

Health and safety



General statement of Policy

It is the policy of Islington Play Association to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions for all our employees and to provide such information, training and supervision needed for this purpose.

IPA aims to ensure the health, safety and welfare of all individuals who may be affected by its activities including children and young people, visitors, staff, volunteers, contractors and members of the public.

All staff are responsible for ensuring that they work in a safe and responsible way to ensure their own safety as well as the safety of colleagues, children and young people and other visitors to their project.

Staff are expected to keep up-to-date with the contents of the Health and Safety Policy as it relates to their work in line with the requirements of the Health and Safety at Work Act 1974 and subsequent legislation and guidance.

IPA will:

- Monitor and assess the systems in place to ensure they are adequate to enable staff to fulfil their responsibilities and adhere to the Health and Safety Policy through a process of Self Assessment, Health and Safety auditing, supervision and appraisal.
- Send a representative to attend Islington Council's Health and Safety committee meetings, keeping up to date with current policy and practice concerns.
- Aim to resolve Health and Safety concerns as soon as possible.
- Report major incidents and near misses to HSE, Ofsted and LBI in accordance with RIDDOR guidance to be found in IPA First Aid Policy

Staff Roles and Responsibilities

The Senior worker/premises manager on site and one other designated member of staff (usually a deputy) are responsible for assessing risks to health and safety arising out of the projects activities and introducing suitable steps to eliminate or control any such risk identified on a regular basis.

Senior worker on site Responsibilities

The Senior worker on site as Premises Managers will ensure that:

- Regular safety inspections are carried out and the reports accurately logged:
Utilities

Electrical Safety-PAT Testing, Fixed electrical wiring, visual checks

Gas Safety- Gas appliances annual inspection. Records of the annual inspection and any remedial work carried out must be kept for further reference for a minimum of two years from the date of check. Only a CORGI registered company / person can carry out the annual inspection and any work on gas installations.

Water Safety Management and Legionella Control- staff must follow the Legionella risk assessment, a system of routine monitoring and general housekeeping activities, i.e. monthly water temperature readings, annual supplementary temperature testing and weekly outlet flushing must be implemented by all premises managers or those in charge of buildings. Diary records of temperatures should be kept and incorrect temperatures must be immediately reported to Health and Safety Officer at IPA currently Wendy Jeeves.

Control of Asbestos – Annual check - Asbestos register showing where asbestos is located within the building.

How to order / specify works, which are likely to disturb the fabric of the building.

A guide to emergency situations, if you suspect that asbestos containing materials (ACM) have been disturbed or found after work has commenced.

An asbestos management pack or register as mentioned above must be provided to you by the building's landlord.

COSHH

Fire

Fire Risk Assessment, Fire log, drills, equipment checks, alarm systems.

First Aid – replenishment, recording and reporting of accidents

Risk Assessment – site and structures, building.

Risk Benefit – Activities, trips etc

Daily site and building checks

All records for checks should be kept as hard copies on site in Premises Management Folder all relevant forms/checklists to be found on IPA site memory sticks.

- Any action required as a result of a health and safety inspection is taken as rapidly as possible. If the problem cannot be resolved immediately, a risk assessment should be done to determine whether the site is safe to be open and any extra measures needed to be taken to ensure the safety of all concerned have been put in place and report immediately to IPA Health and Safety Officer, currently Wendy Jeeves.
- Information received on health and safety matters is distributed to IPA management and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Responsibilities of All Staff

All 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:

- Be responsible for ensuring they are aware of the Health and Safety policy and their responsibilities within it.
- 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.
- Undertake relevant health and safety training when instructed to do so by their line manager.
- Ensure that any action required as a result of a health and safety inspection is taken as rapidly as possible.

- Ensure that information received on health and safety matters is distributed to their Line Manager and all members of staff.
- Contribute to any investigations carried out on all reported accidents, incidents and dangerous occurrences.

Good Housekeeping

- Aisles and gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.
- Smoking. All IPA Adventure Playgrounds, offices and centres are non smoking sites.
- Ventilation and Temperature. Staff should ensure a well ventilated workplace with an office minimum temperature of 16 degrees C maintained
- Lighting. Adequate lighting must be provided. If lights are to be found out of order, the fault must be corrected as soon as reasonably possible
- Sufficient toilets and washing facilities are provided. If toilets found to be out of order, the fault must be corrected as soon as reasonably possible.
- Universal Hygiene Controls
All areas must be kept clean and tidy.
Toilets must be washed regularly and kept clean
If practicable all wash basins should be provided with hot water, soap, clean paper towels or hand dryers
Sanitary disposal bins should be provided, emptied and sanitised regularly.
- Food Safety
Prepare food in hygienic premises, under hygienic conditions that will not expose it to risk of contamination
Keep all food contact surfaces clean and sanitised
Ensure food handlers maintain high standards of personal cleanliness
Store and process all food under hygienic conditions and within the temperature ranges specified in legislation for the type of food concerned
Ensure that anyone suffering from any infection likely to cause food poisoning does not handle food (if you are suffering from any such infection you must notify your line manager immediately)
Ensure that the conditions laid down in the Food Safety Act 1990 and Food Safety (General Food Hygiene) Regulations 1995 are observed.
- Building Environment and Equipment Tests.
Staff must ensure that PAT Testing, Fixed installation inspection, visual inspection of equipment are regularly carried out
Asbestos management pack- ensure that you are familiar with the location of asbestos in your building and that any contractors are also made aware.
Water Management- Control of Legionella, ensure showers and hoses are cleaned on a regular basis, test water temperatures regularly- hot should read above 60 degrees C and cold 20 degrees C or below.

