

# HEALTH & SAFETY POLICY

# S.N.O.O.S.C.

The health and safety of SNOOSC staff/session workers and voluntary workers is of paramount importance. The organisation aims, as far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff/session workers and voluntary workers and to provide them with the necessary information, instruction and training to achieve this aim.

SNOOSC staff/session workers also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

The club considers it good practice to provide voluntary workers with the same level of health and safety protection as it does for its staff/session workers whether or not there are strict legal duties. In return, it expects voluntary workers to assume the statutory responsibilities of staff/sessions workers.

The organisation accepts that if the risk assessment shows that the risks to voluntary workers are different, the preventative and protective measures taken should reflect the different risks.

To enable these duties to be carried out, it is the organisations intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels.

The SNOOSC Club will, so far as is reasonably practicable, ensure:

* Adequate resources are provided so proper provision is made for the health, safety and welfare of all its members.
* All electrical appliances are to be P A T tested annually to ensure they are “fit for purpose”
* Staff/session workers and voluntary workers take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with SNOOSC management in fulfilling its statutory duties.
* Appropriate preventative and protective measures are, and will continue to be, implemented following identification of work related hazards and the assessment of the risks associated with them.
* The club recognises the importance of Trustee/Management consultation and especially the value of individual consultation prior to allocating specific functions to members of staff and in particular to those functions relative to health, safety and welfare matters.
* The club also accepts its responsibility for the health and safety of other persons who may be affected by its work activities.
* The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities and the arrangements made to implement this policy are set out in this document and in associated health and safety documents.
* Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.
* As the objectives of this health and safety policy can only be achieved through the support and co-operation of staff/session workers, voluntary workers and all other persons with whom the organisation and its members come into contact during its normal activities, the club will continuously and systematically endeavour to secure such support and co-operation to effect its compliance with its statutory duties.
* Staff/session workers and voluntary workers do not interfere with or misuse anything provided in the interests of health and safety.
* The organisation will fully cooperate with any venue used and coordinate its activities such that both parties comply with their respective statutory duties.

ROLES & RESPONSIBILITIES:

ALL members of Staff/session workers understand and fulfil their responsibilities to ensure a safe environment.

Staff are aware of their responsibilities and receive appropriate supervision, instruction and training.

ALL Staff and others are encouraged to promote health and safety.

Risk Assessments are carried out for activities on and off-site.

Sufficient resources are allocated to meet health and safety priorities.

All defects and/or hazards are made safe in a timescale commensurate with the risk they pose.

Specialist advice is sought as and when necessary.

An incident report form/log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

A Health & Safety check list to be completed prior to every SNOOSC sessions.

THE BOARD OF TRUSTEES/MANAGEMENT will;-

Promote high standards of health and safety within the organisation.

Assign responsibilities, including designating a member of staff for health and safety.

Monitor the allocation of funds based on effective and comprehensive risk assessments, including training.

Ensure that there are risk assessment procedures in place to identify all risks relating to SNOOSC activities and off-site trips/visits/venues. RAMS:

Evaluate the measures taken to minimise or eliminate risks and hazards.

Ensure that there is a designated and appropriate area for medical/changing/toileting arrangements.

Ensure that Staff undertaking Intimate Care are Staff youth support workers/Team Leaders. Under no circumstance are Buddies to carry out any changing procedures. It is indicated that Buddies are up to the age of 18 years of age.

There are to be 2 members of Staff in attendance for the above procedure.

To ensure that there is the appropriate equipment for the changing procedure. This to be a bed and a hoist in an appropriate designated area.

ALL STAFF;

Are to familiarise themselves with the Health and Safety Policy and all Safety Regulations laid down by SNOOSC Board of Trustees.

To take reasonable care for their own health and safety and that of others who may be affected by their actions.

To make regular safety inspections of their areas of work and report to the Team Leader any danger to health and safety, whether serious and immediate or not.

To only use equipment that they are competent to use.

To follow instructions when using wheelchairs, equipment, dangerous substance or safety device.

Take an active interest in promoting health and safety and to suggest ways of reducing risks.

To undertake any formal or informal risk assessments of all leisure activities.

ALL VISITORS to SNOOSC will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Identifying named people for specific responsibilities for any of the following.

SNOOSC Board of Trustees are responsible for the overall and decision making of all aspects of the organisation.

The Charity Co-ordinator to be overall in the office and Staff and to ensure that the health and safety policy is being adhered to.

The Team Leader to ensure that Staff are adhering to health and safety policy.

Accident and incident reporting procedures ALL staff to report, the same day.

Provision of information and training. to be SNOOSC Office Charity Co-ordinator and Team Leader.

Specific risks to be SNOOSC Board of Trustees, Manager and Team Leader.

Arrangements for Monitoring and Evaluation:

The Manager will report to the SNOOSC Board of Trustees on a 3 monthly basis. The report will address hazards and risks that may or were identified during Saturday Club, Holiday Club and off site activities/visits/trips/venues, and the steps taken to minimise or eliminate them. The Trustees will evaluate those outcomes and will consider any further action should be recommended.

Behaviour Management:

All Staff should be fully aware of and implement Vulnerable Adults/Positive Handling /Safeguarding/Risk Assessment/Child Protection Policies. The effective use of these policies will significantly reduce the risk of injury and accidents to club members, staff and visitors. "Safety is the Priority" is an important principle to bear in mind especially when dealing with challenging behaviour in general and the behavioural needs of club members in particular.

