

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Plumpton Activity Scheme

Our health and safety policy is to:

Plumpton Activity Scheme regards the management of health and safety as a priority. It is our policy that all activities will be carried out in a safe manner and we will ensure the health, safety and welfare of everyone working at the scheme, the children attending the scheme and others who may be involved in our activities.

Our policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks within the setting
- Provide clear instructions and information, and adequate training, to ensure everyone is aware of the procedures
- Ensure equipment is maintained and safe to use
- Ensure safe handling and use of substances
- Implement emergency procedures, including evacuation in case of fire or other significant incident and ensure everyone is aware of the procedures
- Review and revise this policy regularly

Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

The committee is responsible for ensuring that the requirements of this policy are achieved.

Play Leaders have responsibility for implementing the specific arrangements made under this policy.

Deputy Play Leaders and Assistants are expected to familiarise themselves with this policy and its provisions and carry out their defined responsibilities. A copy of this document will be held in the Policy folder at the scheme and is accessible to everyone working at the scheme.

**Signed**

**Date**

**Print name**

**Review date**

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

Rebecca Baker (Chair Committee)

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Play Leader & Deputy Play Leader (varies each week) have responsibility for ensuring daily H&S checks and risk assessments are carried out and any issues or concerns identified as a result are escalated and dealt with as appropriate.

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Play Leader - H&S daily checklist, Fire evacuation procedure

First Aider on duty - first aid and setting-related ill health, accident reporting, administering medication where permission has been given

Play Leader/Deputy Play Leader/Assistants - maintaining equipment, removing and reporting any damaged equipment or H&S concerns

Everyone is expected and encouraged to be proactive on health & safety as part of the continued development of a health and safety culture

### 4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### *Risk assessment*

- We will complete a daily H&S checklist and take action where needed
- We will complete a weekly risk assessment for all activities being provided each week and take actions as appropriate to minimise risks identified
- We will ask Visitors to complete a risk assessment for any activities they are providing
- We will complete a Covid risk assessment and take actions as appropriate to minimise risks identified

### *Training*

- We will provide an induction session to ensure everyone is familiar with the H&S policy, procedures and risk assessments

### *Consultation*

- We will discuss any H&S matters that arise as appropriate

### *Evacuation*

- We will make sure escape routes are kept clear at all times
- Evacuation procedures will be practised regularly so children are familiar with them