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“Working to Empower the Community”

Pamela Beswick - Project Director

MOBILE CRECHE HEALTH AND SAFETY POLICY

STATEMENT

The Health and Safety at Work Act 1974 and recent additional legislation places a legal duty on Signposts to try to ensure, as far as is reasonably practicable, the health and safety and welfare at work of all employees, non employees and visitors.

To do this Signposts will make sure that, as far as is reasonably practicable:

- All staff and volunteers are made aware of their individual responsibilities
- All staff and volunteers are given sufficient information, instruction and training to maintain their health and safety at work
- Equipment and ways of working are safe and without risk to health
- Arrangements are made for the safe use, handling, storage and transport of articles and substances at work
- Risk Assessments are carried out and reports detailing the findings are made available to staff and volunteers
- All relevant Health and Safety legislation is complied with

The Executive Committee expects all its employees and volunteers to assist Signposts to fulfil all its health and safety obligations by:

- **Working safely and efficiently**
- **Reporting incidents that have led or may lead to accidents**
- **Following Signposts safety rules and procedures**

MANAGERIAL ORGANISATION AND RESPONSIBILITIES

Introduction

This policy covers all employees and volunteers working for Signposts in any of its offices.

The Executive Committee will be responsible for:

- ensuring resources are adequate to maintain health and safety standards
- ensuring the Project Director carries out safety duties adequately
- acting on reports and recommendations made by the Project Director

PTO



Children's Fund

Charity Registration Number 1076393

Member of AdviceUK (previously FIAC)



INVESTOR IN PEOPLE

The Project Director will be responsible for:

- ensuring all employees and volunteers receive adequate safety training
- ensuring that the Health and Safety policy is implemented, monitored and reviewed regularly
- working with the nominated person in investigating all accidents and incidents and preparing the appropriate reports for the Executive Committee
- making regular inspections of Signposts property, equipment and procedures
- presenting reports on accidents, incidents and near misses to the Executive Committee
- ensuring the nominated person carries out their duties as Health and Safety Officer adequately

The nominated person will be responsible, on a day to day basis, for:

- acting as the competent person under the Act
- carrying out risk assessments as required under current legislation
- implementing the health and safety policy in co-operation with other staff
- reporting accidents, incidents and near misses to the Project Director
- ensuring good housekeeping is maintained
- maintaining records of:
 - accidents
 - fire drills (where required)
 - safety checks
 - nominated First Aid persons in the Centre
- preparing, where appropriate, incident/accident reports
- maintaining up-to-date legislative information on Acts and Regulations
- maintaining all certificates and registers required under relevant legislation
- carrying out initial reviews of Health and Safety policy as requested by the Project Director
- ensuring all new equipment or processes are introduced in line with regulations

All staff and volunteers will be responsible for:

- taking reasonable care in their work practices
- working in a way which does not endanger others (including Members of the public)
- reporting any accidents, incidents or near misses or any potential risks to the nominated person
- complying with any instruction relating to health and safety .
- maintaining good housekeeping

This policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the nominated person in consultation with all staff and will be submitted to the Executive Committee for approval.

ARRANGEMENTS FOR HEALTH AND SAFETY

All employees are obligated under the Health and Safety at Work Act 1974 to ensure that they work in a manner which protects not only their own safety but that of their colleagues, visitors and members of the public, The nominated person will hold copies of all relevant Health and Safety legislation in the Signposts office and this will be available to all members of staff and volunteers on request.

Compliance with the Health and Safety Policy is a condition of employment and breaches may be subject to disciplinary procedure.

Reporting Accidents

1. Any person involved in an accident, whether or not injury is sustained, must report to the nominated person as soon as possible.
2. Any person receiving any injury - however slight - must report it and obtain adequate treatment.
3. Any person involved in a 'near miss' or dangerous occurrence must report this as soon as possible.
4. Any unsafe conditions or work activities must be reported to the Project Director immediately.

Smoking

Smoking is prohibited anywhere on Signposts premises and when undertaking work in respect of Signposts including the Mobile Creche venue.

First Aid

- a) A first aid box will be maintained.
- b) The first aid box will be kept suitably stocked.
- c) The nominated person will maintain an accident record book in line with Signposts policy.

