

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>Daniel's Den</b>
<b>Joanna Gordon</b>		<b>has overall and final responsibility for health and safety</b>
<b>All staff and volunteers</b>		<b>have day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Joanna Gordon	We have a generic risk assessment for each venue
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Joanna Gordon	We have a volunteer training programme for all new volunteers, a Volunteer's Handbook and regular refresher sessions
Engage and consult with employees and volunteers on day-to-day health and safety conditions	Joanna Gordon	We have half termly management meetings where all issues from session reports and anything raised by the volunteers are discussed and the risk assessments updated accordingly.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Joanna Gordon	For the office: in event of an emergency, staff and volunteers to leave the building and there are 2 meeting points. One in front of the hut at the back of the car park and the other is in the church garden.  For each venue follow the instructions provided by the host venue.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Joanna Gordon	All electrical equipment is PAT tested and risk assessments carried out for each venue.

Signed: * (Employer)		Date:	
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Health and safety law poster is displayed at (location)	The office
First-aid box is located:	For the office: in the hall kitchen For each venue: we either have our own or use the host venue's.
Accident book is located:	Accident forms are available and when completed, are stored in a file in a locked cupboard

# Risk assessment – Daniel’s Den office @ St Andrew’s Church, Sudbury

Company name: **Daniel’s Den**

Date of risk assessment: **Oct 31<sup>st</sup> 2018**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<b>Injury caused through toys being thrown or used inappropriately.</b>	Staff or volunteers	Removing all toys to session premises or storage cupboard at St Andrews		Staff and volunteers	Ongoing	
<b>Slips, trip or falls:</b> 1. Trailing electrical cables 2. Bags/Boxes left out in the middle of the floor 3. Stairgate	Employees, Volunteers, Visitors maybe injured by falling.	All areas are well lit. Walkways across the office to be kept clear. Trailing electrical cables to be taped down or covered. Bags and boxes to be stored under tables or at the side of the room.  Staff, volunteers are reminded to take care when going up and down the stairs, especially when carrying something	Tape down trailing wires and provide a temporary laminated warning cover for cables being stretched across the floor for a short time.	Staff and volunteers	Ongoing	
<b>Moving/Lifting heavy equipment</b>	Staff and volunteers	Ensure boxes are not overfilled. Practicing good health & safety when lifting Practicing good health & safety when moving furniture	Regular reminders of health & safety			
<b>Faulty Electrical equipment</b>	Employees, Volunteers, Visitors maybe injured when using electrical equipment through electric shock.	All electrical equipment is PAT tested to ensure it meets health & safety standards.	All faulty equipment is clearly identified as such until it is fixed. Church arrange PAT testing and this is charged per plug	JG to contact church re next date due	ASAP	

<b>Electrical Equipment / Heater left on</b>	Risk of fire could harm anyone in the building or cause damage.	Switching off and unplugging electrical equipment when not needed. This includes the laminator and heater.	Employees and volunteers to be made aware of nearest fire extinguishers and evacuation points. Regular reminders and good practice.			
<b>Persons with medical condition which may have an impact when working alone</b>	Employees could fall ill and be unable to call for help.	Signing in and out of the building is very important.	Ensure family members/others have contact numbers for other staff members or nursery, etc. Give Melrose nursery emergency contact numbers of staff and volunteers working in the office	AS to provide this info to the nursery having checked with staff and volunteers re permission		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Risk assessment agreed Nov 1<sup>st</sup> 2018