



HEALTH & SAFETY POLICY

Introduction

The Participation People regards the management of health and safety as an integral part of its business and as a priority for all employees. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and volunteers who may be affected by our activities.

The Company's target is for zero accidents and work-related ill health to be achieved by applying current best practice in health and safety management across the business. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Management of health and safety issues is seen as an integral part of the efficient management of the organisation's activities, and critical to developing the professional culture of the organisation and establishing and maintaining a solid reputation with all of our clients.

Scope of Policy

The objectives of this policy are fundamental to The Participation People and all employees are responsible for ensuring that the requirements of this policy are achieved.

Management, employees and volunteers have a responsibility for implementing the specific arrangements made under this policy throughout the organisation. All employees are expected to read through the policy, familiarise themselves with its provisions and carry out their defined responsibilities. A copy of the staff handbook is also available to all employees and will further detail the Health & Safety responsibilities.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees and volunteers are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The organisation will provide appropriate training where necessary and will make available competent health and safety advice and adequate resources so that legal obligations are met.

Fire Policy and Procedure

It is the overall aim of The Participation People to minimise risks to everyone, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

The Participation People acknowledge that we work in many different venues. Where we are not working in our project office's, we will adhere to the hosts venues fire policy and procedure. This will be acknowledged in our project / session / event risk assessment documentation.

Where we are working in our project office, we recognise that the main duties in relation to fire safety management of the office rental management Company are as follows:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff / fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire-fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the Local Authority Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors / passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety Log Book is kept up to date and accessible
- To ensure that fire procedure notices are clearly displayed at each fire alarm call point.

Persons Responsible for Fire Safety

The identified responsible person is the most senior person on site and will usually be the Lead Participation Officer or above. This is the person that undertakes the assessment and is responsible for conducting employee training, checks and tests.

Training

The people responsible for fire safety are also responsible for checking all fire detection and protection systems and ensuring that they are maintained.

Responsible persons to ensure that The Participation People's employees, volunteers and participants understand:

- The emergency plan / fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire-fighting equipment e.g. fire extinguishers, fire blankets (used to protect the escape routes)
- Reporting to the assembly area which is outlined in the relevant health and safety documentation within each building.
- Where the exit routes including alternatives are located, which is outlined in the relevant health and safety documentation within each building.
- General matters of fire safety
- The need to assist visitors and any disabled persons from the building in the event of a fire or emergency

In addition:

- All agency staff must be given fire procedure information with their induction packs
- New staff must be taken through the annual training schedule as a part of their induction

- All records of training and induction must be recorded online in the Fire Safety Log Book

Fire Risk Assessment Appraisal

This will be carried out annually by the Chief Executive in tandem with the Health and Safety assessment.

Future reviews maybe carried out by a Local Authority Fire Risk Assessment Officer as appointed by the organisation.

All issues that present a fire risk will be actioned as per the priority rating. Where this is no rating, a mitigating statement will be written into the assessment according to the relevant health and safety procedures.

Fire Prevention and Evacuation

- The procedure for emergency evacuation is displayed by each fire alarm call point
- The main alarm indicator panel is situated in the project office
- Fire drills are executed by the nominated person
- Evacuation drills will be carried out every six months
- Fire alarm tests occur weekly
- Different times and days of the week are used for fire alarm tests, some drills are spontaneous and unplanned whilst others are planned where employees will be given prior notice to ensure they are aware of the procedures in the event of a real life evacuation
- All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP) that should be completed upon them joining the Company.

Staff roles and responsibilities in the event of an evacuation alarm

The appointed fire warden will be responsible for:

- Evacuating employees and visitors to a designated meeting point
- Using fire-fighting equipment only if training has been received and if necessary to make your escape
- Ensuring all employees and visitors are accounted for
- Checking all rooms are clear
- Closing doors and windows to prevent the fire from spreading
- Calling the fire service
- Recording all fire drills electronically in the Company's fire drill book
- Evaluating the success of fire drills and providing feedback to others in the next available team meeting
- Reporting evaluations to the Chief Executive or their designated nominee within 60 minutes of the fire drill being completed

On arrival the emergency services will require the following information:

- Where is the fire located?
- What does the fire involve?
- Are all persons evacuated from the building?

Full details of the fire procedure are contained in employee induction packs and can be obtained from the Company's shared G drive.

First Aid Policy and Procedure

It is The Participation People's policy to provide first aid support to someone if they are injured or become unwell in a session we are delivering.

However, when we are delivering in an organisation e.g. School or Youth Centre, we acknowledge that the site may be better equipped to deal with First Aid situations and we will therefore refer to their building policy and procedures and provide support with any medical attention that may be required.

We will ensure that we comply with the Health and Safety (First Aid) Regulations 1981 and it is our policy to have at least one trained first aider for each of our projects who will provide first aid support as and when necessary. First Aiders are not legally permitted to give any medication to children or young people.

