

## HEALTH & SAFETY POLICY

### PART 1

### STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our committee, members, professional partners and all persons likely to be affected by our activities including the general public where appropriate.

We will co-operate and co-ordinate with partners, and the occupiers and owners of premises and land where our activities take place in order to pursue our Health and Safety Policy aims.

#### **Our aims are to:**

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff, members and participants
- Ensure sessional staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

## PART 2

## ORGANISATION

The overall responsibility for health and safety at mASCot is held by or shared by the mASCot Committee who will:

- Ensure that health and safety have a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The mASCot Health and Safety Committee lead will:

- Develop a safety culture throughout the mASCot programme of activities
- Consult staff and provide information and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the programme of activities
- Ensure any sessional staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Monitor and review the health and safety policy periodically & as required

All sessional staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the mASCot's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions

- Reporting safety concerns to the committee representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

## **Specific health & safety responsibilities of individuals are as follows:**

- Health and Safety Committee Lead:  
The H&S lead is advisor to the Committee on health, safety and welfare. The H&S lead will also advise all personnel in meeting their individual responsibilities with regards to health and safety and offer or arrange appropriate training to all personnel as required
- Sessional staff and facilitators:  
The responsibility of applying safety procedures on a day-to-day basis rests with the programme facilitators. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the H&S Lead(as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their management are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary
- mASCot members  
Members have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of mASCot, programme facilitators and members of the public. They are required to co-operate with safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety during the activities.
- mASCot Committee  
The Committee is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory

## PART 3

## ARRANGEMENTS

The following arrangements for health and safety have been drawn up following assessments of risk in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for mASCot and are to be used alongside the other policies.

In carrying out their normal functions, it is the duty of all management committee members, sessional facilitators and members to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

### **General arrangements can be summarised as follows:**

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to carry out the activities with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards
- Implementing control measures to reduce risks to as low as reasonably practicable

All personnel have a statutory duty to co-operate in fulfilling the objectives of mASCot as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Sessional facilitators are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

## **Arrangements**

### **Accident Reporting**

Any accident or injury is to be reported and entered in the Accident Report File. Accident forms are held with sessional facilitators.

### **Accident Investigation**

All significant accidents or incidents and near-misses are to be reported to the management committee. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

### **Safe Working Procedures**

All sessional staff, committee members must ensure that safe working procedures are developed through:

- Risk assessing the tasks
- Identifying the hazards
- Defining a safe method of work
- Documenting the assessment
- Implementing the safe system of work
- Monitoring the safe system of work
- Reviewing the assessment & method statement

Once developed, safe working procedures must be circulated to protect all personnel from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

### **Defective Equipment**

- Defects in equipment must be reported to the management
- It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is always to be adhered to:

- Keep passageways free from obstruction
- Ensure shelves are stacked neatly and not overloaded
- Heavy items are to be placed on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Storage of supplies to be in correct location
- Rubbish & litter to be cleaned & removed at the end of each session

## **Electrical Equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Protective outer sleeves of electrical cables are to be firmly secured within the plug
- Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately
- All electrical equipment must be tested annually by a qualified engineer
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management

## **Control & Use of Harmful Substances**

- When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- Staff must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use

## **Smoking**

- Smoking is not permitted in any building in which a mASCot run group is taking place
- Smoking is only permitted in the designated smoking areas outside
- Cigarettes are to be fully extinguished before they are placed in the allocated cigarette bin
- Combustible materials (e.g. paper or empty cigarette packets) are not to be placed in the cigarette bin

## Emergency Provision

- Fire, police or ambulance services can be contacted by dialing 999 and asking for the service required
- A First Aider is present at every session
- First aid is not to be administered by anyone except trained first aider trained (in date)
- Emergency evacuation is to be carried out in accordance with the building's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

## Fire Safety

- Fire procedures are available for all personnel to read
- Fire safety & evacuation plans are to be read at induction and periodically thereafter
- Facilitators are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire
- The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'
- The fire risk assessment is to be reviewed annually and with every new venue and amended as new hazards or required amendments are identified

## Members, participants and visitors

- It is the duty of all the facilitators and attending mASCot committee members to ensure the health and safety of all participants, members and visitors
- All visitors must sign in and sign out again when leaving

- Attendees into mASCot sessions must be booked in advance
- Visitors are to be accompanied at all times
- Parents/carers of participating children are to remain onsite during sessions and responsible for their children's safety

## **Moving & Handling**

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.
- Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing

## **Safe use of mobile phones**

- Children are actively discouraged to use their phones/mobile devices during mASCot sessions
- mASCot does not accept any responsibility for loss or damage for phones/mobile devices
- Photographs of the session are not to be taken without prior permission
- Parents remain responsible for supervision of their children's safety regarding use of mobile devices

## **Risk Assessments**

- Responsibility for identifying, assessing and controlling risks rests with the personnel within the area of activity
- Risk assessments are to be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists
- Risk assessments are to be carried out by competent persons only
- Any individual undertaking a risk assessment must have completed appropriate risk assessor training
- All risk assessments & control measures are to be approved by the committee prior to implementation
- Completed risk assessments are to be stored in the Risk Register
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date.