



Country Days

Health and Safety Policy

Approved by:	Lynni Gingell Health & Safety Officer /Fire Marshal	
Last reviewed on:	March 2024	
Next review due by:	March 2025	
Date:	March 2024	

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 pays particular attention to the adequate welfare facilities and emergency plans for all of our young people, staff, visitors and volunteers.

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.

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.

PLEASE REF TO CD RISK ASSESSMENT : July 2022

A risk assessment is made prior to every Country Days course by the Country Days health and safety lead Lynni Gingell (LG)

Employees

All Country Days staff carry a legal obligation to take reasonable care for their own health and safety and for that of others and to co-operate with the Country Days health and safety lead with respect to health and safety matters .

In addition all staff have a responsibility to:

- Report any significant hazard or malfunction (eg damaged equipment, trip hazards) to the health and safety lead (LG)
- 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.
- Not bring into the Leys any 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, sound of fire bell, 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

Country Days is committed to ensuring the safety of all persons present on the Country days courses

Country Days health and safety lead LG ensures all staff have undertaken the appropriate training to ensure they have sufficient skills and knowledge to carry out their work safely. All volunteers have an induction session on health and safety at the Leys by CD health and safety lead LG .

Country Days health and safety lead ensures 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.

- Equipment is regularly checked for default and any damaged items are removed and repaired / replaced.
- All dangerous materials, including medicines and cleaning materials and stored out of the way of children. No medicine is kept at the Leys except during the country days courses. Medicine in the field is kept in the first aid tent and some young people carry their own medication e.g. EpiPen / asthma inhalers/diabetic emergency medication.
- 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 is the responsibility of the health & safety lead LG 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. The accident book is kept in a locked box in the Country Days Administrators office on the site at the Leys. The key for the box is only available from the Country Days administrator Rita Di Carlo.
- All accidents will be recorded and investigated by the health and safety lead LG and recorded appropriately .LG will organise a staff briefing at an appropriate time for all staff in the event of a serious accident as a learning event .

Accident coordinator is Country Days Health & Safety lead -Lynni Gingell

- Corrective action is taken to prevent a recurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.
- Parents will be informed of any accidents on the same day.

First Aid

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

Please REF TO COUNTRY DAYS FIRST AID POLICY DOCUMENT &PROTOCOL

Fire Procedures

The fire officer for CD is the CD health and safety lead Lynni Gingell (LG)

All staff should be aware of the fire call points and should undergo a 'fire walk' prior to the start Country Days courses directed by the health and safety lead (LG)

If a fire is spotted:

- Fire to be reported to the health and safety lead (LG)immediately
- LG to ring the bell constantly to make all CD staff aware of the fire.
- The health and safety lead assesses which assembly point to be used :main gate (first exit) or bottom of the Leys nature reserve
- Staff to lead all children to fire assembly point
- LG as fire safety officer to take a register
- Country Days administrator to bring REGISTER to safe fire ASSEMBLY POINT

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.