

HEALTH AND SAFETY POLICY 2019

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 MHPC activities and existence.

The table below sets out each person’s role

| Role | Person(s) | Date appointed |
|---|---|---|
| Health and Safety Officer | Julie Harness | March 2019 |
| Manager | (Acting) Claire Chapman (Brilliant Play Solutions) | April 2018 |
| Senior Playworker(s) | Adventure Playground: Esther Pattenden Ted Nicholls | March 2018 March 2019 |
| Senior Playworker | One O’clock Club: Rochelle McGrath | August 2018 |
| <p>Policies listed below are linked to the Health and Safety of the children and adults. They are dated and will be reviewed. These together are defined as “Policies” for the purpose of this document.</p> | | |
| Accidents and Illness (21/5/18) Arrivals/Departures (May 2017) Fire/Evacuations (21/5/18) Hygiene (24.05.17) | Lone Working (04.05.17) Medication (04.05.17) Missing Children (May 2015) Safeguarding Policy [XX] | Smoking, Drugs and Alcohol (5.5.17) Toileting and Intimate Care (26.4.16) Unwell Children (26.4.16) Unplanned Closures (5.5.17) Sun Protection 2019 |
| <p>The Health and Safety Policy written below was updated in May 2019 by: Julie Harness (H&S Officer) Claire Chapman (Manager) Katy Grieves (Chair)</p> | | <p>Presented to the Marble Hill Playcentres Committee on 10.06.2019 It is due for review by 10.06.2020</p> |

Responsibilities  = Full responsibility for ensuring carried out correctly  = Responsibility to contribute when needed

| Tasks | Health and Safety Officer | Manager | Senior Playworker | All Staff | 2019 Status/comments |
|---|---|---|---|---|--|
| Policies Ensure that the “Policies” are reviewed at least annually. The updated Policies will be approved by the Committee. |  |  |  | | <ul style="list-style-type: none"> • Policies listed above, will be initially reviewed by staff at their weekly meeting and then presented to the Committee for approval. • Note: the Safeguarding Policy review is the responsibility of the Safeguarding Officer (Kirsty Craik) |
| Compliance and Monitoring To ensure compliance with the “Policies” and the Risk Assessments. |  |  |  |  | <ul style="list-style-type: none"> • H&S Officer is responsible for auditing and monitoring compliance. • The Manager and Seniors are responsible for documenting their compliance and their monitoring of their teams’ compliance. • Non-compliance by staff will be dealt with by the Manager |
| Working Conditions To maintain healthy and safe working conditions. | |  |  |  | <ul style="list-style-type: none"> • Toilets, washing facilities, and drinking water to be provided • Staff to take reasonable care of their own and others Health and Safety. • Staff to share any H&S concerns |
| Emergency Procedures Implement emergency procedures - evacuation in case of fire or other significant incidents. |  |  |  | | <ul style="list-style-type: none"> • See Fire/Evacuation Policy and Risk assessment • Hold evacuation practice at last annually observed by Committee member |
| Equipment Maintenance Maintain equipment and machinery and ensure safe storage/use of substances and records kept. |  |  |  | | <ul style="list-style-type: none"> • Records to be kept in a folder of Annual Equipment Inspection/ Report/Other maintenance/Alarms/Fire extinguisher, boiler, service/PAT testing/storage of substances |
| Raising Awareness of H&S Issues Health and safety will be on the agenda at committee and staff meetings. |  |  |  | | <ul style="list-style-type: none"> • Each person is responsible for raising this at their own meetings. • Staff to be made aware daily of any H&S Issues arising. |
| Insurance and H&S Poster Ensure insurance in place Display H&S poster in the office |  |  | | | <ul style="list-style-type: none"> • Zurich Insurance (renewal due Feb 2020, on the staff drive) • Displayed |
| Inspections Make sure that any action required as a result of health and safety, or equipment inspection is taken as rapidly as possible. |  |  |  | | <ul style="list-style-type: none"> • Annual Playground Equipment Inspection • Monthly walk around the site by H&S officer • Other equipment eg cooker, boiler, etc |

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|--|---------------------------|---------|-------------------|-----------|--|
| Risk Assessments of activities and equipment To prevent accidents and cases of work-related ill health by managing the health and safety risks in the MHPC. | ✓ | ✓ | ✓ | ✓ | <ul style="list-style-type: none"> • Risk Assessments identifying, assessing and controlling or mitigating potential hazards relating to the activities of children and adults, and equipment. • To be written and reviewed annually, sooner if changes have been made. |
| Daily Risk Assessments of site To conduct daily risk assessments of the site and remove any materials or objects considered hazardous to health. | | ✓ | ✓ | ✓ | <ul style="list-style-type: none"> • Written records of daily risk assessments must be retained and filed. • These must be monitored for correct completion, and that it is happening daily. |
| Reporting, Reviewing and Investigating To report, review and investigate any accidents, incidents or dangerous occurrences. To listen to staff feedback | ✓ | ✓ | ✓ | ✓ | <ul style="list-style-type: none"> • Staff should report any of these to the Manager and if necessary escalate up to Committee level. • Accident forms to be filled in and stored, and audited annually |
| First Aider Coverage To ensure there is always a First Aider on site when the Adventure Playground or One O'clock Club is open for sessions and parties | | ✓ | ✓ | | <ul style="list-style-type: none"> • Staff are rostered to ensure that there is at least one first aider on site during operational hours. • If there is unexpected staff absence the EH Park Rangers will be notified in advance that they may be called upon. |
| First Aid Training Ensure there is sufficient staff with First Aid training and that training is current. | ✓ | ✓ | ✓ | ✓ | <ul style="list-style-type: none"> • A list will be displayed in the staff room/office of first aiders • Names of first aiders working will be written on a whiteboard near the entrance of AP |
| First Aid Kit Ensure that the First Aid kit is fully stocked and easily accessible | | | ✓ | | <ul style="list-style-type: none"> • Senior Playworkers to keep the First Aid kits stocked • 2 First Aid kits are located in Main Office and Front desk • List to be included of all items required in kit to aid ease of restocking |
| Staffing Ensure that there is sufficient staff to open safely. | | | ✓ | | <ul style="list-style-type: none"> • Minimum-Optimal for AP: Holiday 5-6, Term time 3-4, Parties 2 • Peak days: First day of the season 8-10 long session, and last day of term 6-8 short session • Minimum-Optimum for OOC Holidays 2-4, Term time 2-3 - unable to open cafe/consider whether to open the inside space if only 2 |
| Training Given Managers to provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work. | | ✓ | ✓ | | <ul style="list-style-type: none"> • Ensure that the Senior Playworkers have been provided with all of the "Policies" and Risk Assessments. • That they have been trained on what these mean in practice, so they can then train the staff and volunteers on them. |
| Staff Attendance of Training Staff to attend training provided on the Policies and Risk Assessments and any other H&S related training deemed necessary. | | | ✓ | ✓ | <ul style="list-style-type: none"> • Records to be kept of training provided |

