



# **BRISTOL REFUGEE RIGHTS**

## **HEALTH AND SAFETY POLICY AND PROCEDURE**

### **THE POLICY**

|   |         |
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#### **1. PURPOSE**

- 1.1** The purpose of this Health and Safety Policy is to ensure that Bristol Refugee Rights: complies with Health and Safety legislation; provides guidelines for establishing and implementing actions that will reduce workplace hazards; and protects lives and promotes employee health.
- 1.2** As a drop in centre that aims to create a safe space and with services delivered by volunteers, this Policy and Procedure aims to provide a framework and give clear guidance to everyone working in/using the Welcome Centre to ensure risks are managed to reduce harm to all.



**1.3** Our Policy is to provide and maintain a safe and healthy environment for all of those affected by our activities.

## **2. GENERAL PRINCIPLES**

2.1 It is the Policy of Bristol Refugee Rights (BRR) to comply with the terms of:

- the Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1999)
- Other relevant current legislation

and to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers and to provide such information, training and supervision as they need for this purpose.

2.2 BRR also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including our members, contractors, volunteers, temporary staff and any members of the public) who might be affected by our activities. BRR will also co-operate on health and safety matters with other organisations accommodated within the BRR premises area.

2.3 We aim to make all users including children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable all users to thrive in a healthy and safe environment.

2.4 A copy of this Policy will be issued to each Trustee and member of staff, and a summary of the Policy to each volunteer. The Policy will be kept up to date and the way in which it has operated will be reviewed each year by the Health and Safety Trustee with a report being considered, usually, at the Trustees' meeting following 1<sup>st</sup> April.

2.5 The specific arrangements for the implementation of the Policy and the personnel responsible are set out below. A checklist of action dates is set out below:

| <b>Date</b>         | <b>Who Responsible</b>  | <b>For What</b>                         |
|---------------------|-------------------------|---|
| Quarterly           | Appointed person        | Check accident books                    |
| Annually in January | Appointed person        | Check first aid box                     |
| Annually in March   | Office Manager          | Insurance to be renewed                 |
| Annually in January | Competent Staff Members | Annual Risk Assessments to be completed |
| Annually in January | Health and Safety       | H&S Committee meeting                   |



|   |                             |  |
|---|-----------------------------|--|
|   | Committee                   | To include - Prepare report for Board of Trustees on operation of the policy |
| First Trustee meeting to take place after 1 April | Board of Trustees           | Review operation of the policy and Review Health and Safety Policy           |
| July  | Competent Staff Members     | 6 monthly health and safety inspection                                       |
| July  | Health and Safety Committee | H&S Committee meeting  |
| November  | Office Manager              | Work Station Risk Assessments  |
| Team meetings<br>Bi-monthly supervisions          | SMT                         | Health and Safety Consultation   |
| 3 yearly renewal of First Aid Training            | First Aiders                | First Aid Training   |

### 3. DEFINITIONS

- 3.1 This policy applies to all users of BRR premises including: employees, Trustees, volunteers, members (service users), contractors, temporary staff and members of the public. Throughout this policy the terms “users” will be used to define all of these groups.

### 4. ROLES AND RESPONSIBILITIES

#### 4.1 Competent Staff Members

The following staff members are considered “competent” persons with the necessary skills, knowledge and experience to manage Health and Safety at BRR:

| Area of responsibility                         | Who is responsible          |
|--|-----------------------------|
| Overseeing responsibility                      | Director                    |
| Offices at SPLC                                | Office Manager              |
| Early Years Project Room and Family Lunch Room | Early Years Project Manager |



|   |                      |
|---|----------------------|
| Malcolm X Main Hall                           | Welcome Team Manager |
| Malcolm X – Old Building                      | Advice Team Manager  |
| Operational use at SPLC (other than EYP room) | Welcome Team Manager |

## **4.2 Trustees**

- 4.2.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, (our members) volunteers, members of the public. See below for additional relevant legislation.
- 4.2.2 The Trustees, as the employer, have overall and final responsibility for Health and Safety matters at BRR, and for ensuring that Health and Safety legislation is complied with. Day to day responsibility for the implementation of the Health and Safety Policies and procedures is delegated to the BRR Director.
- 4.2.3 The Trustees will review the operation of its Health and Safety Policy and Procedure at least annually.

