

SHIRLEY CHILDRENS CENTRE HEALTH AND SAFETY POLICY

This policy links to the following:

- Child Protection and safeguarding
- Use of Children's Centres by other agencies
- Home-visiting and Lone working
- Sun protection
- Volunteering
- Smoking, alcohol and drugs
- Confidentiality
- Learning, play and play equipment
- Family trips and off-site activities
- Food management
- First aid
- Behaviour management

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Reviewed	October 2016

Health and Safety Responsibilities for Shirley Children's Centre

Statement of intent

Shirley Children's Centre aims to be a place where everyone can fulfil their potential free from work-related ill-health or injury. This includes staff members, children, families and visitors who may be affected by the activities which take place.

Aim/purpose

Shirley Children's Centre will:

- Provide safe and healthy working conditions, equipment and procedures
- Adequately control the health and safety risks arising from service provision
- Ensure that employees are competent to carry out their tasks, and to give them adequate information, instruction, supervision and training
- Consult with employees and relevant safety representatives on matters affecting their health, safety and welfare
- Provide sufficient resources to meet health and safety requirements.

Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors.

'Staff' includes both those employed by Croydon Council and those from other agencies in the statutory, voluntary and private sectors who provide services for the centre, whether paid or voluntary.

Mandatory systems and procedures

The Children's Centre Manager will:

- Complete a Health and Safety Form for the building to show who has responsibility for Health and Safety in the building, how monitoring is carried out, how communication and consultation with staff is managed and where the health and safety documents are kept.
- Manage premises and activities in line with Croydon Council's policy requirements
- Maintain as a minimum an annually review the fire assessment premises;
- Ensure that a placard copy of the 'Health & Safety Law-What you should know' poster is completed and displayed.
- Retain appropriate records of all maintenance of plant and building fabric for the necessary period
- Compile, and circulate as necessary risk assessments for the building and associated safe working procedures
- Appoint fire wardens and make arrangements for their training

- Conduct fire/emergency evacuation drills and keep associated records
- Ensure necessary testing and keep associated records for:
 - ✓ Fire alarms
 - ✓ Emergency lighting
 - ✓ Portable electrical appliances
 - ✓ Water quality against legionella risks
- Ensure servicing of other equipment as required, with particular regard to those requiring regular statutory examinations, e.g. lifting equipment under the LOLER and ventilation equipment under the COSHH 2002 regulations
- Monitor housekeeping and storage arrangements, including ensuring that access routes and corridors are kept clear.
- View Health and Safety as a key element in meeting service related objectives when conducting line management discussions
- Carry out DSE [display screen equipment] assessments and completes them for all new staff and those returning from long periods of sick leave.
- Recognise that trade union safety representatives are entitled to carry out their safety related functions, and provide an agreed level of facilities and support.
- At all times take reasonable care for the health and safety of all employees and of any other person likely to be affected by their work activities
- Co-operate with their managers and other responsible people to assist them in carrying out their duties on behalf of the Croydon Council
- Refer to their line manager any matter for which they are inadequately resourced to be able to complete satisfactorily or competently

Visible management commitment

Managers should lead by example when it comes to health and safety. They visibly do this by being actively involved. Key ways are:

- Taking part in safety committees and work groups
- Attending training and applying learning
- Being involved with the risk assessment processes: e.g. ask to see any risk assessments with medium or high risks, or check that employees have been involved in writing or revising the assessments
- Appearing at least termly in the centre activities, where they listen actively to what they are being told by employees and the community, and take what they hear seriously.
- Responding promptly to employee suggestions
- Demonstrating their commitment by their actions such as insisting that safe systems for manual handling are followed even when they may mean that the job takes slightly longer

Employee involvement depends on establishing a real partnership across the centre. Where managers are not seen to be committed, staff involvement is likely to fail.

If managers are not seen to be committed to safety, employees will often assume that they are expected to put commercial interests first, and safety initiatives or programmes will be undermined by cynicism.

Employees will:

- Report to their manager any personal conditions which put them at greater risk when carrying out work activities. For example, an employee with back problems should make their manager aware of this if there are manual handling activities as part of his/her job
- Comply with instructions and apply training, including when using equipment and machinery
- Report any health or safety problems relating to their work activities to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them
- Take reasonable care for their own health and safety and that of others including service users, visitors, colleagues and contractors who may be affected by their actions or omissions at work
- Co-operate with the centre manager on health and safety matters
- Not intentionally or recklessly interfere with or misuse anything that has been provided to meet or to protect health and safety
- Use machinery, equipment, dangerous substances and other safety devices in accordance with instructions and training they have been provided with or seek appropriate guidance
- Immediately report all health and safety concerns including accidents, significant near misses, defects and unsafe situations to the centre manager using the relevant procedure
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner
- Inform an appropriate person of any shortcomings in the Croydon Council's measures designed to protect people from harm

Any employee following any of the three final bullet points in a responsible manner will be supported by managers for making such a report, even if the concerns raised prove unfounded upon further investigation, or have an effect upon service provision or resources.

Risk assessment

Involves identifying practical solutions that protect people from 'real risks' and regularly checking that these solutions are being implemented and is fundamental to health and safety planning. A representative of the staff team who carries out the tasks being assessed should be involved in the risk assessment process as they know how the job is actually done and the scope for dangerous shortcuts.

The Children's Centre Manager will:

- Carry out assessments of significant risks in consultation with staff and safety representatives
- Keep written records of assessments
- Inform staff and safety representatives of the outcomes and ensure the provision of any necessary training
- Regularly ensure that the control measures outlined in risk assessments are being implemented, and are effective
- Review the relevant assessments following injuries or accidents
- Ensure that risk assessments are only produced by staff who are competent in the process
- Ensure that safety arrangements are effectively monitored and reviewed
- Make special arrangements, where necessary, for vulnerable people

How are we going to make sure that this happens?**The Children's Centre Manager will:**

- Lead by example concerning in all aspects of the health and safety
- Take an active role in the management of health and safety
- Encourage the involvement of staff and safety representatives in all aspects of health and safety, by:
 - ✓ Encouraging input at every stage
 - ✓ Consulting when identifying who could be harmed and how
 - ✓ Reviewing risk assessments with the relevant people
- Ensure that staff have regular opportunities to raise health and safety issues in:
 - ✓ Meetings with staff
 - ✓ Staff supervision meetings
- Recognise the rights of the Trade Union Safety and encourage them to carry out their functions

Employees will:

- Raise any concerns they have about health or safety issues with their manager
- Contribute to the risk assessment process or any other consultative process that aims to take note of their concerns or ideas
- Take part in any training or other initiative that is designed to improve their health or safety at work

Self evaluation form (SEF) and annual conversation

This will be monitored on an annual basis with the Local Authority.

Monitoring and reviewing

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or Croydon Council guidance

For further information please contact:

Eyullahemaye Henry-Miller
Shirley Children's Centre
34 Lilac Gardens
Shirley
Croydon
CR0 8RN
020 8777 2119

manager@shirleychildrenscentre.org.uk

It intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

Policy endorsement

This policy is agreed and signed by the governing body of Forest Academy School