

Date Amendments Agreed by Trustees: **2 March 2015**
Date to be revised: **March 2016**

Christian Family Concern

Registered Charity No.279962
and under Companies Act no. 1486298

Health and Safety Policy

This policy was originally drafted in October 1998 following meetings of the then Chief Executive, Trustees, staff and Health and Safety Consultants. After consultation with staff, it was formally adopted at the Trustees meeting on 8th December 1998.

The Policy was updated in 2001, 2006, 2008 and 2010 following a review of Health & Safety practice. Following consultation with staff, it was formally adopted at the Trustees meeting on 2nd March 2015.

Signedon behalf of the Trustees

Date

Health and Safety Policy

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Christian Family Concern - Health and Safety Policy

1. POLICY AND INTENT

1. The Trustees of Christian Family Concern recognise and accept their corporate responsibility under the Health and Safety at Work Act 1974, to provide a safe and healthy environment for staff, customers and all users who may come onto the premises. The Trustees consider the achievement and maintenance of a high standard of health and safety throughout the site to be a primary objective.

For the purposes of this policy, the site is deemed to include 40 and 42 South Park Hill Road, 17 Birdhurst Avenue and CFC grounds including car parks and gardens and any other areas employees of the charitable company enter in the course of their work.

2. The Trustees will take all reasonably practical steps within their power to fulfil this responsibility.
3. The Trustees intend that, for health and safety purposes, the site will operate within the structure and framework outlined by the Charity's Health and Safety Policy and procedures. The Trustees will also apply all Health and Safety instructions issued by such bodies as the Fire Service and Environmental Health Department of the London Borough of Croydon
4. The Trustees will work with the Operations Manager to:
 - draw up the necessary arrangements to secure compliance with all health and safety requirements,
 - record such arrangements in writing
 - circulate such information to all existing and future staff
 - monitor the implementation of these arrangements
5. The Trustees intend to consult with staff on the Health & Safety Committee before allocating particular health and safety functions to them.
6. Where appropriate, the Trustees will seek expert advice to determine risks to health and safety within the site and its environs and implement their recommendations accordingly.
7. The Trustees will work with the Operations Manager to provide staff with sufficient information and training necessary to carry out their duties in a safe and healthy manner.
8. The Trustees bring to the attention of all members of staff their duty under section 7 of the Health and Safety at Work Act 1974 to co-operate with the management in health and safety matters by:
 - Carrying out their duties in a safe and healthy manner
 - Following safe working procedures
 - Using adequate equipment kept in good order
 - Reporting all hazards at the earliest opportunity.

Within this policy all those working for the charity registered as Christian Family Concern either in a voluntary or remunerated capacity will be referred to as staff.

2. ORGANISATION

The provision of a safe and healthy workplace is the concern of all those working within it. The Trustees have expressed a commitment towards maintaining high standards of health and safety, managing the available resources and, together with the Operations Manager, reviewing the performance of staff. However, they delegate the day to day responsibility for health and safety management to the Operations Manager and Unit Managers who are required to develop a positive health and safety culture within their staff team by ensuring that there is:

- Good communication with staff
- Control of risk through clear allocation of responsibilities
- Formal and informal opportunities for the active co-operation and involvement of all staff
- Promotion of competence in health and safety matters through the provision of appropriate training for staff.

In particular, the Operations Manager together with the Unit Managers will:

- Set up such arrangements within the site as will comply with all health and safety legal requirements and produce a written statement of those arrangements which, together with the Trustees statement above, will be brought to the attention of all staff. Included within the arrangements will be provision for their revision in the light of experience or future legislation, and a system for effective monitoring.
- Note the Health and Safety Policy, Codes of Practice, instructions and procedural note issued by the Charity and ensure that they are brought to the attention of appropriate staff. Such material, together with the Health and Safety requirements of the Environmental Health Department and any other advice published by the HSE or others concerning health and safety shall be made readily available to staff and their attention regularly called to additions and alterations thereto.
- Appoint and maintain a Health & Safety Committee comprising the Senior Team and two staff representatives to meet on a quarterly basis (January, April, July and October), and respond to verbal or written reports from its members within a reasonable time.
- Ensure that all areas of the site are inspected on a regular basis and inform the Trustees of the results of such inspections and the action taken upon any recommendations arising. Each Unit will be responsible for checking its own area, following guidelines drawn up by the Site Handyman in conjunction with his Line Manager.
- Maintain a system for the reporting, recording and investigation of all accidents and incidents, using guidelines issued by the HSE and the health and safety policy. Ensure all reasonable steps are taken to prevent any recurrence.
- Maintain a system for reporting hazards that come to the attention of staff in the course of their normal duties.
- Ensure all visitors, including maintenance personnel or contractors are informed of any relevant hazards on site of which they may be unaware. Ensure that such maintenance or other work does not affect the safety of the site users and staff.
- Ensure all new staff are informed about safety arrangements, and are given a copy of the Charity's health & safety policy upon joining, and the opportunity to read it before starting work.
- Identify and meet staff training needs.

The Operations Manager and Unit Managers delegate to all staff the day to day enactment and administration of health and safety in accordance with the policy. In particular staff will:

- Check that their work area is safe
- Check that all equipment is safe before using it or permitting another person to use it
- Ensure that safe procedures are followed at all times. Particular attention should be paid to those laid down by the Unit Managers for specific observance.
- Make use of any personal or other protective equipment provided and not misuse any such equipment
- Participate in inspections and in health and safety committees if appropriate
- Report problems or hazards to the Unit Manager.

3. SAFETY ARRANGEMENTS

Risk Assessment

It is the intention of the Trustees to comply with Regulation 3 of The Management of Health and Safety at Work Regulations 1992 by carrying out adequate Risk Assessments in order to put in place suitable control measures. The assessments are carried out by the Operations Manager in co-operation with Unit Managers and staff. The results of such assessments will be used to inform future safety training and/or remedial action. Records of such assessment will be kept in the relevant Unit office and a copy retained in the Charity Administrator's office.

Workplace Health and Safety

The Trustees ensure that the site complies with the Workplace (Health, Safety and Welfare) Regulations 1992. Every member of staff is responsible for reporting hazards they identify during their normal work, using the reporting mechanism agreed in each unit. The Unit Managers should be informed of potential hazards and are responsible for ensuring immediate action and remedial work.

Safety Signs

Safety signs are in place throughout the site to comply with Safety Sign Regulations 1980 and Health and Safety (Safety Signs and Signals) Regulations 1995.

Emergency Plans

The Operations Manager will work with the Trustees to ensure plans are in place to cover any foreseeable incident that may involve the staff of the Charity in any risk whether on or off site.

Emergency Contact Details

On joining the Charity all staff are requested to lodge an emergency contact name and telephone number in their personnel file. It is the responsibility of the employee to ensure this information is kept up to date. Any special arrangements should be lodged with this number.

Arrangements are made as part of the user registration procedure for emergency contact names to be kept.

Emergency Evacuation Procedures

- All exits and corridors must be kept clear - any obstruction should be removed immediately.
- Staff will inform the Unit Manager in the event of a fire, bomb or other emergency requiring the building to be evacuated.
- The Unit Manager will sound the nearest fire alarm.
- The emergency services will be called by dialling 999. Staff will not replace the receiver until the Unit address has been accurately repeated back by the emergency services.
- The Operations Manager will be informed as soon as possible.
- All in the building will be evacuated quickly and quietly through the nearest exit.
- All will assemble quietly in the Beracah back garden if it is safe to do so.
- On their way out, staff in the Nursery will check that all toilets and rooms are empty and pick up registers or signing in/out sheets.
- The Unit Manager will check that all those signed in are present at the assembly point.
- When fire drills are undertaken Housing staff will check that all rooms in the Beracah and Wallis House Bedsits have been vacated to ensure that residents are present at the assembly point.
- The Unit Manager will record details of fire drills in the Fire Log, including the number of children and adults and the time it took to evacuate the building.
- The Operations Manager and Unit Managers will arrange a fire drill/emergency evacuation at least every 3 months to ensure staff, children, residents and parents are familiar with the procedure.