## **4.3 Director**

- 4.3.1 The Director has overall day to day responsibility for ensuring that the Health and Safety Policy and Procedure is put into practice at BRR. This includes overseeing all those with responsibilities for Health and Safety to ensure they are complying with their duties. The Director is responsible for ensuring that BRR accepts its responsibility for the Health and Safety of its employees and volunteers based in the workplaces of other organisations and will seek to co-operate with other employers in the case of a shared workplace.

## **4.4 Staff Team - Health & Safety Responsibility and First Aiders**

- 4.4.1 The Welcome Team Manager, Advice Team Manager, Office Manager and the EYP Manager have overall responsibility for ensuring that the Health and Safety Policy and Procedure is put into practice in the locations their team operate in. They will work with other staff to ensure that:
- Employees and volunteers receive sufficient information, induction, training and supervision on Health and Safety matters
  - Employees are aware of their responsibilities to all users



- Members are given information about safety guidelines of in the relevant areas and excluded if these are broken in line with the Policy
- H&S risk assessments and fire risk assessments are undertaken annually, and whenever there is a major change in working practices and the results written up and made available to all employees and volunteers
- Serious accidents (as defined by RIDDOR/Ofsted) are investigated and reported to the Competent Trustee
- Adequate arrangements are in place to liaise and co-operate on Health and Safety matters with other employers sharing premises that BRR work from.
- Visitors to BRR, i.e. those who are not employees, members or volunteers, are made aware of Health and Safety procedures.

| Area of responsibility | Manager responsible for H&S | First Aiders in each area   |
|------------------------|-----------------------------|---|
| Drop-In Welcome Centre | Welcome Team Manager        | Alice Cutler<br>Andrew McCarthy<br>Karen Davies   |
| Advice Delivery        | Advice Team Manager         | Rosa Potter   |
| Early Years Project    | Early Years Manager         | Anna Burness (including paediatric first aid)<br>Paediatric first aid:<br>Kaitlin Ismail<br>Asha Ahmed<br>DjeDje Ngele<br>AfraH Hussein |
| SPLC Offices           | Office Manager              | Beth Wilson<br>Karen Davies   |

## 4.7 Competent Trustee

- 4.7.1 The BRR Trustees believe that Health & Safety matters are best dealt with by the competent persons closest to the hazards and risks. Where a Health & Safety matter lies outside the Director, staff member or volunteer's competency then he/she must consult the appropriate 'Competent Trustee' for further advice.
- 4.7.2 All employees and volunteers will be told who the Competent Trustee is. The Competent Trustee is appointed annually at the November Trustee meeting.



## **4.8 Health and Safety Committee**

4.8.1 A Health and Safety Committee comprising the "Competent Trustee" as Chair, and all members of the Strategic Management Team (SMT) will meet at least once a year to:

- (a) Review new risk assessments;
- (b) Review the reports from members of SMT on issues and actions from their teams;
- (c) Review reports of any significant H&S incidents; and
- (d) When necessary make suggestions for changes to policy and/or procedures.

Reports of these meetings should go to the Board of Trustees.

## **4.9 All Employees and Volunteers**

4.9.1 Under the Health & Safety Regulations all employees and volunteers have the statutory responsibility to co-operate to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

4.9.2 Employees and volunteers must not intentionally or recklessly interfere with anything provided for their health, safety and welfare.

4.9.3 Whenever an employee or volunteer notices a health or safety problem which they are unable to put right without endangering themselves, they must immediately inform the appropriate person specified above.

4.9.4 As a staff/volunteer team we will strive to:

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work related ill health;
- Use, maintain and store equipment safely;
- Ensure that all staff and volunteers are competent in the work in which they are engaged.

4.9.5 Employees and volunteers must follow the training they have received when using any work items they have been provided with.

