



*Oak Meadow and Strawberry Meadow Children's Centres*

## HEALTH AND SAFETY POLICY

*1.2.2011 (replaced existing policy in non-standard format)*

*Debbie Simmons, Centre Leader*

### STATEMENT OF INTENT

We will carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- To establish and maintain safe working procedures for all staff, volunteers and visitors to the Centres and it's outreach venues

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Partnership Board members will be instrumental in its implementation.

### ORGANISATION

The overall responsibility for health and safety at Oak Meadow and Strawberry Meadow Children's Centres is held by *Hampshire County Council* who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

## Responsible Manager

The responsible manager for the premises is *Debbie Simmons, Centre Manager* who will act to:

- Develop a safety culture throughout the Centres
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the Partnership Board as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

## All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the Centres' health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

## Caretaker

The caretaker is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Centre Manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Centre Manager and/or the Children's Services Health & Safety Team as required.

## Fire Safety Co-ordinator

The Caretaker is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Centre Manager. He is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Centre Manager and/or the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff (Centre Manager)**

The facilities management trained member of staff is the competent person for the overall management of general premises facilities. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within her level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **Health & Safety Representative**

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to her role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

The Centre Manager is the nominated competent person for Legionella on the premises and acts to provide the necessary competence to enable Legionella to be managed safely. She is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. She is to work within her level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

The Centre Manager is the nominated competent person for asbestos on the premises and acts to provide the necessary competence to enable asbestos to be managed safely. She is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. She is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. She is to work within her level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

### **Accident Investigator**

The on-site trained accident investigator is the Centre Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

## ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Oak Meadow and Strawberry Meadow and are to be used alongside other current Centre procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Centre's Accident Report Books held in Reception at Oak Meadow and in the Outreach boxes in Strawberry Meadow. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team.

All significant accidents, incidents and near-misses are to be immediately reported to the Centre Manager. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The Centre Manager will ensure that the Partnership Board is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Centre Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Centre staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located in Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRS in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Centre Manager who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Centre Manager.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy.

### **Community Users/Lettings/Extended Services**

The Centre Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **Contractors on Site**

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to Reception where they will be asked to sign the visitors book and asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, moreso where the contractor's work may directly affect staff and users on the premises.

### **Display Screen Equipment**

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

### **Electrical Equipment**

The Centre Manager will ensure that:

## CHILDREN'S SERVICES HEALTH & SAFETY

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- All electric sockets in areas for children are covered
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at annual intervals
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is provided by HCC
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Centre Manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Centre Manager and attended to as soon as possible.

### Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Centre's emergency evacuation plan. The Centre has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. Each outreach venue in the Strawberry Meadow area has its own local procedures to be followed.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

### Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Centre Manager will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual

- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the Centre and in Strawberry Meadow's outreach folders.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager/headteacher. The premises COSHH assessors acting on behalf of the Centre Manager are the Caretaker and Deputy Caretaker.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is the cleaner's cupboard, caretaker's cupboard and outside garage storage. These are to remain locked at all times.

Strawberry Meadow's outreach venues will each have their own COSHH assessments carried out by the premises teams responsible for the venues.

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the the Caretaker's log book and reported to the Centre Manager

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Centre Manager and recorded in the Caretaker's log. Any identified high level risks or safety management concerns are to be actioned at CMT.

Periodic detailed inspections of the premises' safety management system will be carried out every year by HCC. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

### **Kitchens**

The main kitchen areas are mainly to be used by authorised staff in accordance with the identified safe working procedures. Any Centre users not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures are clearly marked and Centre staff appropriately trained. All staff, volunteers and Centre users abide by the Centre policies relating to kitchen use. Strawberry Meadow staff and volunteers will abide by the kitchen safe working procedures identified in each of the outreach venues.

### **Lone Working**

Lone working for the Centre staff is carried out in accordance with the Lone Working Policy. The purple folder and red phone systems are followed.

### **Moving and Handling**

All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the

task is carried out safely. The caretaker/premises team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore must attend a formal moving and handling course specific to the work requirements.

### **Off-site Activities**

Off-site activities take place in accordance with HCC policies and the appropriate risk assessments.

### **Provision of Information**

The Centre Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff memos and meetings, minutes, email distributions, electronic and hard copies of policies, signatures are required to confirm receipt of information

The Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed on the Health and Safety noticeboard to the right of the staff entrance to Reception.

### **Risk Assessment**

General risk assessment management will be co-ordinated by the Centre Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who is the Centre Manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Centre Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

### **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

### **Smoking**

Smoking is not permitted on the premises.

### **Stress & Wellbeing**

The Centres are committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

### **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

### **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist.

The Centre Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Deputy Finance and HR Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Centres.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be asked to sign the Visitor's Book and given a Visitor's Badge and advised of the Fire Safety procedure.

Centre Users are not considered to be visitors but sign in individual rooms on User Summary Sheets which are taken by the Group Leader to the muster point in the event of an evacuation. Fire Safety information is provided in each room.

External groups using the Centre are responsible for the health and safety of their members and group leaders are informed of all relevant policies and procedures.

### **Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Oak Meadow and Strawberry Meadow general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Caretaker and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

**APPENDICES**

- A. Child Protection Policy**
- B. Violent Incident Management and Reporting**
- C. Emergency Evacuation Plan**
- D. First Aid Policy**
- E. Lone Working Policy**
- F. Hot Drinks Policy**
- G. Actions following an accident/incident**
- H. Major Incident Threat Policy**
- I. Critical Incident Plan**
- J. Fire Safety Management Plan**
- K. Fire Evacuation Plan**
- L. Contractors on Site Procedure**
- M. Healthy Eating Policy**