

READING COMMUNITY LEARNING CENTRE



HEALTH AND SAFETY POLICY

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Reading Community Learning Centre

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and training for employees;
- to provide information, instruction and training as appropriate for centre users, volunteers and visitors;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Date Approved by Board 17.04.2013

Review Date 17.12.2015

Signed on behalf of the
Board of Trustees

Dated

RESPONSIBILITIES

- Overall and final responsibility for health and safety is that of Reading Community Learning Centre's Board of Trustees.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Centre Manager.
- To ensure health and safety standards are maintained and improved, the Senior Crèche Supervisor has delegated responsibility for the Crèche.
- All employees, centre users and volunteers are required to:
 - co-operate with supervisors and managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

DEALING WITH HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments will be undertaken by the Centre Manager. (A risk Assessment checklist is attached at Appendix 1)
- The findings of the risk assessments will be reported to the Board of Trustees.
- Action required to remove/control risks will be approved by the Board of Trustees.
- The Centre Manager will be responsible for ensuring the action required is implemented.
- The Board of Trustees will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES

Consultation with employees will be through an annual meeting of non-sessional employees as part of the annual risk assessment and policy review.

SAFE PLANT AND EQUIPMENT

- The Centre Manager will be responsible for identifying all equipment/plant needing maintenance and for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Centre Manager.
- The Centre Manager and/or the Senior Crèche Supervisor will check that new plant and equipment meets health and safety standards before it is purchased.

INFORMATION, INSTRUCTION AND TRAINING

- The Health and Safety Law poster is displayed on the staff notice board.
- Health and safety advice is available from the Centre Manager.
- Supervision of new workers, trainees or volunteers will be undertaken by the Senior Crèche Supervisor, the Centre Manager or the Community Development Worker as appropriate.
- Supervision of centre users will be undertaken by tutors or the Community Development Worker as appropriate.

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by the Centre Manager or the Senior Crèche Supervisor.
- Induction training for volunteers will be provided by the Centre Manager or the Community Development Worker.
- Induction training for centre users will be provided by the Community Development Worker or the tutor as appropriate.

- Job specific training will be provided by the Centre Manager or Senior Crèche Supervisor.
- Specific jobs requiring special training are sessional crèche workers, outreach workers, tutors, administrative workers, finance workers.
- Training will be identified, arranged and monitored by the Centre Manager.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The first aid box is kept in the cupboard in the General Office. A second first aid box is kept in the locked cupboard by the fire exit in the crèche room.
- The appointed person first aider is **Jean Jeffcoate**.
- Other qualified first aiders include **Renee Stach** and **Shahla Maqsud**.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the Centre Manager.
- All accidents occurring to children in the crèche are recorded in the Crèche Accident Book.
- The Centre Manager is responsible for reporting accidents, diseases and dangerous occurrences to the HSE, local authority or other enforcing authority as appropriate.

MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, we will review this policy and its implementation on an annual basis.
- The Centre Manager is responsible for investigating accidents and for investigating work-related causes of sickness absences, and for reporting her findings to the Board of Trustees.
- The Centre Manager is also responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES - FIRE AND EVACUATION

- The Centre Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
 - Escape routes are checked daily;
 - Alarms are tested every term;
 - Emergency evacuation will be tested every term.

APPENDIX 1: RISK ASSESSMENT CHECKLIST

STEP 1 - IDENTIFY THE HAZARDS

First you need to work out how people could be harmed. The risk assessment form in this booklet includes tips on how to spot the hazards that matter.

STEP 2 - DECIDE WHO MIGHT BE HARMED AND HOW

Identify groups of people who might be harmed and how they might be harmed, e.g., 'shelf stackers may suffer back injury from repeated lifting of boxes'.

STEP 3 - EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what's accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- Try a less risky option.
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities.

STEP 4 - RECORD YOUR FINDINGS AND IMPLEMENT THEM

If you employ five or more people, the law requires you to record your findings. You can download a form from www.hse.gov.uk/risk/template.pdf. When writing down your results, keep it simple.

If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first.

STEP 5 - REVIEW YOUR RISK ASSESSMENT AND UPDATE IF NECESSARY

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.