Lifting heavy or awkward loads

All employees should familiarise themselves with the Good Handling Technique sections of the Health and Safety Executive's short guide to getting to grips with manual handling, which can be accessed at www.hse.gov.uk/pubns/indg143.pdf, prior to engaging in any manual handling activities.

Lone working

Establishing a healthy and safe working environment for lone workers can be different to organising the health and safety of other employees.

Lone workers face particular problems. Some of the procedures that need special attention when planning safe working arrangements are set out below:

- Workers should avoid lone working where possible, moving to other premises and working with colleagues
- If staff do need to work alone on or off site, they must inform their line manager who will establish regular contact with the lone worker using either mobile phones, telephones, or email
- The line manager should check to ensure the lone worker has returned to their base or home once their task is completed

Duty of Care

Playworkers are under a 'duty of care' to ensure the safety of children/young people and any visitors to the site. They must provide a level of supervision that is commensurate with a reasonable, careful and wise parent, based on legal precedent.

Supervision – Children and Young People

Children/young people will not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children/young people are adequately supervised, as appropriate, in accordance with the staff ratio provisions.

The Senior worker on site will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points.

For younger children on adventure playgrounds, parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the playground's premises during the session. Both the Senior worker on site and staff will reinforce these messages.

Staff to Children Ratios (Adventure Playgrounds)

Adventure Playgrounds are conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum-staffing ratio for children aged 6-7 (and 5 in childcare) will be 1:8. For children aged over eight, the playground will usually plan for a ratio of staff to children of 1:15. Safe supervision ratios should form part of ongoing risk assessment.

The Senior worker on site will ensure that there are always at least two members of staff on duty at the premises at any given time.

The Senior worker on site in liaison with the IPA management team will further ensure that suitable and sufficient contingency plans are in place to cover emergencies and unexpected staff absences such as sickness as well as planned absences such as training.

Fire Safety

All staff should familiarise themselves of the location of all fire exits, fire evacuation procedures, the fire assembly point and where fire safety equipment is stored. This information should also be clearly displayed where staff, volunteers, children/young people and visitors to the project can easily see it.

The fire safety procedures should be explained to children and young people during their settling in period and on regular occasions from then on. Information about the location of fire exits and the fire assembly point should also be given when children/young people first attend the project.

The Senior worker on site as designated member of staff for fire safety will be responsible for arranging fire drills and tests. Fire drills/emergency evacuation procedures will take place termly and staff will be informed of when these will occur. In order to simulate a realistic emergency evacuation, children and young people will not be given prior notice of these.

All fire drills, fire incidents and equipment checks must be recorded in the Fire Log Book. Fire doors and fire exits must be clearly marked and easily opened from the inside of the building. Under no circumstances are fire exits to be obstructed with equipment or resources.

Fire exits are to be kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

Fire Prevention

Each project will take all steps possible to prevent fires occurring as part of regular health and safety checks and risk assessments. As such, the Senior worker on site and the staff team are responsible for:

- ensuring that power points are not overloaded
- ensuring that the No Smoking policy is always observed, even when the project is closed
- checking for frayed or trailing wires
- checking that fuses are replaced safely
- unplugging all equipment before leaving the premises where practical
- storing any potentially flammable materials safely in line with CoSHH Regulations 2002

The Senior worker on site will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

In the Event of a Fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children/young people will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The designated member of staff for fire safety will check the entire premises occupied by the Adventure Playground and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children/young people and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Senior worker on site should access the emergency contacts list that is kept off the premises e.g through IYSS.

If for any reason the designated member of staff for fire safety is absent at the time of an incident, the Senior worker on site will assume responsibility or nominate a replacement member of staff. Each site will have identified Key Holders who will be responsible for out of hours response.

The Control of Substances Hazardous to Health Regulations 2002 (CoSHH)

The Senior worker on site has a duty to ensure that a suitable and sufficient assessment of the risk to health and safety of employees and others through

- eliminating hazardous materials from the work place or substituting them for less hazardous alternatives.
- Where this is not reasonably practicable establishing suitable control measures to reduce exposure to hazardous substances to a level that is as low as reasonably practicable.
- Following Chemical (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP)
- Storing all hazardous materials appropriately
- Using appropriate Personal Protective Equipment where necessary.
- Ensuring staff understand and adhere to procedures for storing and safe use

Risk assessment, Risk Benefit Assessment, site and equipment check lists to be found in the IPA policy and procedures folder.