Fire Precautions

Fire precautions are followed in accordance with guidance and instruction from the Fire Service. These precautions are in accordance with the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

- Fire extinguishers are positioned in accordance with the above (Fire plans of the site are displayed in each building).
- Fire Safety Signs are positioned in accordance with the above (Fire plans of the site are displayed in each building).
- The Unit Managers regularly monitor fire precautions and all staff are expected to make themselves aware of the equipment within their work area.

The Trustees, through the Operations Manager, accept responsibility for training all staff in the use of fire fighting equipment.

Procedure for dealing with ill-health or accidents

First Aid Action

In the event of an accident, illness or incident within the premises, the First Aider on call and the Unit Manager will be notified.

The First Aider is responsible for:

- treating the casualty (this includes the decision to call the emergency services)
- ensuring next of kin are contacted
- arranging for removal to hospital
- completing the accident form
- assisting the Unit Manager with investigating the accident

The injured employee, First Aider or someone acting on their behalf must complete an Accident Report form in the Accident Report Book as soon as possible after the accident or illness is reported. A copy of the form will be sent with the casualty if hospitalised.

Completed Accident Report forms will be treated as confidential (under the provisions of the Data Protection Act 1998) and a copy kept on the staff member's file. All accidents are to be logged on a record sheet.

First Aid Policy

First Aiders

1. The Charity will have at least two qualified First Aiders to deal with adults. Other staff on site are qualified to undertake First Aid with children.
2. First Aiders will attend refresher courses and keep up to date to ensure their continuing eligibility to practise as First Aiders. They are to work within the limits of their competence and refer staff on to their GP or hospital if necessary.
3. A list of First Aiders is to be displayed on Unit notice boards as is the location of the First Aid box of each Unit.
4. The nominated First Aider in each Unit will ensure the First Aid Box is adequately stocked by reviewing its contents each month or after any major usage.

First Aid Boxes are kept in:

Birdhurst Nursery Ground Floor	Kitchen, Changing Room, Sunshines, Snowflakes and Pre-School Rooms
Birdhurst Nursery First Floor	Changing Rooms
Wallis House Office	Kitchen

- Copies of the data sheet for hazardous substances used on the site are to be kept close by to all the First Aid Boxes for easy reference, and on the notice board.
- A First Aid Kit must accompany children on all outings off the site.

In event of a serious accident or an employee being absent for more than 3 days following an accident or illness the Health and Safety Executive will be notified in accordance with **Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) using form F2508 /A.**

All accidents to children will be reported immediately to the Unit Manager who will arrange for parents or guardians to be informed or contacted as necessary. The Unit Manager or First Aider will ensure a record is made in the Accident Book of any accident to a child, however trivial, and a report passed to the legal guardian.

Administration of Medicines

- No medicines, tablets, pills, ointments or creams are allowed in First Aid Boxes or applied to a member of staff or a child by First Aiders or other staff.
- CHRISTIAN FAMILY CONCERN will only exceptionally agree to administer prescribed medication to children.
- Please see the Nursery's Policy on Administering Medication.

Electrical Safety

Precautions are taken to ensure the safety of all electrical appliances in use on the site in accordance with the Electricity at Work Regulations 1989 (appendix 2 for Safe Working Procedures). All portable electrical equipment will therefore be regularly inspected and checked; this usually takes place in September.

The wiring and circuitry within the site is the responsibility of the Trustees and is inspected at regular intervals and appropriate records maintained.

The Trustees will institute or expect a Permit to Work system to be used in the event of major electrical installation works or electrical distribution shutdown. The Trustees will expect all staff to follow guidance given at the time.

