

Health and Safety Policy

Safety Statement

This statement sets out the health & safety policy of SNOOP (Special Needs Objective Outreach Project and SNOOP Trading and the means through which that policy is to be implemented. Our objective is to provide a safe and health place of work for all staff members and to meet all our duties and obligations to all those who access our services.

It is SNOOP's intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.

Our approach to Health & Safety as far as is reasonable practicable will be:

1. To provide a safe place of work.
2. To continue to identify and control hazards.
3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health and Welfare of employees at risk.
4. To consult with staff on Health & Safety matters.
5. To provide protective clothing, uniform and equipment where necessary.
6. To provide a safe means of entering and leaving the building.
7. To provide a safe system of work practices
8. To provide appropriate information and training to staff members on a continuous basis.

Employer Responsibilities

The responsibility for the provision of a safe place of work rests with the Management of SNOOP. **Specifically these responsibilities are:**

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees to perform their work safely and efficiently.
- To make available to every employee appropriate equipment to ensure Health & Safety.
- To provide a clear defined procedure for emergency evacuation of the premises
- To ensure adequate health & safety information, reporting and recording mechanisms are in place for staff, including informing the informing of the Health & Safety Executive and Ofsted, where appropriate
- To ensure adequate insurance is in place including employers and public liability.
- To ensure that all reported accidents, incidents and dangerous occurrences are reviewed together with the organisation's response to enable corrective measures to be implemented. Any action required or investigations to be taken as speedily as possible.
- Ensure that all staff, students, volunteers and any other adult who is in contact with children and young adults have appropriate and up to date DBS checks.
- Provide toilets, washing facilities and drinking water
- Provide adequate first aid facilities
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.

SNOOP will ensure there is a Registered Person responsible for Health & Safety and the implementation of the duties of the employer in a way that staff both understand and accept their own responsibilities in relation to health & safety procedures.

Employee Responsibilities:

As a valued employee of SNOOP you have a responsibility to yourself and your fellow workers to carry out your work in a safe and considerate manner. Employees must:

1. Co-operate with the company in maintaining a safe work place
2. Report any potential hazards to management and not work in any hazardous conditions should they; in the employee's opinion exist.
3. Be aware of the nearest emergency exits and fire fighting / first aid equipment.
4. Never interfere with or misuse anything provided by the company in the interests of Health & Safety
5. Read the organisation's Health & Safety statement and obey all mandatory signs.
6. Not partake in any form of horseplay or prank likely to lead to injury to you or others.
7. Ensure that all relevant risk assessments are completed as stated as part of the daily routine
8. Take all reasonable care to see that the equipment and premises used in the course of their work are safe and stored away safely.
9. Undergo relevant health & safety training when instructed to do so by the manager.

Risk Assessments

The Manager will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations and the Fire Precautions (Workplace) Regulations are carried out daily for the service activities and general operations. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled. (See Risk Assessment Policy)

Fire Precautions

The club will take steps to ensure the safety of children, staff and other persons on their leased premises in the case of fire or any other emergency. There is an emergency evacuation procedure. There are

appropriate fire detection and control equipment (for example, fire alarms, smoke detectors and fire extinguishers) which are in working order and maintained by the Landlord and checked on an annual basis.

Checklists are in place to ensure all fire exits are kept clear and unlocked. All staff are required to participate in fire safety training and are aware of all fire procedures.

Fire Procedures

Procedures in the event of fire will be prepared and circulated to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. **Notices giving instructions in the event of fire must be clearly displayed. The main fire exits are marked clearly** (refer to *Fire Safety policy*).

Fire Drill

A fire drill will be held once every term (at least 3 times a year) and relevant details recorded in the Fire Log. At least one of these will be without warning.

The Landlord is responsible for weekly fire alarm testing.

Fire extinguishers and fire alarm systems are tested by a properly authorised firm in accordance with statutory requirements. Fire exits are clearly identifiable and will not be obstructed; all fire exits will be checked daily as part of the sessional health & safety checks.

Guidelines for Display Screen Equipment Users:

As part of their duties some employers spend long periods of time using display screen equipment. Although there are no set requirements as to regular breaks, employees working continuously on screen should alternate tasks so that 5- 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break. This does not apply to employees who use display screen equipment infrequently. Regarding

risks arising from the constant use of display screen equipment should be raised with the line manager. Staff who are eligible to join the company health plan have access to additional advice and information.

First Aid

First Aid boxes are provided to ensure emergency first aid supplies are easily accessible when required. First Aid boxes are located in the kitchen low cupboard. The First Aid boxes should be checked for shortages on a monthly basis, but staff should report any urgent needs immediately. The First Aid boxes are checked off on a weekly basis as part of the regular health & safety checks.

Useful Information

(Health and Safety at Work Act 1974)

(Managing Health, Safety and Welfare Regulations 1999)

(Health & Safety Executive : Incident Contact Centre to report injuries, diseases and dangerous incidents at work: 0845 300 9923)

(Health & Safety Executive Website: www.hse.gov.uk)

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