESPONSIBILITIES

- i) Overall and final responsibility for Health and Safety at *The Dell* lies with the Management Committee.
- ii) The Management Committee is responsible for:
 - maintaining safe and healthy working conditions.
 - assessing risks to employees
 - implementing measures to minimise risk to employees and volunteers
 - providing training and instruction to enable employees and volunteers to perform their responsibilities safely
 - making available necessary safety devices and ensuring supervision in use
 - assessing risks to children using the Dell and ensuring that necessary steps are taken to minimise risks and ensure their safety while in the Dell's care

- iii) The following people are responsible for specific aspects of Health and Safety:

Specific Responsibility	Name/Job Title
First Aid	Senior Playleaders
Reporting and investigating accidents	Co-ordinator & Committee
Fire safety/Drills	Senior Playleaders & School
Safety in the kitchen areas	Senior Playleaders & School
Health and Safety	All staff and Committee
Electrical Safety	School
Checking hazards in <i>The Dell</i>	Co-ordinator /Committee
Risk Assessments	Coordinator/Committee
Security	All staff and School

- iv) All employees are required to co-operate with the committee to achieve a healthy and safe workplace and to take reasonable care of themselves and others in their work.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 4 of 13

- v) If an employee or committee member notices a health or safety problem which he or she is unable to put right, it must be reported immediately to either the Dell Co-ordinator or the Health and Safety Officer. This will then be forwarded to the School if appropriate.

Distribution: Staff Handbook
Trustees
School Head Teacher

1.3 POLICIES AND PROCEDURES FOR HEALTH AND SAFETY

A Health and Safety policy must name the people responsible for Health and Safety duties. See distribution list. All employees have a shared responsibility towards Health and Safety in their workplace.

Policy and procedures must be clear, easy to understand and readily available. All staff and volunteers must understand the requirements. Health and Safety is part of induction training. Children also need to have a basic awareness of health and safety, which is an integral part of *The Dell's* rules.

The Dell Out of School Club, as an employer, has a duty to ensure a healthy and safe environment for staff, volunteers and children. This requires the committee and staff to pay careful attention to policies and procedures and key personnel will need training.

1.4 HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

The new Regulations apply to employees in groups not covered by trades union safety representatives. Employees now have a right to be consulted on Health and Safety by their employer, either directly or through elected representatives.

Staff are entitled to be consulted on:

- any changes in work which may affect Health and Safety;
- information that employees must be given on the likely risks associated with their work and the precautions to be taken both to prevent and protect and also action to be taken if a risk arises (emergency procedures);
- planning Health and Safety training including consequences of introducing new technology.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 5 of 13

Dell staff may consult with the Dell Trustees about any areas of concern as they arise. Non urgent matters can be dealt with at Committee Meetings.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 6 of 13

2. ASSESSING AND MANAGING RISKS/ RISK ASSESSMENT

The Dell has a duty to ensure that it is a safe place for children and staff. All activities and premises have their own hazards, but forethought and safety procedures can minimise risks. Insurance may be invalidated if proper care is not taken. For example, off site Trip Assessments.

Written records are kept of all risk assessment of all trips outside the buildings used by the Dell. These records are kept by the Dell Co-ordinator, who will provide copies for the Dell Health and Safety Officer and both clubs to store. All planned programmes of activities are logged with the Dell Chair in advance.

i) Requirements for assessing risks to staff/ children

Under employment law *the Dell* must assess the risks encountered by staff/children and take steps to minimise them.

Regulations in Management of Health and Safety at work (HSE 1992) require employers to:

- assess risks for all tasks
- record the results in writing;
- take action to minimise any risks and hazards
- agree preventative and active safety measures with staff and volunteers;
- develop and implement policies to promote an active Health and Safety culture.

Risk assessments for major / regular activities are undertaken and written down by the Dell Co-ordinator. Other staff may participate in the process. Relevant Health & Safety training will be provided to staff involved in risk assessment.

ii) Carrying out a risk assessment

The Dell is responsible for undertaking careful risk assessments so as to ensure its activities:

- reduce risks and ensures greater safety
- promote the welfare of staff and children
- reduce staff illness and accidents, and related staff turnover
- create more effective working methods and systems
- provide a forum for good ideas.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 7 of 13

The Dell Co-ordinator assess the risks involved in tasks carried out by staff and identify aspects of the premises which may make daily work hazardous. Appendix 2 gives a format for risk assessment of tasks. The local Health and Safety inspector is contacted for advice as appropriate. The Committee must be mindful at all times of the potential risks to staff and children of children's activities and of working practices.