4.9.6 Employees and volunteers must take reasonable care of their own and other people's Health and Safety.



4.9.7 Employees must cooperate with Competent Staff Members and the Health and Safety Committee on Health and Safety matters.

4.9.8 Staff should always be aware of the first aid arrangements and procedures as set out in this policy.

## **5 RELEVANT LEGISLATION AND POLICIES**

5.1 This Policy complements, and should be considered along with other BRR Policies:

- *Child Protection Policy*
- *Safeguarding Adults Policy*
- *Induction Policy*
- *Nappy Changing Policy*
- *Data Protection Policy*

5.2 This Policy is informed by the following legislative requirements:

- *Health and Safety at Work etc Act 1974*
- *The Management of Health and Safety at Work Regulations 1992*
- *The Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Provision and Use of Work Equipment Regulations 1992*
- *The Manual Handling Operations Regulations 1992*
- *The Personal Protective Equipment at Work Regulations 1992*
- *The Health and Safety (Display Screen Equipment) Regulations 1992*
- *Control of Substances Hazardous to Health Regulations 1994 (COSHH)*
- *Electricity at Work Regulations 1989*
- *Regulatory Reform Act 2001 (Fire Safety Order 2005)*
- *EYFS*

## **6 SCOPE**

6.1 This policy and procedure applies to all users.

## **THE PROCEDURES**

7 A summary of arrangements for Health and Safety management can be found at Appendix 1.



## **8 RISK ASSESSMENT**

- 8.1 Each team (as set out above) will carry out regular inspections in order to identify Health & Safety hazards. Where such hazards cannot be removed or non-hazardous materials or substances used instead, a risk assessment will be carried out to identify measures to be taken to control the associated risks.
- 8.2 The risk assessment will be written up, the results and conclusions communicated to all staff (through team meetings) and volunteers (through briefings/de-briefs).
- 8.3 The written risk assessments will be reviewed and updated annually. The risk assessment will also be updated every time that there is a major change in working practices.
- 8.4 The following risk assessments will be completed:
  - A full risk assessment is required for each of the premises BRR operates in – SPLC offices, the drop-in Welcome Centre (at each location), the Advice premises and the EYP. The controls measures included in the risk assessment include a six-monthly Health & Safety inspection.
  - Fire Risk Assessments are required for the SPLC offices, the drop-in Welcome Centre, the Advice delivery area and the EYP.
  - A risk assessment for all BRR activities and events is required.
  - A review of the substances held in the office is required, and is completed as part of the general risk assessment. There are no substances bearing hazard signs in the office. A sufficient precaution will be to include in the health and safety briefing to staff and volunteers a reminder that if using any substances they should check the container for any specific warnings.
  - Work Station Risk Assessments will be completed for all new staff as part of the induction process or for existing staff after any significant change in work station. The Office Manager is responsible for ensuring these forms have been completed for all staff.
- 8.5 Template risk assessments for all of the different requirements are saved in the Health & Safety area of the Shared Files. The completed risk assessments should be saved into the same area by teams.

## **9 CONSULTATION**





- 9.1 BRR Employees and volunteers will be consulted on Health and Safety. Opportunities to raise concerns about Health and Safety issues will be given regularly including at: team meetings; bi-monthly supervisions; volunteer briefings and de-briefs.

## **10 TRAINING**

- 10.1 BRR will ensure that new employees and volunteers receive information on Health and Safety as part of their induction.
- 10.2 BRR will organise training for employees and volunteers on Health and Safety matters as appropriate.
- 10.3 If employees and volunteers consider they have Health and Safety training needs they should inform the Office Manager or Volunteer Manager as appropriate.
- 10.4 Signs informing people of evacuation routes are displayed. Fire drills are practiced at least 6 monthly. At the Welcome Centre and the Advice delivery area, fire wardens and volunteers are allocated at the start of each shift and are responsible for getting everyone out in the case of a fire.

