

Lower Earley *Family Contact Centre*

Health and Safety Policy

The legal position

- The Health and Safety Work Act 1974 covers the health and safety of employees and others using the organisation's premises and equipment – including the public, volunteers and committee members.
- The Occupiers Liability Act 1957 states that reasonable care must be taken to ensure that all those using the premises, with permission, must be reasonably safe.
- Child Contact Centres can be pursued under Civil Law if it is felt that any injury or loss is wholly or partially a result of negligence.

Our license agreement with the Salvation Army indemnifies them against any claim arising as a result of our use of the Centre and requires that we have our own third-party insurance. It also requires us to notify them of any significant risk to health, safety or welfare.

Operating Principles

Lower Earley Family Contact Centre is committed to ensure the health, safety and welfare of its volunteers, families and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable. In particular we will provide, as far as reasonably practicable:

- a) Premises which are well maintained and in a safe condition.
- b) Equipment that is safe and without risk to health.
- c) Arrangements to identify, assess and minimise risks to volunteers, families and others who may be affected by our activities.
- d) Sufficient information, instruction and training to ensure the health and safety of volunteers, families and others who may be affected by our activities.
- e) Adequate arrangements to enable volunteers and others using the Centre to be consulted on any matter relating to their health, safety and welfare whilst at the Centre.

Responsibilities

- The LEFCC Management Committee must ensure it complies with health and safety legislation, as above. Members of the Management Committee are likely to be held responsible if the Centre fails to comply with health and safety legislation and an offence is committed.

- Session to session responsibility for health and safety lies with the Team Leader, who will ensure that the following are carried out:
 - a) A regular 2-monthly safety check of the Centre's premises and equipment (Appendix 1) and an annual more detailed joint check with the owners of the premises (Appendix 2).
 - b) Reporting any faults or hazards that cannot immediately be rectified to the Centre's Management Committee and/or the Salvation Army.
 - c) Ensuring that the Centre has and uses a copy of an approved Accident Book. This is kept in the bag of documents when the Centre is in operation.
 - d) Child Contact Centre volunteers and visitors are made aware of basic health and safety procedures such as the action to take in the event of a fire.
 - e) Health and safety training for Child Contact Centre volunteers.
 - f) Keeping detailed, accurate and written records relating to all the above.

- Every volunteer has a legal obligation to take reasonable care of their own health and safety, and the safety of other people who may be affected by their acts or omissions. In particular they must:
 - a. Comply with any rules or regulations in place.
 - b. Comply with safe systems of work.
 - c. Report any situation to the Team Leader on duty that they consider poses a serious and imminent danger, or where they consider the controls in place fail to reduce risks to an acceptable level.

Any situation reported in c must be reported to the person responsible for Health and Safety.

Advice

Questions about health and safety in general or specific issues can be answered by contacting either:

- a) the NACCC office: contact@naccc.org.uk, 0115 948 4557.
- b) the NACCC Skills and Development Officer for our area.

Appendix 1 Two-monthly Health and Safety Checklist

Person carrying out Check: Date: .

	Checked and OK	Issue to be reported to Safety Officer	Date Reported
General			
Centre register			
At least 5 volunteers on duty			
Windows (to be checked routinely not necessarily every 2 months ensuring none of the windows are broken)			
Flooring eg frayed carpet			
No floor trip hazards			
Heating adequate			
Lighting – all lights working			
Toys clean and safe			
No small toys near babies			
Equipment left by others is safe			
Fire			
Fire exits clear			
All fire extinguishers in place			
Volunteers aware of fire procedure			
Fire notices visible			
First Aid and Accidents			
First aid box – is it complete?			
Accident book			
Incident book			
Toilets			
Are they clean?			
Soap/towels/toilet paper			
Floor clean and dry			
Lights working			
Locks working			
Kitchen			
Items for sale – in date?			
Is the food area clean?			
Kettle/ urn in safe place?			
Kitchen out of bounds to parents and children			

Appendix 2

Full Annual Health and Safety Checklist

Fire	yes	no	Comments
Fire and emergency procedures clearly displayed? Volunteers aware of these?			
Are there accurate records of who is in the building and who leaves the building during the session? Is there a signing in & out procedure, including Waiting Room?			
Is there a named person to call the register in the event of fire and the building being evacuated?			
Are the fire extinguishers the correct sort, serviced annually and in good working condition?			
Are fire exits clearly labelled, accessible and free from obstructions?			
Are volunteers aware of location of extinguishers & how to use them?			
Has there been a fire drill for volunteers in the last 6 months? Date of last fire drill?			
Are electrical items safe? Have they been tested by a qualified electrician in the last 12 months?			
The Building			
Is the Centre clean, well lit, and kept at an adequate temp?			
Is the furniture in a suitable state of repair and safe?			
Do any of the floors have lifting/frayed carpet?			
Is it possible for children to open any windows?			
Are heaters well guarded and kept away from children?			
Is the kitchen and its equipment clean, safe and out of bounds to children?			
Is a volunteer positioned by or in sight of exit doors during the session?			
Are cleaning products & disinfectants kept in original containers and stored out of sight and reach of children?			
Are the toilets and washbasins clean and easily accessible?			
Is there safety glass in doors and are exposed windows guarded to an appropriate height?			
Toys			
Inspected regularly, cleaned and free from sharp or pointed parts?			
Are there soft areas adjacent to the slide and is the slide free from rough edges or splinters?			
Are large toys stored safely?			
Have all the ride-ons been checked recently?			
First Aid It is important to remember that the primary responsibility for any child at a Child Contact Centre rests with the adult in whose care they are at the time of any incident. Volunteers should therefore only handle or assist a child with the permission and knowledge of this person.			
Do you have a first aid kit? (It should not contain any medicine)			
Is the first aid kit up to date and well stocked?			
Does the Centre have one or more named first aiders?			
Are volunteers aware of where the first aid kit is located and where to find the telephone number of the local hospital A& E department.			
Are volunteers aware they must wear disposable gloves when treating any kind of open wound?			
Accidents			
Does the Centre keep an accident book (not a loose-leaf folder)?			
Are all accidents and near-misses recorded in this book?			

Are resident parents informed when their child has been involved in an accident? Do they sign the accident book to acknowledge they have been informed?			
Is the recording done in such a way that date, time, details of what happened and the action taken are all clear?			
Do volunteers have access to a phone throughout the time the Centre is open?			
Child Protection and Domestic Violence and Abuse			
Is the standard NACCC referral form used for supported contact and the accompanying guidelines for referrers?			
Is the centre always in possession of a properly completed referral form giving details of both parties and any other people involved in contact before a family is accepted?			
Does the Centre always have a minimum of 5 volunteers on duty?			
Have all the volunteers had a DBS check?			
Have the volunteers received training in Child Protection and have they read the Child Protection Policy?			
Are volunteers aware that parents should always accompany their child to the toilet? If this is not possible, 2 volunteers should accompany the child to the toilet?			
Have all the volunteers been made aware of and received training in the area of Domestic Violence?			
General			
Does the Centre have an adequate valid insurance policy and the appropriate certificate?			
Have the Centre's volunteers received Health and Safety training?			
Has an accurate record been kept of the Centre's volunteers staff training in relation to Health and Safety?			

I have completed the above check and will report/ correct faults found.

Signed..... Date.....

Lower Earley Family Contact Centre Health and Safety Fault Report Form

To:	
From:	
Date:	
Nature of Fault	
Action Required	
Signature/Date	
Action Taken:	
Signature/Date	