

# A Quick Guide to the ELHAP Health and Safety Policy

All staff, volunteers, work placements, visitors and visiting groups (staff and volunteers of visiting groups) **MUST** follow these rules at **ALL** times:

## STAY ALERT

Take a common sense approach to Health and Safety. Make sure to check for hazards. If you move into a new area of the building or outside check that it is safe. If you notice that anything is unsafe or experience any problems or issues you should report this to a senior member of staff or the ELHAP Manager.

## KNOW WHAT TO DO IN THE EVENT OF A FIRE

Do you know where:

Your nearest fire exit is? The fire assembly point is? The nearest call point is? Where the fire extinguishers and fire blankets are kept? Do you know who the ELHAP fire marshals are?

## LISTEN TO ADVICE

Make sure to follow instructions given in your supervision meetings or by the ELHAP Manager or by Trustees. Take advice on staying safe from senior staff members. Make sure that you are aware of relevant risk assessments for the activity you are taking part in.

## DON'T DO ANYTHING YOU ARE NOT CONFIDENT OR COMPTENT TO DO

If you are unsure of how to do something ask for advice from a senior staff member, the ELHAP Manager or Trustees. If you feel nervous or unconfident or have not received appropriate training to carry out a task you should tell a senior member of staff or ask for help.

## REPORT ANY ACCIDENTS OR INCIDENTS

If you have an accident or you see someone else have an accident or incident, you should report it to a senior member of staff. You should record any accident or incident on a report form and then show it to the ELHAP Manager.

## KNOW WHO IS RESPONSIBLE FOR EACH ACTIVITY OR EVENT

Do you know who is responsible for what you are doing?  
Is there a risk assessment for this activity or event?  
If you have a problem with an activity or require advice who should you speak to?

## HEALTH AND SAFETY IS EVERYONE'S BUSINESS

**Only Dead Fish**



**Go with the Flow**

**Remember:** Don't 'go with the flow' and presume some else is going to deal with a problem or issue. **ALWAYS** question and challenge any potential problems or issues.

**QUESTIONING THINGS NEVER HURT ANYONE, BUT IGNORING A PROBLEM REALLY CAN HURT PEOPLE!**



# ELHAP Health and Safety Policy

This is the Health and Safety Policy Statement of

## ELHAP (A Special Needs Adventure Playground)

### Our statement of general policy is:

- ◆ To provide adequate control of the health and safety risks arising from our work activities;
- ◆ To consult with our employees on matters affecting their health and safety;
- ◆ To provide and maintain safe plant and equipment;
- ◆ To ensure safe handling and use of substances;
- ◆ To provide information, instruction and supervision for employees;
- ◆ To ensure all employees are competent to do their tasks, and to give them adequate training;
- ◆ To prevent accidents and cases of work-related ill health;
- ◆ To maintain safe and healthy working conditions; and
- ◆ To review and revise this policy as necessary at regular intervals.

Signed:

Mr Dave Charlton (ELHAP Chairman)

Date:

12th February 2018

Review Date:

11th February 2019

# Responsibilities

**1) Overall and final responsibility for health and safety is that of:**

**The ELHAP Board of Trustees**

**2) Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

**The ELHAP Director**

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

<i>Name</i>	<i>Responsibility</i>
Tara Tod & Kelvin Ha Sarah Vinning	Day-to-Day health and safety on Playground
Tara Tod & Kelvin Ha	Day-to-Day health and safety on Transition Project Day-to-Day health and safety on Orchard Project
Lindsey Caunter & Lee Craythorne	ELHAP Green Minibus
Lindsey Caunter	Food Hygiene
Kelvin Ha	Playground Medication and First Aid
Sarah Vinning	Transition Project Medication and First Aid
Tierna Lyons	Orchard Project Medication and First Aid
Robert Dighton	Fire Safety

**4) All employees have to:**

- ◆ Co-operate with supervisors and managers on health and safety matters;
- ◆ Not interfere with anything provided to safeguard their health and safety;
- ◆ Take reasonable care of their own health and safety;
- ◆ Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

# Health and safety risks arising from our work activities

1) Risk assessments will be undertaken by:

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

2) The findings of the risk assessments will be reported to:

**Robert Dighton (ELHAP Director)**

3) Action required to remove/control risks will be approved by:

**Robert Dighton (ELHAP Director)**

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will be responsible for ensuring the action required is implemented.