## **11 WORKPLACE ARRANGEMENTS**

### **11.1 Facilities**

11.1.1 The following will be provided for employees' wellbeing:

- Toilets and hand basins, with soap and towels or a hand-dryer
- Drinking water
- A place to store clothing
- Somewhere to rest and eat meals

11.1.2 To have a healthy working environment, BRR will make sure there is:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- A reasonable working temperature (at least 16 degrees centigrade)
- Lighting suitable for the work being carried out
- Enough room space and suitable workstations and seating
- A clean workplace and appropriate waste containers



11.1.3 In order to keep workplaces safe, BRR will work with our landlords to ensure that the following:

- Properly maintain our premises and work equipment
- Keep floors and traffic routes free from obstruction
- Have windows that can be opened and cleaned safely
- Make sure that any transparent doors or walls are protected or made of safety material.

### **11. Work Related Stress**

11.2.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

11.2.2 Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with employer and employee.

11.2.3 BRR will do all it can to eradicate problems relating to stress at work. In particular BRR will:

- Ensure close employee involvement, particularly during periods of change.
- Give opportunities for staff members and volunteers to contribute in the planning and organisation of their own jobs.
- Ensure staff members and volunteers have work targets that are stretching, but reasonable.
- Implement effective policies and procedures for dealing with bullying and any form of harassment.
- Encourage good communications between staff members, volunteers and management.
- Promote the maintenance of a supportive culture in the workplace.
- Where appropriate, take into consideration an employee's personal problems / problems at home.
- Ensure employees and volunteers avoid working long and unsocial hours.
- Offer staff regular supervision, at least every 2 months.
- Where appropriate fund appropriate external supervision.

11.2.4 BRR will ensure that all policies, working practices, conditions of employment, etc.



do not contradict with the above statement.

- 11.2.5 Employees and volunteers should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- 11.2.6 Employees and volunteers must not make unrealistic demands of other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with.
- 11.2.7 Employees and volunteers should participate with BRR's intention to maintain a co-operative, supportive workplace environment.
- 11.2.8 If an employee/volunteer is suffering from stress at work, they should discuss this with their Manager at the first opportunity. Where practicable and reasonable, BRR will seek to provide assistance to the employee and training/support on managing stress/workload.

### **11.3 Eye and Eyesight Tests**

- 11.3.1 Any member of staff who is a user of display screen equipment is entitled, on request, to receive an eye and eyesight test. Staff should inform their line manager before they book the test by completing the form saved in the shared files/human resources/HR forms. The optician determines the frequency of repeat testing for the user. This is usually every 2 years but can vary for individuals. BRR will also meet the cost of repeat testing. BRR will pay up to £25 for an eye test.
- 11.3.2 Where the optician recommends an employee be provided with eyesight correction (e.g. glasses) specifically for their work with DSE the law requires that BRR meets reasonable costs. BRR will currently pay up to £35 (amount to be kept under review). BRR will not contribute where 'normal' glasses, provided for reading, watching TV or driving, are adequate for DSE use.
- 11.3.3 Staff should pay for the cost of their test, and glasses if necessary, and then claim back the expense in the usual way with a complete form and receipt attached.

## **12 FIRST AID**

### **12.1 Appointed Persons**

- 12.1.1 The appointed person is responsible for checking the first aid equipment and calling the emergency services when required. The appointed person is also responsible for ensuring the correct number of first aiders are trained and that their training is kept up to date.



12.2 The appointed person for the St Pauls Learning Centre is: Director (Beth Wilson).

12.3 The appointed person for Malcolm X is: Welcome Team Manager (Alice Cutler).

### **12.2 First Aiders**

12.2.1 At least one member of staff on the premises at any one time must have an up to date First Aid qualification.

12.2.2 Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice.

12.2.3 There should be a trained first aider for each area i.e. St Pauls Learning Centre offices and classrooms: 1; EYP; 1; Malcolm X: 2, however these may be the same people as they work in more than one area.

12.2.4 There should be at least one first aider for the Welcome Centre trained in First Aid at Work (3 day course valid for 3 years). All other First aiders should complete Emergency First Aid at Work (1 day course valid for 3 years) as a minimum. At least one EYP staff member for each session should have completed a paediatric First Aid course (12 hour valid for 3 years).

