

MARDEN PLAY SCHEME

10: Health and Safety

Our Play Scheme takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The Play Scheme aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the club's activities and actual existence. The Health and Safety at Work Act 1974, Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Workplace (Health, Safety and Welfare) Regulations 1999 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

(1) Responsibilities of the Registered Person, Manager and Staff

The identification, assessment and control of hazards within the Play Scheme is vital in reducing accidents and incidents. Both the manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of the Play Scheme's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Play Scheme's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary & Grievance Procedures policy.

The **Registered Person** holds ultimate responsibility and liability for ensuring that the Play Scheme operates in a safe and hazard free manner. The Registered Person – along with the manager – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered Person will:

- (a) Ensure that a clearly defined procedure for emergency evacuation of the premises is in place.
- (b) Monitor the effectiveness of the Health and Safety policy and authorise any necessary revisions to its provisions.
- (c) Provide adequate health and safety training for all staff.
- (d) Ensure that all accidents, incidents and dangerous occurrences are adequately reported and recorded (informing Ofsted where appropriate).

- (e) Review all reported accidents, incidents and dangerous occurrences, and the Play Scheme's response, to enable corrective measures to be implemented.
- (f) Ensure that all staff have appropriate and up to date DBS checks.

The **manager** is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The manager is required to report any matter of concern regarding the Health and Safety policy to the Registered Person.

The manager will ensure that:

- (a) Staff are made aware of the health and safety and risk assessment provisions at the Play Scheme, as set out in this and other policies.
- (b) Regular safety inspections are carried out and the reports accurately logged.
- (c) Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- (d) Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- (e) An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- (f) Staff are adequately trained to fulfil their role within the Health and Safety policy.
- (g) 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:
 - (h) Have regard for the Health and Safety policy and their responsibilities under it.
 - (i) Have regard for any health and safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
 - (j) Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
 - (k) Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Play Scheme, are safe.
 - (l) 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.
- (m) Undergo relevant health and safety training when instructed to do so by the Registered Person.

(2) Insurance

The Children Act 2006 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Scheme. Therefore, the Play Scheme has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the Play Scheme, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Play Scheme is held responsible for any incident that may occur, public liability insurance will cover compensation.

(3) Liability

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

The play scheme's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:

- Staffing – *Policy 1*
- Physical Environment – *Policy 8*
- Equipment – *Policy 9*
- Risk Assessment – *Policy 11*
- Site Security – *Policy 12*
- Fire Safety – *Policy 13*
- Health, Illness and Emergency – *Policy 14*
- Hygiene – *Policy 15*
- Managing Behaviour – *Policy 22*
- Child Protection – *Policy 29*
- Documentation and Information – *Policy 30*
- Visits and Outings – *Policy 31*