First Aiders

In total The Participation People currently have five trained first aiders. First aiders are assigned for each building. Please check local notice boards for more information.

Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

All first aiders have attended an approved St John's Ambulance / British Red Cross's course in first aid and undertake annual refresher courses.

First Aid Equipment

First Aid Boxes

There is a First Aid box in each project.

All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all of the necessary equipment and that the equipment is in date.

On the inside of the First Aid boxes is a recommended contents sheet. The boxes are checked at least once a quarter by one of the first aiders in each project office.

Information

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are.

First aid notices naming the qualified first aiders are on display by the main project desk.

All first aid notices are regularly checked for accuracy and are updated as appropriate. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

First Aid Training

All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every year. The training provider that we use for first aid is St John's Ambulance / British Red Cross.

Giving First Aid

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and requested to attend the scene immediately.

The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

When giving first aid to under 18-year olds, which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.

Medical support

- When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department. If the first aider thinks it necessary, an ambulance will be called.
- If the situation isn't an emergency but the casualty does need to go to the hospital then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital or they will ask a friend or other appropriate member of staff to stay with them.
- When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for children and young people are recorded on The Participation People's database and for staff are kept in the Health and Safety file in the project office.

Spillages of body fluids

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box.

The first aider should wear protective gloves and the waste should be cleared into the bag provided in the spillage kit.

The incident should be reported on an accident form. Spillage kits are also available on the coaches used for our excursions.

Recording Assistance

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was sickness related rather than an accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded.

The accident form is available electronically via the Company's shared G drive and an example of the accident form is included at the end of this policy.

Once completed the accident form should be sent directly to the contract manager or line manager.

Medical Care of Under 18s

In the event of illness or accident or the need for emergency dental treatment, under 18-year olds should be accompanied to the local Doctor's surgery, hospital or dental hospital if it is deemed by the member of the Safeguarding team dealing with the case to be necessary and practical.

If there is a Group Leader with the young person, they should accompany them along with a member of staff who is on call to take account of any translation difficulties.

We ask for consent of under 18's in our duty of care to give medical care where appropriate.

Residentials

If an under 18-year old is ill and unable to attend a session on a residential a member of staff will visit them midway through the day to check on their condition if it is deemed that the seriousness of their condition makes it necessary.

If it is an emergency they should go to the nearest Accident and Emergency department, as outlined in the risk assessment.

The designated out of hours contact should be fully informed of any medical condition / disability of a prospective young person in order to be able to provide appropriate care for the young person.

In the case of such information not being provided we may have to refuse acceptance of the young person and request that the young person is returned home at his / her own expense.

The Participation People employee cannot be responsible for administering or safeguarding medicines.

Young people who are prescribed medication are asked to bring a letter from their GP with the name of the medicine, the dosage and frequency of taking it along with the name of the condition for which it has been prescribed, clearly described in English. The prescribed medication should also be declared on the medical questionnaire that is completed upon joining the Company. This is in case the young person needs medical attention whilst in our care.

In the event that a young person is taking regular medication, they must be responsible for the care and administration of her / his own medication.

The Participation People requires written confirmation from the young person or parent / legal guardian to that effect prior to accepting the young person.

The Participation People retains the right to make decisions regarding the appropriateness of young people participating in certain activities if there is a medical condition and possible risks associated.

Accident / Incident Report Form

Participation People is committed to keeping children and young people safe.

This form is for staff and volunteers to record **any accidents** that occur whilst we are leading and supervising a session.

Please make sure you:

- **Complete this record as soon as possible.**
- **Record only the facts.**
- **Record the details in as much detail as you remember and as accurately as possible.**

**If the child or young person is at immediate risk of harm or danger,
ALWAYS call the Police on 999.**

A. Person(s) completing this form

| | |
|--------------|--|
| Name(s) | |
| Job role(s): | |

B. Details of client or project

| | |
|-------------------|--|
| Client / project: | |
|-------------------|--|

C. Details of incident

| | |
|---|-------------------------------------|
| Name of child / young person: | |
| Their date of birth: | |
| Address of child/ young person: | |
| Date and time of incident: | |
| Date and time this form was completed: | |
| Location of incident: | |
| Name and contact details of any witnesses: | |
| Does the young person know that this report is being written? | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

D. Accident details

Please record ALL details here - including treatment, concerns or indications, and any conversations had.

Please record only the facts.



| | |
|---|--|
| E. Declaration | |
| I confirm that the details recorded in this form are accurate and are as close to fact as is practically possible. | |
| Name(s): | |
| Signed: | |
| Date: | |

HEALTH & SAFTEY RISK ASSESSMENT FORM



Date reviewed: 21 January 2021

Date next reviewed: 21 January 2022