12.2.5 All Coordinators should attend First Aid at Work Training. The EYP Manager and Assistant should attend paediatric First Aid Training.

12.2.6 At each briefing when the Welcome Centre is open the staff who are first aiders on site will be identified to all present and will be appointed First Aiders for that shift. Names will be written on the whiteboard. Any additional volunteers who are first aiders who have attended a recognised training course can be identified as extras.

12.2.7 In the EYP, names of first aiders will be displayed on the notice board.

### **12.3 First Aid Box**

12.3.1 There should be a First Aid Box for each area: 2 at St Pauls Learning Centre, 2 at Malcolm X. First aid boxes are located in the following locations: in the Advice Room in Harambee building; in the kitchen in the Main Hall; EYP - in the Creche room kitchen; the windowsill of office 2B at St Pauls.

12.3.2 The Appointed Person named above will ensure that the First Aid Boxes are kept in the correct place and are regularly restocked with approved items only.

12.3.3 It should be checked every January by the Appointed Person and a record of the check entered in the Accident Book. In the EYP the record of checking is kept in the EYP Health and Safety Folder.



12.3.4 There is an accident book kept with the First Aid box and reports are filed securely and confidentially in the filing cabinet. Reports filed should be checked quarterly by the Appointed Person and a record of the check entered in the accident book.

12.3.5 First Aid Boxes should contain (as a minimum):

- A leaflet giving general guidance on First Aid (eg HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work;
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large, individually wrapped, sterile, unmedicated wound dressings;
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- At least three pairs of disposable gloves

12.3.6 Staff should always take the First Aid Box Travel First Aid Pack and Accident Book on all trips.

12.3.7 If a staff member is not attending a trip, a volunteer should be designated responsible for First Aid and should be responsible for taking a First Aid Box with them.

## **13 REPORTING OF INCIDENTS**

13.1 Major Incidents and Fatalities at Work must be reported to the HSE Incident Contact Centre: 0845 300 99 23.

13.2 Other injuries, diseases and dangerous incidents can be reported online at [www.hse.gov.uk](http://www.hse.gov.uk)

13.3 Should anyone have a serious accident at BRR, the competent staff member, or in his/her absence, the Competent Trustee is responsible for reporting the accident to the Health and Safety Executive.

13.4 All employees must report all incidents, which did or nearly resulted in personal injury to themselves or others, to the relevant Competent staff member and make sure the accident is recorded in the Accident Book.

13.5 It is the responsibility of the relevant Competent staff member to ensure that incidents are investigated and to ensure that any necessary follow up action is



taken to reduce the risk of the accident or near accident reoccurring.

13.6 The Competent staff members are responsible for reporting incidents, which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the HSE. RIDDOR covers the following incidents:

- fatal accidents
- specified injuries to workers
- Non fatal accidents to non-workers
- dangerous occurrences
- accidents causing more than 7 days incapacity for work (accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days)
- certain work-related diseases

13.7 For a full list of what you must report, please refer to the Riddor website on [www.riddor.gov.uk](http://www.riddor.gov.uk) or telephone the Children and Young People's Information Service on 0845 129 7217. Email [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk)

13.8 The person making a report must keep a record, which includes the date and method of reporting, the date, time and place of event, the personal details of those involved and a brief description of the nature of the event of disease. Records can be paper records or kept on a computer.

13.9 In the case of accidents involving children, there may also be a requirement to notify Ofsted. Ofsted should be notified in the following circumstances:

- Serious accident, illness or injury to, or death of, any child while in their care, and the action taken. death or serious accident or serious injury to any other person on your premises
- Food poisoning affecting two or more children cared for on the premises

13.10 Ofsted define serious injuries as:

- any injury that requires resuscitation or admittance to hospital for more than 24 hours
- broken bones, a fracture or dislocation of any major joint
- any loss of consciousness, severe breathing difficulties or asphyxia
- loss of sight (temporary or permanent), any penetrating injury to the eye, any chemical or hot metal burn to the eye



- any injury leading to hypothermia or heat-induced illness
- any injury or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin any injury or medical treatment resulting from an electric shock or electrical burn
- any injury or medical treatment where there is reason to believe that this resulted from exposure to harmful substance, a biological agent, or its toxins, or infected material.

