



## **Health and Safety Policy**

### **General Statement of Policy**

Our Policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, staff, volunteers and management members. Wider World also has public liability and employer's liability insurance. The certificate for public liability insurance is filed under Wider World – Admin – Insurance.

### **Aim**

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. Jonathan Hope has overall and final responsibility for Health and Safety in Wider World activities. Our health and safety poster is displayed at Wider World's registered business address. What is this

### **Staff, Volunteer and Management Committee responsibilities:**

The management, and all staff and volunteers will ensure that health and safety remains our first priority.

Every member of staff and volunteer is responsible for health and safety, and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

The management committee have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team we will strive to;

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 and volunteers are competent in the work in which they are engaged.

### **Fire**

We will ensure **that** the procedures in the event of a fire are understood and documented as part of our risk assessments for each activity.

### **Materials and Equipment**

All materials used in activities will be children friendly and without exception the manufacturer's instructions of their use will be followed.

### **Staffing and Supervision**

We will abide by current legislation in regards to necessary staff/volunteer qualifications, safe recruitment and vetting of staff/volunteers, staff/volunteer induction training and staff to child ratios. Workers under 18 years of age are not counted in the staff:child ratio.

All staff and volunteers will be taken through an induction when they start with Wider World which includes a clear explanation of health and safety issues. Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part. We will make available a copy of this policy on our website ([wider-world.org.uk](http://wider-world.org.uk)) and provide a link to all service users when commencing

a course or programme with us. This may be provided by email, letter, text message or during the first session digitally if online.

### **Record Keeping**

We will abide by current legislation in regards to documentation, providers records, and information held on children, staff and volunteers. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

### **First Aid**

Please refer to our First Aid policy.

### **Lone Working**

We will ensure we keep our staff and service users safe and comply with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Our staff will take reasonable care of themselves and other people affected by their work activities and co-operate with their Wider World as their employer in meeting their legal obligations.

We will endeavour ensure there are always two members of staff with clients at any time however, this is not always possible. Staff should never be alone with service users and where this is not possible ensure they are in a public space and visible by others. This includes online training and course delivery. Breakout rooms should always have at least three people in a room.

Staff may wish to telephone someone they live with to let them know that they are leaving work and should be expected home shortly.

If there is a fire or other event which affects the building, staff should follow the normal fire drill for the venue. Fire alarms at venue will be linked to fire service. Staff should have contact details for a member of venue staff.

if... weather suddenly deteriorates (snow or thick fog for example), staff should arrange for the activity to be cut short to ensure safe travel home and make necessary arrangements for collection if applicable.

In extreme emergency, staff should call 999 and ask for ambulance. For face-to-face courses and activities, we will ask for emergency contact details.

### **Accident Reporting and Investigation**

In the event of an accident or 'near miss' an accident form will be completed by the member of staff. This will include details of the incident, the environment, and how the incident was handled. If the service user is under 18, their parent/guardian will be notified and a copy of the form provided.

The form will be shared with a senior member of Wider World and/or trustee who will investigate the incident and make recommendations to avoid future occurrences. This may include talking with the person who was affected, the staff present, the staff member who dealt with the incident, parents and school.

### **Medical Conditions**

In regards to allergies /dietary / medical requirements a record will be kept of all allergies and specific dietary or medical requirements of children and shared with group leaders. Where appropriate this information will be shared with external activity providers to keep service users safe.

## Venue Checks

We will request venue risk assessments from venues prior to any activity and where necessary a risk assessment which focusses on the activity, ensuring the activity is appropriate and safe for the space. Where this is not possible, we will complete a venue check on the day, prior to the start of an activity and make any alterations required to make it safe.

Date Agreed: 20/09/2021

Review Date: 20/09/2022

Signed by: JHope

Signature: 

Role: Chief Executive Officer

We also hold a number of other policies and procedures that support the general Health and safety of those who work in or attend our activities, including:

- Recruitment policy and procedure
- Missing child policy/procedure
- Uncollected Child Procedure
- First Aid policy
- Safeguarding Overview
- Photography, Mobile Phone, Video and e-safety
- Confidentiality policy
- Administration of Medication Policy
- Risk Assessments

  

- Insurance certificates
- Staff handbook
- Staff/child/parent induction
- Registration forms