



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 1.03

Additions and review 7th
August 2018

Version 6

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Health & Safety Policy including Risk Assessment

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1. INTRODUCTION

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

Health and Safety legislation is governed by 2 main pieces of legislation The Health and Safety at Work act 1974 and the Management of Health and Safety at Work Regulations 1999. In addition staff and trustees may be affected by the Corporate Manslaughter and Corporate Homicide Act 2007 (which allows companies and organisations to be found guilty of corporate manslaughter as a result of serious management failures.

All of the above legislation is designed to cover 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

“Play is great for children’s wellbeing & development. When planning and providing play opportunities the goal is not to eliminate risk but to weigh up and consider the risks and benefits. No child will learn about managing risk if they are wrapped up in cotton wool” HSE (2012).

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.

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.



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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 and Abel Smith Schools as landlords and any other organisations from which we rent or otherwise agree to use space or facilities.

1.3 POLICIES AND PROCEDURES FOR HEALTH AND SAFETY

A Health and Safety policy must name the people responsible for Health and Safety duties. All employees have a shared responsibility towards Health and Safety in their workplace and should be conversant with the H&S Policy.

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 minimise 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.

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.

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2. ASSESSING AND MANAGING RISKS/ RISK ASSESSMENT

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 & volunteers to perform their responsibilities safely
- making available necessary safety devices & ensuring supervision in use
- assessing risks to children using the Dell and ensuring that necessary steps are taken to minimise risks & 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	First Aid Trained staff
Completing Accident reports	all trained staff
Reporting & investigating accidents if needed	Manager reporting to Committee or HSE if required.
Fire safety & drills	Manager in conjunction with the School
Safety in the kitchen areas	Checks made by Senior Playleaders & above and School
Health and Safety	All staff and Committee
Electrical Safety	Manager in conjunction with the School
Checking hazards in <i>The Dell</i>	Manager and all staff
Risk Assessments	Manager/Committee to sign off
Security	All staff and School

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- 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.
- 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 Manager or the Health and Safety Officer. This will then be forwarded to the School if appropriate.

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 relevant setting Manager, who is Health and Safety officer for their relevant club or site. All planned programmes of activities are logged with the Dell Chair or Business Manager 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 (where appropriate)
- * 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 Managers. 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:



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- * minimise 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 Manager assess the risks involved in tasks carried out by staff and identify aspects of the premises which may make play or work hazardous. See page 8 for a copy of the risk assessment document used by *The Dell*. 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. I.e. premises, people and activities.
- All new equipment to have risk assessment prior to purchase
- Periodic meeting to up-date between Manager and Committee Members to review assessments.
- Staff to read risk assessments and initial to show they have read them.
- Dell risk assessment form to be used
- Safety talks regarding equipment and play to be incorporated within the planning – staying safe resources and safety termly.

How To Complete a Risk Assessment

- i) LOOK AT THE HAZARDS
- ii) EVALUATE THE RISKS ARISING FROM THE HAZARDS
The law says *The Dell* must do what is reasonably practicable to keep the play/workplace safe. Evaluate the risks identified.



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iii) AGREE THE NECESSARY ACTION TO MINIMISE RISKS

The Dell must aim to minimise the risk by extending precautions where necessary. Risk should be categorised into whether there is significant risk or if the risk is unreasonable. If an unreasonable or significant risk is identified then the managers should consider what could be done via a risk assessment to ensure the risk is eliminated or minimised.

iv) RECORD THE FINDINGS

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

- writing down the significant risks on an assessment form
- recording conclusions, which must be kept by the Manager as Health and Safety Officer for site.

Employees must be informed of the findings.

The Dell must be able to show through the risk assessment 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 or measures are reasonable, and the remaining risk is low or reduced to an acceptable level.
- Risk assessments should consider the benefit of the activity depending on the age and stages of development of the children involved.

Assessments need to be suitable and sufficient,

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 risk assessment. This can be important if an inspector questions precautions, or in a civil liability action.



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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?	



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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. And each electrical appliance should have a PAT test label (Portable appliance test). Which are normally conducted by the school caretaker or member of the school caretaking team.

The Manager 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 must immediately to the Manager 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 Manager 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 Manager is responsible for this and copies it to the School Secretary and caretaker 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.



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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 manager 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 as well as information which is provided at induction.

The Manager 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.



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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]



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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 Manager arranges training and ensures that staff and volunteers are made aware of the importance of appropriate lifting techniques. These are covered during induction and thereafter are refreshed periodically.

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 Manager as HSO) 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



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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?

6.STEP LADDERS

Step ladders are for staff use only and not to be left where the children can access them. Staff are trained where appropriate at induction or during another session if required to use the step ladders.

Step ladders should not be used by staff when lone working.

Ladders should be regularly checked and maintained and these checks recorded by the Manager

All staff should be trained on their safe use. Where the ladder is not high enough staff should not go above the permitted height of the ladder and put themselves at risk.

7.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 – pending investigation and disciplinary action if required.

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

If a child is caught in possession of drugs this will be dealt with via our child protection policies.

Policy adopted: 4 July 2002

Approved by:

Co-ordinator

Chair

Review Date:

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