Some examples of serious injuries that must be notified to us are set out below.

- A child trips and falls in a nursery and loses consciousness due to a bang on the head.
- A child is accidentally hit hard in the chest by a football during outdoor play at an out of school club, and has persistent, severe breathing difficulties.
- A baby breaks a leg during a fall at the nursery.
- A child takes a heavy fall while running around and is taken to hospital; the child is kept in hospital for over 24 hours.

13.11 We are not required to inform Ofsted of minor injuries, but we must keep a record of these incidents. We are also not required to inform Ofsted of general appointments to hospital or routine treatment by a doctor, such as the child's general practitioner, that is not linked to, or is a consequence of, a serious accident or injury. OFSTED define minor injuries as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

13.12 Please see the Early Years Compliance Handbook March 2019 for further information.

**13.13 First Response - for Serious Accident Reporting:**



- 0117 903 6444 (all Bristol)

The place to call if you are concerned about a child or young person or think they may need some help. Calls to First Response may result in direct referral to a Social Work Team or to Early Help and/or advice and guidance being given about services to help families.

## **14. INSURANCE**

14.1 BRR will hold Employers Liability Insurance that covers employees in case they get hurt at work or ill through work.

14.2 A hard copy of the current insurance certificate will be displayed where all employees can easily read it i.e. at all premises. A copy is also kept on file in the office and the Office Manager is responsible for ensuring these are kept up to date on an annual basis.

### **14.3 Vehicle insurance**

14.3.1 All staff and volunteers who use their own motor vehicles for work purposes such as driving to work related meetings are required to check that their motor insurance covers them for business use. Staff and volunteers who do not have it are advised to stop using their vehicle for work purposes.

## **15. EARLY YEARS PROJECT SPECIFIC ARRANGEMENTS**

15.1 All staff at the setting act in loco parentis during the time that the setting is open for children.

15.2 In cases of injury, the First Aider should administer First Aid to the child. In cases of head injury, or any injury in which the child is no longer able to move or behave in their usual way, or in which the child is showing pain or discomfort, another member of staff in the EYP should telephone the parent to inform them that their child has suffered an injury. In all cases of injury, the child should be monitored for the rest of the session. Any changes should result in the parent being called to inform them of the injury. During the call, the parent must be asked to come to the crèche as soon as possible. When the parent comes to the crèche, the First Aider should inform the parent what has happened and decide with the parent whether the child should leave or remain in the EYP. In the case of an Emergency Situation the procedure in Appendix 2 should be followed.

15.3 The EYP worker's responsibility ends when the child is handed over to the medical care of the parent/carer.





## **15.4 Accident forms**

- 15.4.1 For all injuries whether involving the children, staff or visitors an accident form must be filled in at the first possible opportunity by the member of staff who witnessed the injury or who was closest at the time it occurred. In the case of an injury involving a child, the form must be signed by the parent / carer who collects the child. Near misses must also be recorded. A near miss is an event or situation that could have, but didn't result in injury, damage or loss.
- 15.4.2 Accident forms are then kept confidentially in date order in the BRR EYP cupboard in the Accident file.
- 15.4.3 The EYP Manager will make enquiries about the appropriate supervision and organisation, or use of materials at the site where the injury occurred to help prevent further such accidents occurring

## **15.5 Nappy changing/changing clothes**

- A separate nappy change policy exists.
- The setting will have a range of clothes in its spare clothes box for boys and girls across the age range.
- Wherever possible, children should change into their own clothes
- Staff and volunteers will take care to respect the child's privacy and dignity
- Disposable gloves will be worn when assisting a child, these will be disposed of in a plastic bag and taken to an outside bin
- Dirty clothes will be placed into a plastic bag ready for parents/carers to collect.
- Parents and carers should be advised when they collect the child if their child has required a change of clothes.

