

U island CIC – Health and Safety Policy

Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how company directors discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of U island CIC are committed to ensuring the Health and Safety of everybody involved in the Kids Club and other company's activities. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in kids club events and trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe building and safe equipment for use in kids club and at events.
- Develop safety awareness, by appropriate training if necessary, amongst staff, volunteers, pupils and others who help in kids club and events.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

The **company's directors** have ultimate control of the provided services. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that company provides adequate training, information, instruction, induction and supervision to enable everyone to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Health and Safety Officer** is responsible for the day to day running of the kids club / events.

They will:

- Promote a positive, open health and safety culture
- Report to company's directors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures

- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager (River Stones Foundation) on regular basis to ensure any building/grounds issues are dealt with in a timely manner

Directors will support the **Health and Safety Officer** in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

All Staff will:

- Read the Health and Safety Policy
- Comply with the Company's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the risk assessments

In accordance with the company's rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on company's website: www.u-island.co.uk

Administration of Medicines

- No medication to be given to pupils. If child is unwell, parents can decide if they can attend the session.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

Control of Hazardous Substances

- The use of hazardous substances will be kept to a minimum
- The **Health and Safety Officer** (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

Educational Visits

- All off site trips will be subject to risk assessment

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by **Health and Safety Officer** Evacuation times and any issues which arise are reported to the Directors
- Fire extinguishers are checked annually by **Health and Safety Officer**
- A separate fire safety policy and risk assessment has been produced

First Aid Provision

- The company has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

Playground Equipment

- Playground equipment and it's use is supervised during all breaks during the day
- If the equipment is used during lesson time supervision is again maintained

- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Risk Assessment

- The **Health and Safety Officer** will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for events and trips which should be reviewed each time the event or trip takes place)

Snow and Ice

- A plan has been produced outlining that **Health and Safety Officer** will check the main pedestrian routes prior the session start and determine if service (kids club / event / trip) shall be open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the Directors are informed immediately and this information contributes to any decision to close the services.

Stress at Work

- Proactive - HSE Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the company's welfare policies.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of toilet access will be in place at busy times


Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Reviewed and approved by:

Company representative 1

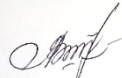
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Company representative 2


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