

## Health & Safety Policy

### 1. Purpose

Dame Vera Lynn Children's Charity ("the Charity") accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, families, and guests while in the Charity's premises or on Charity business.

The Charity also recognises that Health and Safety is a business function and must, therefore, continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

All staff, volunteers and parents are made aware of health and safety issues in order to minimise hazards and risks and to help children, staff and parents to stay safe. Each room is risk assessed; this risk assessment is reviewed each year. The Conductor or Head of Service complete a visual check of all equipment to ensure there are no unexpected risks. All faulty equipment is removed from the room before the start of the session, and reported to either the Head of Service or the Executive Manager immediately. For additional sessions such as messy play or sessions where children may come into contact with food substances to which they are allergic, every effort is made to inform parents at time of booking of the substances which will be used during the session.

In order that staff, volunteers and families remain safe the Charity will;

- The Head of Service will complete weekly building checks to ensure the building is in a good state of repair, any issues will be raised with the Executive Manager.
- Ensure all resources that are available to families are age and stage of development appropriate for the children attending.
- Sessions will be staffed by a trained Conductor and either Head of Service or Outreach Worker.
- Parents/Carers will remain with children in sessions.
- The Conductor will ensure as much as is possible that the room layout means that they have sight of all children at all times.
- All staff and volunteers will be made aware of the Health and Safety arrangements as part of their induction.

### 2. Insurance

The Charity maintains full Employers and Public Liability Insurance coverage, up to £5,000,000. The Charity is insured through Zurich Insurance Plc, policy number: CHMIA1001319.

### **3. Risk Assessments**

Risk assessments are completed for each room prior and reviewed annually. These are carried out by the Head of Service and shared with the staff team in team meetings.

Staff are able to access these either in the paper file in the Service Office or on the Network.

Before the start of each session, the session lead must complete a visual inspection of the session room. Any issues must be reported to either the Head of Service or the Executive Manager straight away and addressed prior to the start of the session.

### **4. Gas and Electricity**

The Charity carries out the following tests annually: PAT Testing of all electrical appliances and sockets and Emergency Lighting Test of all emergency lights. This certificate of electrical testing (see certificate in H&S file). The Charity does not use or have access to gas.

### **5. Outside area/car park**

Staff, Volunteers and Parents are responsible for themselves and their children while using the Car Park. Parents are reminded at the end of the session or when leaving the building to be careful as the car park can get very busy.

The outside of the building is checked each week as part of the weekly checks to ensure there is no risk to staff, volunteers and families, or that any risk is minimised as much as possible.

### **6. Sun Safety**

Children remain the responsibility of their parents/carers at all times. When outdoor sessions are run, staff and volunteers will remind parents/carers to apply sun cream.

### **7. Hygiene**

As part of the visual inspection before each session the session lead will ensure that all equipment is clean and ready to be used. At the end of each session, staff/volunteers clean any equipment as needed.

Visual aids are displayed in the toilets to encourage children to wash their hands.



If a snack is provided within a session, staff preparing it will hold level 2 food hygiene certificate, and food will be kept in the correct way within the guidance provided by food hygiene. Before the children are given any snack, they will be asked to wash their hands.

Staff/volunteers to promote good hygiene within sessions for example;

- hand washing
- teeth cleaning
- nose wiping and disposal of the tissue
- the spread of infection through coughing and sneezing
- using the toilet and potty correctly

This will be done through songs as well as in conversations.

The Head of Service will be notified by the Conductor when stock of disposable aprons etc. are running low.

## **8. Equipment**

Although there is no fixed play equipment, all equipment that is used within sessions is checked prior to the start of each session.

The Conductor will set out the session in the most appropriate way for the families attending the session, ensuring both the activities and the space are suitable.

Although sessions are planned in advance, the Conductor will ensure that the session follows the needs of the children within the session.

There is a full inventory including costing for all equipment held by the Charity.

## **9. Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

A COSHH register is kept and maintained by the Head of Service for any hazardous substance used within sessions. This can be found in the Health and Safety folder in the Service office.