



Country Days

Health and Safety Policy

Country Days is committed to provide safe and healthy conditions for employees, volunteers and for those who may be affected by its activities. Country Days believes that the successful implementation of this policy depends upon the co-operation of members of staff and volunteers. It is our intention that as we develop and improve this policy, staff should be fully involved in the process.

Health and Safety at Work Act 1974

The essential aims of the Health and Safety at Work Act 1974 are:

- To secure the health, safety and welfare of persons at work
- To control dangerous substances (explosive, toxic or highly flammable) in terms of their acquisition and use
- To control emissions into the atmosphere from the workplace.

Country Days plays particular attention to the provision and maintenance of safe arrangement for transporting young people and adults, safe arrangements for the use of other premises, adequate welfare facilities and emergency plans.

Risk Assessment

Country Days will carry out risk assessments when a risk is identified. Risk assessment is a technique for identifying and controlling hazards of an organisation's activities.

- A hazard is anything that has the potential to cause harm, such as a faulty electrical socket.
- Risk is the likelihood of it causing harm and the degree of harm it could cause, such as an electrical shock which could lead to a fatality.

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to control unacceptable risks. Assessing risk requires detailed knowledge of your organisation's activities and working practices that is normally only possessed by the people who actually do the work. Risk assessment should always involve employees and volunteers, therefore, and should never just be left to the 'experts'. Risk assessments are an excellent way to identify and overcome health and safety problems.

Employees

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others and to co-operate with their employer with respect to health and safety matters In addition employees have a responsibility to:

- Report any significant hazard or malfunction (eg damaged trip hazards) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (eg climbing on a chair to reach heights)
- Not bring into the workplace without the appropriate authority any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

All staff and volunteers have individual responsibility for ensuring their personal health & safety and that of others that may be affected by their acts i.e. other workers, volunteers or clients. Situations and instances, which reasonably present risk to health and safety, should be reported to the appropriate member of staff and the coordinator

Health, Safety and Welfare

All employers should provide adequate supervision

Employees must be given training and information to give them sufficient skills and knowledge to carry out their work safely

Country Days needs to ensure that their volunteers can work in a risk-free and safe environment.

The safety of young people is of paramount importance. In order to ensure the safety of both children and adults, Country Days will follow the below pieces of advice:

- All children are supervised by staff at all times and will always be within sight of a staff member.
- All adults are aware of the system(s) in operation for the arrival and departure of young people.
- Children may only leave the group with an authorised adult.

- Equipment is regularly checked and dangerous items repaired/discarded.
- All dangerous materials, including medicines and cleaning materials and stored out of the way of children.
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency.
- Country days operates a no smoking policy.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to those who are younger / less mature. The relevant staff will do a risk assessment for the activity they are teaching.

Accident Reporting

The following Regulations require employers to record all accidents and report certain categories of injury, disease or dangerous occurrences:

1. Health and Safety (First Aid) Regulations 1981
2. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

It shall be the responsibility of the coordinator to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents are recorded in the Accident Book; a copy of the Accident Book is kept in a safe locked area.
- All accidents will be investigated by the coordinator and a note of the investigation will be made.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

First Aid

Country days has a duty under law to make a first aid assessment.

There must be at least one first aid box and a notice displayed in the workplace that tells staff:

- the location of the first aid box
- who is the first aider or appointed person (see below)
- where the first aider or appointed person can be found.

An appointed person is someone who has basic first aid knowledge, and is available whenever people are at work. They can take charge in an emergency and are responsible for calling the emergency services.

Fire Procedures: All staff should be aware of the fire call points and should undergo a 'fire walk' at induction. Staff working at other venues have a responsibility to be aware of the fire procedures in operation.

The health and safety policy will need to be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the management committee.

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