Positive Handling:

SNOOSC provide on-line positive handling for staff/session workers to support the safe management of challenging behaviour in line with Team Teach approaches restraint will only be used as a last resort to ensure club members and staff safety and to protect property. Team Teach works towards ensuring that positive behaviour is encouraged and developed for all club members.

Medication in Session:

Prescription medicines may be administered to club members but only with the written consent of the parent or carer.

Only the designated persons will administer such medication in accordance with SNOOSC Medication policy and only after getting such parental/carer permission. There must be 2 staff members – or ie 1 session worker/Team Leader that administers. This must be logged giving dosage, name of club member, time administered, signed & dated on documentation.

The medication must be kept in a locked container in a designated area, and checked once monthly or sooner if needed.

Electrical Equipment:

It is the responsibility of the Manager to ensure there is a contract for the statutory periodic inspection and testing of all portable and transportable electrical equipment, the appropriate records are kept, and equipment is taken out of service until any remedial work is completed or the equipment is disposed of whichever is appropriate.

It is also the responsibility of the Manager to ensure the fixed electrical equipment has a certificate of compliance, the statutory yearly P.A.T inspections and tests are carried out and the appropriate records are kept and the requirements of this paragraph are carried out for any alterations to the system during the validity of the current certificates and records.

Day to day inspection of all electrical equipment to detect visible signs of damage or deterioration is the responsibility of the user or, in the case of use by club members, staff and or team leader.

Any equipment found to be unsafe, or if there is any doubt about its safety, shall be taken out of use immediately, adequately labelled and reported to the Manager so it can be repaired or replaced as appropriate.

All personal electrical equipment brought in by SNOOSC staff must be checked for both electrical safety.

New equipment should be added to the records with purchase date.

Equipment Checks;

It is the responsibility of all staff to ensure the safety of all equipment before it is used. If there is any doubt as to its safety or one’s ability to do an adequate check, reference should be made to a competent member of staff, or the Manager.

COSHH:

No hazardous chemical agents will be in the club until a suitable and sufficient risk assessment has been made in accordance with current COSHH regulations.

Visitors:

The Charity Co-ordinator is responsible for ensuring the arrival and departure of visitors is entered in SNOOSC signing in book and that such visitors should sign in on arrival and sign out on departure. Visitors must always show identification.

Induction Training:

All new staff/volunteers will be provided with induction training including the provision of this policy, training in manual handling/positive handling - and the use of hoists, behaviour management, first aid and fire procedures etc as appropriate. All new session workers will need to initially shadow a club member and their designated staff worker. They must also complete required and appropriate on-line training within the first 4-6 weeks of induction.

Housekeeping:

It is the responsibility of ALL staff to ensure all areas especially floors, corridors and fire exits are in a safe condition, do not contain slip, trip or fall hazards and are not obstructed.

The last member of Office Staff when leaving SNOOSC office to ensure that all electrical equipment is switched off, including lights to be switched off and windows shut.

It is the responsibility of all staff and volunteers not to cause any of the above hazards and to report any unsafe conditions and to co-operate and inform with the Manager and the Trustees.

Storage:

All equipment and materials should be stored in appropriate/designated areas avoiding if possible storage above shoulder height. All staff shall remember it is dangerous to store heavy and/or dangerous items on high shelves and that proper access equipment (a stool in preference to a table or chair) should be used to store or remove high stored items.

HEALTH AND SAFETY TRAINING AND SUPERVISION:

The Manager/Team Leader shall ensure adequate information, instruction and training and supervision is given to all staff and volunteers to enable to work safely and without undue risk to their health and safety and others around them.

Adequate assessment shall be made of the training needs of staff especially as regards fire prevention, control and evacuation procedures, accident prevention, first aid and accident procedures, manual handling and behaviour management, on-line training will need to be completed when necessary.

Pandemic:

All SNOOSC risk assessments and policies relating to any pandemic must be rigorously adhered to. This to include Safer Working Procedures, all Personal Protective Equipment and risk assessments when necessary, and any vaccinations necessary for the safety & well-being of club members, staff and visitors, who must also apply to SNOOSC regulations and Government Guidelines, when either visiting the office, or venue.

Referenced with: Health & Hygiene: Safeguarding: Child Protection. Intimate Care, Pandemic, Vulnerable Adults Policies/Risk Assessment:

Reviewed March 2022:

To be Reviewed March 2024:

Induction Training:

It is the responsibility of the Manager/Team Leader to ensure appropriate information, instruction and training is given to new staff BEFORE they take up their posts, further training is given as and when appropriate and closer initial supervision is organised to ensure competence in practice.

COVID PANDEMIC

All staff /volunteers adhere to the SNOOSC Covid Risk Assessment, and should there be a cause to reference to the COVID 19 Pandemic, all government Guidelines will be adhered too and reference to:

**The SNOOSC Covid Risk Assessment Safer Working Procedure**

This Policy to be reviewed every 2 years.

Referenced with all Policies covered by Health & Hygiene/Intimate Care Policies/Health & Safety:

Policy reviewed January 2020:

This Policy to be reviewed January 2022:

This Policy is referenced with:

**Safeguarding Children Policy**

**Medication Policy**

**Manual Handling Policy**

**Intimate Care Policy**

**Child Protection Policy**

**Vulnerable Adults Policy**

**Behaviour Management Policy**