RISK ASSESSMENT POLICY

- All outings to have risk assessment recorded prior to visit and staff involved also to read the same.
- Risk assessment on all equipment/staff tasks/inside play area/and outside play areas to be reviewed termly
- All new equipment to have risk assessment prior to purchase
- Periodic meeting to up-date between Co-ordinator and Committee Members to review assessments.
- Staff to read risk assessments.
- Dell risk assessment form to be used
- Safety talks regarding equipment at the beginning of each term for whole week to cover all children attending *The Dell*.

How To Complete a Risk Assessment

- LOOK AT THE HAZARDS
- EVALUATE THE RISKS ARISING FROM THE HAZARDS
The law says *The Dell* must do what is reasonably practicable to keep the workplace safe. Evaluate the risks identified.
- AGREE THE NECESSARY ACTION TO REDUCE RISKS
The Dell must aim to make all risks small, by extending precautions if necessary. If something needs to be done *The Dell* should ask whether the risk might be got rid of altogether and/or can the risks be controlled so harm is unlikely.
- RECORD THE FINDINGS

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The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 8 of 13

As *The Dell* has more than five employees, it must record the findings of risk assessment. This means:

- writing down the significant hazards on an assessment form
- recording conclusions, which must be kept by the Co-ordinator and copied to the Health and Safety Officer for store.

Employees must be informed of the findings.

The Dell must be able to show that:

- a proper and reasonable check was made.
- consideration was given to the people who might be affected.
- all significant hazards were dealt with, taking into account the number of people who could be involved.
- the precautions are reasonable, and the remaining risk is low.

Assessments need to be suitable and sufficient, not perfect.

To keep the written assessment simple, other documents, such as manuals, manufacturers' instructions and *The Dell's* Health and Safety policy and procedures can be referred to in the written record. This can be important if an inspector questions precautions, or in a civil liability action.



The Dell
Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 9 of 13

RISK ASSESSMENT MASTER

DATE:

DATE TO BE REVIEWED:

What is the hazard being assessed?	
Who is at risk?	
Location of hazard? Where?	
Assessed by: Please sign	
What has been done to minimise the risk?	
What do all staff need to consider for the safety of themselves and others?	
What is the benefit/value of the activity?	
Any other comments?	



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 10 of 13

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The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 11 of 13

3. ELECTRICAL SAFETY

i) Introduction

Electrical faults are a major cause of fires as well as electric shocks. All electrical appliances in the school buildings used by the Dell are checked annually by LEA. The Co-ordinator is responsible for ensuring the School are regularly informed of all electrical equipment used at the Dell.

ii) The Law

Testing and inspection of portable electrical equipment (i.e. anything that is not part of the structure of the buildings) such as fridges, dishwashers, cookers, televisions, toasters, kettles, sandwich makers and computers etc., should be maintained in a safe condition as far as reasonably practicable.

All staff and volunteers should report immediately to the Co-ordinator any signs that equipment is not in sound condition, for example

- damaged plug - e.g. bent pins, cracked casing.
- the outer sheath of a cable not secured where it enters the plug or equipment.
- damage to external casing of the equipment / loose parts/evidence of overheating.

Any such equipment should be taken out of use immediately and steps taken to ensure it is not used until repaired by a person competent to carry out the task.

Checks on all Dell electrical equipment in the school buildings are made by the school and confirmed by the co-ordinator annually except for earthed equipment which is checked every two years. *The Dell* inventory of electrical appliances shows an up to date record of inspection. The Co-ordinator is responsible for this and copies it to the Secretary to store.

iii. Electrical Items which do not belong to the Dell

staff, volunteers and children are not be permitted to bring to or use electrical items to *The Dell*. If brought in, they must not be used.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 12 of 13

4. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

COSHH Regulations were introduced in 1988 to promote the safe use of potentially hazardous substances. They require the Dell to:

- i) Record substances used which may be hazardous to health.
- ii) Assess and record the Risks to Health from use of these substances. Manufacturers' information on products and safety measures required are utilised.
- iii. Ensure measures to eliminate or control risks are introduced. If at all possible an alternative substance is used. Otherwise, measures to reduce risks and ensure safe storage include clear procedures for safe storage, handling and use.