Risk Assessment and Risk Benefit

Senior worker on site responsibilities

The Senior worker on site is responsible for:

- making sure that regular risk assessments and risk benefit assessments are completed, logged and effectively monitored.

- conducting risk and risk benefit assessment annually and when there is any change to equipment or resources, any change to the project's premises, an accident occurs or when particular needs of a child/young person or other visitor necessitates this.
- conducting any necessary reviews or making changes to the projects policies or procedures in the light of any potential risks that they or other members of staff discover.
- ensuring that daily inspections of both the equipment and the entire premises are conducted and logged – both indoor and outdoor
- ensuring staff are aware of the current Risk and Risk Benefit Assessment procedures and ensure that control measures are implemented.
- ensuring that all staff are practicing dynamic risk benefit assessment of children's play while the site is open.

All assessments should balance the risks with the developmental benefit to the child. IPA understands that children will seek out risk in a variety of ways both physically and emotionally. Use of risk benefit assessment and dynamic risk benefit supports a balanced approach to managing risk in the context of the setting.

Risk assessment, Risk Benefit Assessment, site and equipment check lists to be found on the Policies and Procedures drive.

First Aid

IPA will ensure there are sufficient qualified First Aiders on each site. The Senior worker on site will be responsible for ensuring First Aid equipment is adequate, replenished as necessary and that all members of staff are aware of who the qualified First Aiders are and the procedures they are expected to follow in the case of an accident as detailed in IPA's First Aid Policy.

Recording Accidents, Incidents and Dangerous Occurrences

The key documents for recording accidents, incidents and dangerous occurrences are:

- Incident Record Book
- Accident Record Book
- F2508 – for those accidents, incidents and dangerous occurrences which are required to be reported to the Health and Safety Executive, as appropriate

All accidents, incidents and dangerous occurrences must be recorded, in accordance with IPA policy in the appropriate book and relevant forms on the same day as the event took place. All forms are to be found on the IPA site memory sticks. Accidents and near misses are reported within 24 hours to the designated Health and Safety officer within the IPA management team, currently Wendy Jeeves or IPA Chief Executive Anita Grant or appropriate trustee if a Safeguarding issue.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken at the time and by whom

- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.
- The action taken by manager (Senior worker on site) following a review of the incident, accident or dangerous occurrence.

Staff should inform the parents/carers of the children/young people concerned at the end of the session in which the incident, accident or dangerous occurrence took place, as appropriate. Where this is not possible, the information must be passed on at the earliest possible opportunity.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on places of work and settings where children and young people attend. Therefore, IPA has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the project itself, but staff must take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work.

IPA's Public Liability Insurance will provide cover if the adventure playground is held responsible for any incident that may occur as long as health and safety procedures have been followed.

Liability

Under provisions contained in the Occupiers Liability Act 1957, each project has a duty to ensure that both children/young people and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

Site Security

Identification of Staff

Staff should be clearly identifiable either by uniform or staff badge displaying organisation's logo.

Visitors

Visitors should have a reason for being on site agreed by member of staff.

Each setting will have a Visitors Book, in which visitors must sign in on arrival and out on departure, alongside giving the following information:

- their name
- the date and time of their arrival
- the reason for their visit
- their actual departure time

Visitors to Adventure Playgrounds are not to be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and why they are there. If the visitor has no suitable reason to be on the premises, they will be asked to leave immediately and

escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

Senior workers on sites should keep a record of this in the Incident Record Book, and notify IPA management. This information may be reported as a child protection concern and shared with other facilities as appropriate.

Equipment

We are committed to providing children with access to a wide range of equipment that stimulates play.

All furniture, toys and equipment will be kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable. Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and relevant staff will be trained on the correct use of computers and other IT equipment.

All equipment and resources will be selected with care, and risk benefit assessments carried out before new equipment and resources are purchased, according to the principles of Risk Benefit Assessment.

Each project should have equipment and resources suitable for all children/young people currently in attendance, including those with special educational needs, physical disabilities and for those for whom English is an additional language.

Outside the project opening hours, all equipment will be kept in a suitable and secure location; safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of or repaired. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

A named member of staff will have responsibility for planning and reviewing the stock of equipment every three months, and annually updating the projects Inventory Record. The Inventory Record includes all electrical items, all items valued at £50 or more and any item not otherwise included that is considered to be at high risk of theft. The Inventory Record will be kept in the projects filing system, and be updated whenever a new item is added or when an old item is removed from use.

The Senior worker on site, or a designated member of staff, will keep a formal record of any item of equipment loaned to a member of staff, another colleague, a voluntary organisation or a parent/carer to ensure that it is returned on time and in a good state.