Working Away

All relevant safety rules and legislation apply to all Signposts employees and volunteers engaged on Signposts business away from the offices.

Outreach Offices/Mobile Creche venues

All staff or volunteers working in any outreach offices or Mobile Creche venues should make themselves aware of the Health and Safety arrangements for that building.

Fire/Emergency Arrangements

- a) All staff and volunteers must make themselves aware of evacuation plans in the event of fire or other emergency.
- b) Staff and volunteers will be issued with information as to locations of fire fighting equipment and emergency exits - all staff and volunteers are required to make themselves aware of these.
- c) Fire drills will be held on a regular basis where required - everyone is required to take part. The nominated person will keep a record of all drills.
- d) All fire doors must be kept closed at ALL times.
- e) Emergency exit doors will be maintained to open easily from the inside.
- f) The nominated person will make regular checks to ensure that fire exits are kept clear.

7 Training

- a) All new staff and volunteers will be required to undertake induction training.

- b) All staff and volunteers will receive periodic training on what is required to comply with Health and Safety policy.
- c) Health and Safety training courses will be arranged as necessary by the Project Director to maintain a suitable level of 'appointed' persons'.
- d) Before the introduction of any new equipment or change in working practices, the nominated person will identify any new training requirements in consultation with the Project Director.

CODES OF PRACTICE

General

- a) Use equipment only for the purpose for which it was purchased - do not improvise.
- b) Use equipment in line with the manufacturers instructions.
- c) Stop using equipment if a fault develops - report it to the nominated person.
- d) Never run cables under carpets - ensure suitable cable covers are used.
- e) If door wedges are not being used, store them on a raised surface – avoid leaving them on the floor
- f) Co-operate with other staff or volunteers by maintaining good house-keeping, especially in your own work area
- g) Anyone working alone in the building must ensure that all exterior doors are locked.
- h) Staff or volunteers must avoid working alone in a building if they are suffering from a medical condition which would make it unsafe to do so.
- i) Staff or volunteers must avoid taking personal risks e.g. overstretching or climbing on inappropriate surfaces, especially if working alone.
- j) If any member of staff or volunteer feels stressed by a case or workload they should contact their line manager as soon as possible to arrange for a debriefing session.
- k) Members of staff or volunteers who have a medical condition which affects their ability to work should discuss this with their line manager

Outreach Offices

- a) If staff or volunteers are working in an outreach office, then they will have obligations under any Health and Safety arrangements for that building as well as under the Signposts Health and Safety Policy
- b) Staff and volunteers will be provided with information about fire arrangements for the building.
- c) First Aid arrangements will be provided.
- d) Where practicable the nominated person will make regular Health and Safety checks.

Risk Assessment

- a) Written risk assessment will be carried out where an unsafe condition or work practice is identified.
- b) A competent person shall be appointed to carry out such assessment.
- c) Signposts will define and implement procedures for serious and imminent danger.
- d) Assessment will be carried out with executive committee/staff/volunteer cooperation.
- e) Information will be made available to relevant workers.

Manual Handling

- a) When moving heavy items staff and volunteers should have regard to Manual Handling techniques.
- b) Staff and volunteers must take account of their individual capability and ask for assistance with heavy or bulky loads.
- c) Instructions for Manual Handling will be provided.

FIRE PROCEDURE

ON DISCOVERING A FIRE

- Immediately operate the nearest fire alarm point
- Do not attempt to fight the fire unless you can do so safely

ON HEARING THE FIRE ALARM

- Staff should leave the building with the children as quickly as possible to the designated area
- The Attendance Register should be taken to ensure all children and staff are accounted for
- Do not return to the Creche Area until the Fire Brigade or Senior Staff Member confirms it is safe to do so
- Undertake a head count on returning to the Creche

REMEMBER

- Never think it is a false alarm
- Do not open a closed door unless you can be certain there is no fire behind it
feeling for heat would not help because all internal doors are fire retardant
- The appointed fire prevention officer will ensure all areas are cleared.

* **Signposts** acknowledges the assistance of **Lancaster & District Council for Voluntary Service** in the preparation of this policy

(August 2001)

Project Director

Adapted for Mobile Creche May 2006 _____