Gas Safety

Precautions are taken to ensure the safety of all gas appliances in use on the site in accordance with The Gas Safety (Installation and Use) Regulations 1998.

All gas appliances will therefore be regularly serviced and inspected by a Gas Safe registered engineer and appropriate records maintained.

Control of Substances Hazardous to Health

Precautions are taken to ensure the requirements of the Control of Substances Hazardous to Health Regulations 1994 are observed. Every member of staff is responsible for ensuring that the Unit Manager is aware of hazardous waste such as glass, chemicals and body products which need disposal. Unit managers will be responsible for ensuring records; information and work practices are appropriate.

All hazardous waste will be dealt with following safe working practices outlined by Unit Managers and the Operations Manager.

Asbestos

The Trustees of Christian Family Concern instructed a Type 2 Asbestos Survey, as defined in MDHS 100 and the Control of Asbestos Regulations 2012, to be carried out on the buildings, garages and sheds on its site in August 2007. Any work carried out on site is done within proper parameters.

Water Hygiene

The Trustees of Christian Family Concern commissioned a Water Hygiene Risk Assessment and Report, as required by the Control of Substances Hazardous to Health Regulations 2002, of the water systems in all buildings on its site in July 2007. The Site Handyman makes a visual inspection of the water tanks on a regular basis.

Manual Handling

Measures will be taken through induction, training and staff supervision to ensure the requirements of the Manual Handling Regulations 1992 are in place.

Personal Protective Equipment

Unit Managers will ensure staff are aware of the requirements of the charity for safe working practices and the correct use of personal protective equipment in compliance with the Personal Protective Equipment Regulations 1992.

Display Screen Equipment

In accordance with the Display Screen Equipment Regulations 1992 measures are in place to ensure that risks associated with the use of such equipment are regularly assessed and that any remedial action is implemented.

Contractors

It is a condition of employment for all contractors that they follow the Health and Safety Policy and procedures of the Charity while on site. All contractors are required to ensure safe working practices and must not affect the safety of site users in accordance with the Health and Safety at Work Act 1974. While contractors are working staff must ensure they do not interfere with their safe procedures in any way.

Personal Safety of Staff

The Trustees take very seriously their responsibility for the personal safety of staff. The Operations Manager is responsible for putting in place adequate arrangements to ensure staff may work in safety. Attention is given to the needs of staff working alone and appropriate training arranged.

Pedestrian and Vehicular Access

The safety of users of the site is constantly reviewed. Traffic coming onto the site is restricted to essential users only with all contractors and visitors advised on suitable parking arrangements.

Walkways for pedestrians are in place around the site and staff are required to use these at all times.

All users of the site are aware of the presence of children and are required to exercise extreme care when moving vehicles.

Visitors to the Site

Visitors to any unit, other than those attending an authorised activity, are required to sign that Unit's visitor's book and will be issued with a visitor's badge/sticker. Staff are instructed to challenge any person within the building or on the site who has no badge or is unknown to them. Visitors to the site are informed about fire evacuation procedures when signing in.

Animals

As we are a child care organisation we do not expect dogs, with the exception of guide dogs, to come onto the site routinely.

Residents in the bedsits are not permitted to have pets or allow their guests to bring pets to the building or grounds on site.

Animals are only allowed on site as part of a planned activity in the Nursery and where there is the appropriate risk assessment in place.

Smoking

In line with the national no smoking ban on smoking in public places there is a No Smoking Policy in force within all buildings on the site. There are two designated smoking areas situated in the side garden to Wallis House Bedsits and by the front entrance to Beracah Bedsits and residents, visitors and staff are requested to smoke in these areas only.

Windows

All windows, where appropriate, are made of safety glass and opening restricted and any new risk revealed will be immediately dealt with by the Operations Manager.

