

# HEALTH AND SAFETY POLICY – April 2016

## INTRODUCTION

The purpose of Marble Hill Playcentres (“MHPC”) Health and Safety Policy is to ensure the health, safety and welfare of all staff, volunteers, children, visitors and other individuals who may be affected by the Playcentres activities and actual existence.

The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. In addition, the Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The H&S Officer holds ultimate responsibility and liability for ensuring that the Playcentres operates in a safe and hazard free manner. The H&S Officer – along with the Manager – is responsible for ensuring that staff and volunteers both understand and accept their responsibilities in relation to health and safety procedures.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Playcentres activities. Staff or volunteers who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Disciplinary Procedures policy.

## THE PROCEDURE

Marble Hill Playcentres takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The identification, assessment and control of hazards within the Playcentres is vital in reducing accidents and incidents. Both the Manager and Senior Playworkers are responsible for assessing risks to health and safety arising out of the Playcentres activities and introducing suitable steps to eliminate or control any such risk identified. A member of the committee will be nominated as a Health & Safety Officer.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo relevant health and safety training when instructed to do so by the Manager
- Maintain an environment that is safe and without risk to health.

## Responsibilities



= Full responsibility for ensuring carried out correctly



= Responsibility to contribute when needed

Tasks	Health and Safety Officer	Manager	Senior Playworker	All Staff
Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.				x
Providing adequate resources, including financial, as is necessary to meet the Playcentres health and safety responsibilities.			x	x
Providing adequate health and safety training for all staff and volunteers.				x
Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, where appropriate )				(with support)
Reviewing all reported accidents, incidents and dangerous occurrences, and the Club's response, to enable corrective measures to be implemented.				x
Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the Playcentres have appropriate and up to date DBS checks.				x
Conduct daily risk assessments of the site and remove any materials or objects considered hazardous to health	x			(with support)
Any action required as a result of a health and safety inspection is taken as rapidly as possible.				x
Information received on health and safety matters is distributed to the Health and Safety Officer and all members of staff.	x			x
An investigation is carried out on all reported accidents, incidents and dangerous occurrences.				x
Staff is adequately trained to fulfil their role within the Health and Safety policy.				x
Bark/Safety Surfacing is checked daily and adjusted/topped up accordingly	x			
Risk Assessments of activities and equipment to be written and reviewed annually, sooner if changes have been made.				

Updated on 13.04.2016	By Kevin Stinton  Playcentres Manager
Reviewed on 26.4.16	By Barbara Morton  Marble Hill Playcentres Committee