## **15.6 Premises and Outdoor Space**

- 15.6.1 We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the Health and Safety of our premises and outdoor space. We make a commitment to ensuring our premises, outdoor space and equipment are safe and appropriate for their use.
- 15.6.2 We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.
- Minimum of 2.3 m<sup>2</sup> per child for 3 - 7 year olds.



- Minimum of 2.5 m<sup>2</sup> for 2 years olds.
- Minimum of 3.5 m<sup>2</sup> for under 2's.

15.6.3 Low level windows are made from materials that prevent accidental breakage and are made safe. Precautions will be taken to prevent children's fingers from being trapped in doors. The temperature of hot water is controlled to prevent scalds.

## **15.7 Materials and Equipment**

15.7.1 We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception the manufacturer's instructions of their use will be followed.

15.7.2 Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it

Policy Approved: November 2019

This policy is reviewed annually by the Board of Trustees.



## Appendix 1 - Summary of Health and Safety arrangements

This is the statement of general policy and arrangements for:

Bristol Refugee Rights

Overall and final responsibility for health and safety is that of:

Board of Trustees

Day-to-day responsibility for ensuring this policy is put into practice at Bristol Refugee Rights is delegated to:

Sally Jones, Office Manager – St Pauls Learning Centre

Alice Cutler, Welcome Centre Manager – Drop-In Welcome Centre

Elinor Harris – Advice Team delivery

Anna Burness, EYP Manager – Early Years Project

| STATEMENT OF GENERAL POLICY  | RESPONSIBILITY OF:<br>Name/Title             | ACTION/ARRANGEMENTS   |
|--|--|---|
| To prevent accidents and cases of work-related ill health and provide adequate | SPLC – Sally Jones<br>Welcome Centre – Alice | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments |



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| <p>control of health and safety risks arising from work activities</p>  | <p>Cutler<br/>Advice Delivery – Elinor Harris</p><br><br><br><br><br><br><br><br><br><p>Board of Trustees -<br/>Nasim Dumont-Namin</p> | <p>reviewed every year, or earlier if working habits or conditions change and shared with staff and volunteers.)</p><br><p>Six monthly Health and Safety inspections of both premises will also be completed.</p><br><p>The Health and Safety Committee will review the operation of its Health and Safety Policy and Procedure annually.</p><br><p>A Competent Trustee will be available for consultation/advice. All employees and volunteers will be told who the Competent Trustee is.</p> |
| <p>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.</p> | <p>Sally Jones, Office Manager<br/>Alice Cutler, Welcome Team Manager<br/>Elinor Harris, Advice Team Manager<br/>All Staff</p>         | <p>If employees and volunteers consider they have health and safety training needs they should inform the Office Manager or the Volunteer Manager.</p><br><p>Staff routinely consulted on Health and Safety matters as they arise but also formally consulted at: team meetings, bi-</p>   |



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|  |   | monthly supervisions; and 6 monthly Health and Safety committee meetings.  |
| To ensure employees and volunteers receive sufficient information, training and supervision on health and safety matters | Alice Cutler, Welcome Centre Manager (volunteers)<br>Beth Wilson, Director (employees)  | BRR will ensure that new employees and volunteers receive information on Health and Safety as part of their induction.<br><br>BRR will organise training for employees and volunteers on Health and Safety matters as appropriate. |
| To maintain safe and healthy working conditions  | Alice Cutler, Welcome Centre Manager<br>Sally Jones, Office Manager                     | Workplace facilities will be maintained in a way that promotes staff wellbeing, safety and health  |
| To ensure First Aid trained staff/volunteers are available at all times  | SPLC: Sally Jones<br><br>Welcome Centre: Alice Cutler<br>Advice Delivery: Elinor Harris | A person is appointed to be responsible for checking the first aid equipment<br><br>and calling the emergency services when required at SPLC office and Malcolm X Community Centre.  |



