



## Health, Safety and Wellbeing Policy

### 1. General Principles

The trustees of SASS are responsible for the health, safety and wellbeing of everyone taking part in our activities – for example, adults and children, visitors, users, members, volunteers, sessional workers and employees in SASS.

In order to carry out this responsibility the Committee, employees/sessional workers and nominated volunteers will:

- Do risk assessments for our regular activities, special events and occasional activities.
- Ensure that action to reduce risk for regular activities is communicated to people responsible for each activity.
- Ensure that everyone associated with our activities is covered by appropriate insurance and that we keep our insurers up to date with any activities or employment not currently covered.
- Follow the guidelines in relevant policies. For example:
  - SASS Child Protection Policy and Disciplinary Policy
  - Recruitment Policy
  - Volunteering Policy
  - Our Events Checklist
  - City and County of Swansea Play Team Advice Pack
- Inform volunteers and staff of any actions which they need to take to ensure their safety or those of others. Staff and volunteers will be informed of health and safety practice during their induction.

### 2. Monitoring practice and reviewing the policy

The committee will appoint a health and safety officer who will:

- Make sure that everyone responsible for particular activities or for particular groups of people (e.g. volunteers) is informed of current health and safety procedures.
- Review health and safety procedures with the committee and with everyone directly responsible for activities at least once a year.
- Update health and safety procedures when additional risks are identified.
- Monitor the implementation of this policy on a regular basis and report to the committee that this has been done at least twice a year.

Monitoring must be done by a mixture of:

- Direct observation
- Discussion at staff meetings and action on problems as they arise
- Structured discussion with people responsible for putting specific areas of this policy into practice at least twice a year.

### **3. Health and Safety Procedures for each of our activities**

#### **A) Welcome to Play**

The play leader with the support of the volunteer play administrator must ensure that the play team

- Do risk assessments and plan action for each session – for example being particularly watchful and taking action on fire doors, exits, equipment and furniture safety, electric points being blocked off, cleanliness of toilets, working telephones, radiator guards, dangerous exits.
- Complete detailed registration forms for each child, which include details of medical needs, allergies, contact details, etc.
- Keep registers of children attending sessions
- Follow age related ratios of helpers to children.
- Write and explain clear agreements in various languages which explain the responsibilities of parents who are usually expected to be in the same building as the child, and in the case of under 5's need to be present.
- Ensure that staff are trained in safe play practice, first aid, child protection and health and safety.
- Ensure that DBS checks are carried out for volunteers and staff working with children, and that these checks are kept up to date.
- Follow guidance on avoiding working alone with children, as a safe practice both for children and for themselves
- Follow other guidance laid down in our Child Protection Policy.
- Ensure that staff and volunteers qualified in first aid are present at each session, that the contents of the first aid box are sufficient and kept replenished, that accident books are kept for children and adults etc.
- Be ready to give first aid for which they are qualified both to children and adults.
- Wear badges with photographs for all sessions.
- Keep visitors sign in forms.
- Plan and implement effective fire procedures and drills.
- Follow guidelines for behavioural procedures and sanctions.
- Ensure that consent forms are signed for rare occasions when activities take place without parents.
- Follow any other health and safety guidance from the City and County of Swansea Play Team.

## **Responsibilities and liaison**

- The play leader is responsible for ensuring that it is clear who is responsible for the above at each session.
- Sessional workers allocated tasks related to health and safety are responsible for carrying them out.
- Those organising special activities must give the play leader adequate notice of changes in likely numbers of children, and any activity involving risk to children.

## **B) Twice-weekly drop ins**

### **Managing risks for children**

To manage risks that might arise from children being present in the adult drop ins, the drop in manager need to ensure that they do the following with the support of the health and safety officer:

- A risk assessment of our regular activities is undertaken and appropriate action taken. Minimum standards include:
  - The door to the street is staffed at all times to ensure that no child “escapes” and that aggressive visitors are deterred and the building protected from intruders
  - Food and drink are not served at very high temperatures.
  - If hot food is served this needs to be carefully planned in advance to ensure that parents are informed, food is kept in a contained place where children are not running around, appropriate “carrying areas” are blocked off so that children will not be “passing through” them on the way between Welcome to Play and seeing their parents.
  - Checking heavy equipment e.g. the table tennis table. If this shows any signs of instability it must be put away immediately.
  - Discussing with the welcome to play leader in advance of any activity which might pose an additional risk to children or any event where more play workers or trained play volunteers need to be present.

### **Welcome to play staff and volunteers need to ensure that:**

- Parents know that they are responsible for supervising their children directly if they are not in the Welcome to Play room.
- Parents are aware that it is not appropriate for children to go to the toilet unaccompanied.

## **Managing risks for adults**

The Drop in managers need to:

- Ensure that food hygiene procedures are followed at all times. For example:
  - There must be a supply of clean tea towels, dish cloths, washing up liquid, toilet paper, hand towels and soap for each session.
  - Anyone preparing food must wash their hands at the sink provided in the kitchen before starting.
  - No-one prepares meat on the premises unless they have a food hygiene certificate or are under the supervision of someone who has one
- Know that the Welcome to Play team can supply First Aid in an emergency.
- Ensure that accidents are reported on the forms kept for adults by the Welcome to Play team.
- Do a risk assessment for special activities for example **careful** siting of live music so that trip hazards are avoided.

## **C) Special events**

A named person must be responsible for health and safety when we run special events outside the drop in. The event must be discussed in detail with the health and safety officer, and a report given to the committee.

Essential procedures include completing a full risk assessment and a plan to manage each risk.

This will include for an assessment and action on, for example:

- risks for children present – in conjunction with “Welcome to Play Team”
- risks relating to the venue, – e.g. exits, fire safety, stairs, capacity
- risks to do with the event itself – entertainment, movement of people, activities, equipment
- food hygiene
- risks from unfriendly outsiders – e.g. BNP (we need to think about that in the way we advertise. We want people to know about our events, but we don’t usually advertise in the newspapers or completely publicly)
- Supplying First Aid Volunteers (Contact the Red Cross or St John’s ambulance at least a month before the event. They may help with risk assessment)
- Informing the emergency services.

***Updated March 2020***