



## *Health & Safety Policy*

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Registered Charity: 1056828  
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## Introduction

- Whitgift SNAP aims to provide a safe and healthy environment for all persons attending the project in whatever capacity. All staff members paid or unpaid attending the project should be aware of and act within the policy guidelines (see below).
- In order to achieve and maintain acceptable health and safety standards, training and information will be given as appropriate to all members of staff to protect all individuals concerned.
- Issues to be covered include: medical and health issues, use of equipment, activities, premises, emergency procedures and transport.

## Duties & Responsibilities

- Overall responsibility – Scheme Officer
- Medical matters – Care Coordinator (based in the medical room); in his/her absence the Care Assistants and Scheme Officer
- Set-up and clear-up – Scheme Officer/Senior Group Leader/Group Leaders
- Training – Volunteer organiser/Scheme Officer/Committee member
- Monitoring policy – Committee/Scheme Officer/Senior Group Leader
- Volunteers report to: Group Leaders/Senior Group Leader/ Scheme Officer/Committee members
- Young people report to Volunteers/Group Leaders/Senior Group Leader/ Scheme Officer/Committee members

## Aims

*Whitgift SNAP aims to:*

- Develop and maintain health and safety standards to achieve adequate control over risks and minimise injury to employees and service users.
- Ensure that an effective management structure is in place to implement health and safety requirements.
- Implement best practice.
- Ensure that there is an effective assessment and control of risks.
- Ensure that all employees and volunteers are competent in the work that they are undertaking and that they are aware of their personal responsibilities and the standards to be achieved and working methods to be followed.
- Ensure that staff and volunteers are appropriately supervised.
- Ensure that all employees/volunteers participate in identifying and reporting hazards.
- Monitor/review health and safety practices regularly.

# General Guidelines For A Safe Working Practice

## Transport

- Young people should be escorted to and from the buses by a bus guide or volunteer/staff member according to the guidelines set out in the bus guide pack.
- Safety belts/harnesses should always be worn.
- Wheelchairs must be secured by the bus driver.
- One or two bus guides must be present on each coach journey.
- Medication received from carers must be clearly and appropriately marked, stored in a bag and handed to coach staff.

## Medical Matters

- The Care Coordinator has overall responsibility for medical matters. See guidelines issued on epilepsy, lifting, hygiene, toileting, dressing and undressing.
- Use disposable gloves for all first aid, changing nappies, cleaning body fluids (use spillage packs or clean with one part bleach and five parts water).
- Dispose of soiled rubbish in yellow bags provided (special collection by Environmental Health).
- Cover cuts with waterproof plasters or alternatives.
- Record all accidents, incidents, injuries or illnesses (see separate procedure for accidents/incidents).
- Medicines must be stored safely, and administered only by the care staff. All administration of medication must be recorded. If medicine is not given, the reason must similarly be documented and relayed to the parents/carers.

## Smoking & Drinking

- SNAP operates a no smoking policy within its premises/workspace.
- No alcoholic drinks may be consumed whilst working for SNAP either on or off the premises.

## Activities

All activities should be undertaken with care and in a responsible manner. Group leaders will be responsible for ensuring that their work area is safe and free from hazards.

## Specific Areas

### *Arts & Crafts*

- All bags, boxes of equipment and other trip hazards should be safely put away before activities begin.
- Scissors/sharp equipment should be supervised and cleared away at the end of session in marked containers.
- Hot enamelling kiln/candle wax must not be left accessible to young people. Suitable protective equipment should be used.

- Spillages should be cleared up immediately.
- Non toxic paints/glues should be used.
- Not more than six young people at any one time should be allowed to take part in any activity likely to include risk, e.g. enamelling and candle making.

### *Cookery*

- All sharp knives should be stored safely and their use supervised at all times.
- The cookers must not be operated by a young person. All young people must be supervised whilst using the hot plate or oven.
- The room should not be left unattended at any time during the activity.
- No more than six young people at any one time if cooker(s) is in use.
- Follow basic hygiene procedures to include – hand washing, aprons, clearing of work areas.
- Ensure clear instructions are provided and that volunteers are aware of the tasks involved.
- Store all foodstuffs appropriately before and after activity.

### *Sand & Water*

- Sand and water must be changed regularly.
- Sand must be covered at night if kept outside.

### *Toys/Equipment*

- All toys must meet British Safety requirements.
- Toys should be age appropriate.
- All toys should be cleaned each day, particularly at the end of the session.
- Batteries should be kept in the office. Old batteries should be taken to the office for disposal.
- Broken toys should be safely disposed of.

### *Sports Activities*

- Specialised activities will be supervised by qualified instructors. Attention should be paid to them at all times.
- Appropriate clothing and footwear should be worn for sports activities.
- Swimming: NO running at the poolside, no one to enter the water until the lifeguard and group leader say so. Suitable swimming aids, e.g. armbands should be used.
- No diving allowed.
- No drinks or food allowed at the poolside.
- The lifeguard must be obeyed at all times.
- Trained lifters only to use the poolside hoist.

### *Computers*

- No drinks should be taken into the computer room.
- Make sure electrical cables cannot be tripped over.
- Maximum of 30-minute sessions for any person in any two-hour period. Those with epilepsy should be carefully watched for signs of seizure.

## Manual Handling

- Volunteers and staff must NOT 'dead' lift young people.
- Only trained lifters to assist in the use of hoists and other lifting equipment.
- Where possible, a trained lifter should be paired with a young person requiring manual handling.
- SNAP will provide lifting training to staff members and experienced volunteers on an annual basis.

## BBQ

- The BBQ must be set up so as not to enable any direct access to the young people.
- The BBQ must not be left unattended at any time.
- It must be put out after use.
- A bucket of water or sand must be kept close by at all times.
- Food should be stored appropriately.
- Vegetarian food needs to be cooked separately using separate utensils.
- Separate utensils must be used for raw/cooked food.
- Ensure that all food is thoroughly cooked.

## Guidelines For Outings

- A risk assessment will be carried out for each outing prior to the start of the scheme.
- Guardian's consent will be gained for any activities.
- A list of people attending the outing, the destination and the expected time of return will be left in the Activity Project Office.
- Group leaders will have lists of all attending the outing. This must be checked at the start and before return.
- A first aid kit, mobile phone and money for emergencies will be taken.
- All medication must be organised prior to the outing.
- Ensure that all present have suitable clothing for the weather and the activity.
- All young people will wear SNAP wrist bands stating the following:

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## General Comments

- Practise good hygiene e.g. hand washing during meal breaks/after toileting.
- Hot drinks should be kept away from young people and lids should be used when carrying cups. Any spillages should be cleared up immediately by a volunteer, member of staff or committee member.
- Clothing and shoes should be suitable for the tasks undertaken.
- No running in the corridors.
- Take care when using the stairs.
- Dangerous substances such as bleach and glue should not be accessible to young people. They should be labelled and stored safely.
- Bag/coats should be stored in the appropriate lockers.
- Packed lunches must be kept in lockers out of direct sunlight.