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|  | EYP: Anna Burness | <p>There should be a trained first aider for each area or floor i.e. SPLC: 1; Malcolm X: 3, however these may be the same people as they work in more than one area.</p> <p>There should be at least one first aider for the main hall trained in First Aid at Work (3 day course valid for 3 years). All other First aiders should complete Emergency First Aid at Work (1 day course valid for 3 years) as a minimum. EYP staff should complete Paediatric First Aid training.</p> <p>All Coordinators should attend First Aid at Work Training. The EYP Manager and Assistant should attend paediatric First Aid Training.</p> <p>At each briefing when the Welcome Centre is open 2</p> |
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|  |  | <p>volunteers who have undertaken a recognised training course will be appointed First Aiders for that shift. Names will be written on the whiteboard.</p> <p>In the EYP, names of first aiders will be displayed on the notice board.</p> <p>The staff member trained first aider(s) named above will ensure that the first aid boxes are kept in the correct place and are regularly restocked with approved items only. Employees will be aware of the First Aid Box is kept</p> <p>A record of all first aid cases treated will be kept in the Accident Books, which will be kept with the First Aid boxes.</p> <p>All employees should be given the Health and Safety at Work Pocketcard</p> |
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|  |   | <p>Major Incidents and Fatalities at work must be reported to the HSE Incident Contact Centre: 0845 300 99 23</p> <p>Other injuries, diseases and dangerous incidents can be reported online at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p> <p>Injuries to children reported according to RIDDOR/OFSTED requirements</p> |
| <p>To implement emergency procedures – evacuation in case of fire or other significant incident.</p> | <p>Sally Jones, Office Manager<br/>Alice Cutler, Welcome Centre Manager</p> | <p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p> <p>See separate document – Bristol Refugee Rights – Fire Safety Arrangements and Procedures</p>   |





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| Insurance | Office Manager | Insurance will be renewed annually |
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| Health and safety poster is displayed:   | Pocket cards handed to each staff |            |  |
| First-aid box and accident book are located:<br>Accidents and ill health at work reported under RIDDOR:<br>(Reporting of Injuries, Diseases and Dangerous Occurrences Regs)<br><a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923 |                                   |            |  |
| Signed: (Employer)   |                                   | Date:      |  |
| Subject to review, monitoring and revision by:   |                                   | Every<br>: | 12 months or sooner if work activity changes |



## Appendix 2

### EYP emergency procedure

In the event of an accident leading to an emergency situation:

- Our first priority must be to ensure the safety of all present and to give necessary first aid attention.
- Parents/carers must be contacted as soon as possible.
- An ambulance should be called for anyone requiring hospital treatment. Be ready to give:
  - Your name.
  - The address of the EYP.
  - Name of the person who needs the ambulance
  - Reason for calling the ambulance, including any deterioration in the person's condition.
- Staff should not use their own transport unless their insurance policy specifically permits this and there is another member of staff available to accompany them.
- Find the Child Information Form and Child Medication form (if the child has one). Send these to the hospital unless the parents/carers are accompanying the child.



- If necessary go in the ambulance with child and stay with them until the parent/carer arrives, unless the parent/carer arrives before the ambulance. Make sure information about which hospital the child is being taken to is shared with other staff.
- We will record all serious injuries in the Accident book. Riddor does not take information about serious injuries with children. Instead, the local authority child safeguarding board should be informed, via First Response.
- We will notify Ofsted of any serious injuries as soon as possible and within 14 days of the incident. Telephone 0300 123 1231 and ask for the compliance team, they will ask for details of the incident. Ask if this incident is also reportable to your local child protection agency and if so report to the incident as required. We will keep clear records of the original incident and all actions taken.
- We will immediately report fatal or major injuries by telephone to Ofsted and the Health and Safety Executive; and to the local child protection agency. We will also inform the Manager/Chair of the Management Committee as soon as possible.
- We will record and report dangerous occurrences in the same way as fatal or major injuries, and outline what steps we will take to avoid a recurrence.
- In the event of a fatal or serious injury we will not move anything at the site until an examination has been carried out unless it is essential to do so in order to help the injured or prevent further injury.
- We will inform safety representatives of injuries and dangerous occurrences.