The Dell COSHH record form is given in Appendix 6.

The Dell Co-ordinator ensures that all staff and volunteers are aware of the seriousness of any hazards and informs them about regulations, procedures and safety precautions. This may involve gathering and issuing written information or briefing sessions.

The Co-ordinator maintains the following information:

- list of substances in *The Dell* which may be hazardous
- the possible risks and harmful effects of these substances
- procedures to be followed in the use and storage of the substances, including precautions to be taken
- what to do in the event of an accident.

ALL staff and volunteers should:

- always read and follow instructions on bottles and containers
- never mix cleaning materials (such as washing up liquid and bleach); the chemicals could react and create toxic gas.



**The Dell
Out of School Club**

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 13 of 13

HAZARD DATA SHEET - COSHH

Hazard information on:

Date:

Product examples:

Hazard identification:

FIRST AID/SAFETY MEASURES

Skin:

Eyes:

Ingestion:

Inhalation:

Fire Fighting:

Accidental release:

Handling:

Storage:

Special precautions:

Stability and reactivity:

General Safety Precautions:

RISK ASSESSMENT FOR ALL SUCH SUBSTANCES:

[Hazard X Exposure = Relative Risk]



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 14 of 13

5. MANUAL HANDLING

Back pain and back injuries account for 48% of disabilities in the work-force. Over a third of all accidents reported to the Health and Safety Executive arise from lifting, carrying or supporting heavy loads. *The Dell* ensures the safety of staff and volunteers. Safety for staff means safety of children. The co-ordinator arranges training and ensures that staff and volunteers are made aware of the importance of appropriate lifting techniques.

Assessing Risks

Staff and volunteers should avoid the need for hazardous manual handling as far as possible. Lifting and handling that cannot be avoided should be assessed for risks and steps taken to reduce the chance of injury. Written assessments will be produced where significant risk is identified. Staff should consider

- working conditions and practices;
- the individual who is handling heavy loads;
- the nature of the load.

If a handling operation is unavoidable, the risk of injury should be assessed by a competent person (usually the Dell health and safety officer) and measures taken to reduce risks so far as is reasonable practical.

CHECK LISTS FOR ASSESSING

1. ASSESSING MANUAL HANDLING TASKS -Do they involve any of the following:holding loads away from the trunk; twisting; stooping; reaching upwards ; long carrying distances; strenuous pushing or pulling;repetitive movements; rest or recover time; equipment that might help?
2. ASSESSING THE LOAD -Is the load:heavy; bulky or unwieldy; difficult to grasp; unstable or unpredictable; intrinsically harmful (e.g. sharp or hot)?
3. ASSESSING THE WORKING ENVIRONMENT -Are there: constraints on posture; variations in levels (steps, shelves) strong air movements; poor lighting conditions?
4. ASSESSING THE CAPABILITIES OF THOSE DOING THE MANUAL HANDLING - Does the job; require unusual capacity; call for special information or training; put at particular risk; consider those with limited mobility, or a health problem; those who are pregnant/those under 18 or over 55 years?



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Reviewed 7th Dec 2014

Version 5

Page 15 of 13

6. SMOKING DRINKING AND THE USE OF DRUGS

The Dell is based on school premises and therefore no smoking is permitted on site. Where staff are on a recognised break and subject to permission by the person in charge, they may leave the premises to smoke off site, but not in view of the children.

In addition the Dell has a zero tolerance policy to drinking or drug taking.

Drinking and the use of non medicated drugs is not permitted whilst at work

Staff found under the influence of drink or drugs, who attend work, will be sent home on unpaid leave.

Any member of staff caught dealing drugs to the children or other staff will be dismissed.

Policy adopted: 4 July 2002

Approved by:

Co-ordinator

Chair

Review Date:

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