Work Equipment

All equipment supplied for use by staff and clients of the Charity must be of an appropriate standard and comply with the requirements of the Work Equipment Regulations 1992. Unit Managers are required to regularly inspect all equipment within their regime and to remove from use any unsafe item.

Poisonous or Dangerous Plants

Staff are made aware of the need to take precautions to minimise any risk associated with plants. No unauthorised plants may be brought into the site and regular checks will be made by unit managers to ensure no dangerous plants are growing within the areas frequented by children. First Aid staff are made aware of the procedures for dealing with accidental poisoning.

Staff Health

The promotion of the health of staff is important to Christian Family Concern. The site is carefully managed with consideration given to the needs of staff. Where staff have health concerns which may need the provision of special furniture or equipment these will be considered. Appropriate arrangements are made for staff to have comfortable and quiet surroundings for breaks.

4. MONITORING

Consideration of health and safety matters will form regular items on the agenda of Trustees meetings, management and staff meetings. The Operations Manager will monitor the implementation of the policy and procedures through regular meetings of the Health & Safety Committee, and report to the Trustees on such matters as Risk Assessments, fire practices, safety inspections and accident reports.

This monitoring will then inform future action by the Trustees and enable training plans to be suitably made.

The Health & Safety Policy will be reviewed each year.

5. TRAINING AND INDUCTION

The Operations Manager, working in consultation with Unit Managers, organises an induction procedure for all staff, including volunteers, which is appropriate to their working needs. A record is kept of all training in health and safety matters undertaken by staff whether external or internal. Unit Managers will inform the Operations Manager of any revealed training needs. Where necessary, external advice or training will be secured.

6. CURRENT LEGISLATION

Christian Family Concern fully recognises its responsibility and will ensure that, where applicable, its practice conforms to the following legislation:

- **Consumer Protection Act 1987**
- **Management of Houses in Multiple Occupation Regulations 2006 and local HMO regulations**
- **Gas Safety (Installation and Use) Regulations 1998**
- **Furniture & Furnishings (Fire) (Safety) 1988 (as amended in 1993)**
- **Electrical Equipment (Safety) Regulations 1994**
- **Plugs & Sockets, etc. (Safety) Regulations 1994**
- **Health & Safety at Work Act 1974**
- **Construction, Design & Management Regulations**
- **Disability Discrimination Act 2005**

7. CONCLUSION

It is the responsibility of all staff members to co-operate fully with the Trustees and the Operations Manager in the implementation of this policy and its associated procedures. The Trustees and the staff team will regularly review the policy.

APPENDIX 1

**CHRISTIAN FAMILY CONCERN
ACCIDENT REPORT FORM**

Name

Address

Occupation (client/staff/contractor/visitor)

Age

Date of Accident/incident

Precise place of Accident/Incident

To whom was the accident first reported?

Designation of above

Name of First Aider attending

Details of the injury

Details of the treatment given

Accident Details; please give precise details of the accident or incident

Continue on a separate sheet if necessary

Name and addresses of witnesses:

RESUME

First Aid given	YES/NO
Ambulance called	YES/NO
Casualty treated by a doctor	YES/NO
Casualty hospitalised for more than 12 hours	YES/NO
Employee absent from work for more than 3 days	YES/NO

SIGNED (BY MANAGER) AS AN ACCURATE RECORD _____

DESIGNATION _____ DATE _____

APPENDIX 2

SAFE WORKING PROCEDURES – ELECTRICAL EQUIPMENT

Staff should routinely check plugs and cables for loose connections and faults. They should not use any equipment they think is faulty but report it without delay to their Supervisor for checking/attention.

If it is necessary for staff to use extension leads and/or portable equipment they should ensure that trailing leads are covered so as not to cause a hazard and that portable equipment is carried carefully from place to place and again, is not left so as to create any hazard.

Staff are not permitted to use any personal electrical equipment at work.

Arrangements have been made with electrical contractors for periodic checks of the installations and equipment.

An electrical contractor will inspect and test all electrical appliances every year.