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every

**Year**

or when the work activity changes, whichever is soonest.

# Consultation with Employees

Employee representative(s) are:

**ELHAP does not currently have any employee representatives.**

Consultation with employees is provided by:

**Directly writing to all ELHAP employees.**

# Safe Plant and Equipment

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will be responsible for identifying all equipment/plant needing maintenance.

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will be responsible for ensuring effective maintenance procedures are drawn up.

**Robert Dighton (ELHAP Director)**

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to:

**Robert Dighton (ELHAP Director)**

**Robert Dighton (ELHAP Director)**

will be responsible for ensuring that all identified maintenance is implemented.

# Safe handling and use of substances

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will be responsible for identifying all substances which need a COSHH assessment.

**Robert Dighton (ELHAP Director)**

will be responsible for undertaking COSHH assessments.

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

will be responsible for ensuring that all actions identified in the assessments are implemented.

**Robert Dighton (ELHAP Director)**

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

**Robert Dighton (ELHAP Director)**

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

**Year**

or when the work activity changes, whichever is soonest.

# Information, instruction and supervision

1) The Health and Safety Law poster is displayed in:

**On the wall in the Reception Area (Front Hallway)**

2) Health and safety advice is available from:

**Specific Advice: Robert Dighton (ELHAP Director)**  
**General Advice: PLAYLINK**  
**([www.playlink.co.uk](http://www.playlink.co.uk))**  
**General Advice: ROSPA**

3) Supervision of young workers/trainees will be arranged/undertaken/monitored by:

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

# Competency for tasks and training

1) Induction training will be provided for all employees

by: **Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

2) Job specific training will be provided by:

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

3) Specific jobs requiring special training are:

- ◆ **Protective Holding Techniques for managing challenging behaviours**
- ◆ **First Aid treatment**
- ◆ **Fire Warden**
- ◆ **Emergency medication administration**
- ◆ **General medication administration**
- ◆ **Using the chainsaw**
- ◆ **Using the garden strimmer and lawnmower**
- ◆ **Working at heights**
- ◆ **Structure Building, including use of basic power tools**
- ◆ **Completing daily health and safety checks**
- ◆ **Completing risk assessments**
- ◆ **Installing and maintaining the aerial runway, tyre swings and hexagonal swings**
- ◆ **Moving and Handling**
- ◆ **Food Hygiene**

4) Training records are kept by:

**Robert Dighton (ELHAP Director)**

5) Training will be identified, arranged and monitored by:

**Robert Dighton (ELHAP Director)**



# Accidents, first aid and work-related ill health

1) Health surveillance is required for employees doing the following jobs:

**Health Surveillance is not currently required for any jobs**

2) Health surveillance will be arranged by:

**Robert Dighton (ELHAP Director) through ELHAP's Occupational Health service**

3) Health surveillance records will be kept by/at:

**Robert Dighton (ELHAP Director) in the General Office**

4) The first aid boxes are kept at:

- |                      |                          |
|----------------------|--------------------------|
| ◆ Downstairs Kitchen | ◆ Downstairs Staff Room  |
| ◆ Upstairs Landing   | ◆ Upstairs Activity Room |
| ◆ Green Minibus      |                          |

5) The appointed person(s)/first aider(s) are:

Lindsey Caunter	Claire Dukes
Kelvin Ha	Lee Craythorne
Tierna Lyons	Tara Tod
Sarah Vinning	Cathy Charles

6) All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

**Robert Dighton (ELHAP Director's) in the Reception office**

# Monitoring

1) To check our working conditions, and ensure our safe working practices are being followed, we will:

- ◆ **Complete daily health and safety checks (indoors and outdoors)**
- ◆ **Complete quarterly (3 monthly) Director inspections**
- ◆ **Receive 2 independent health and safety inspections each year**
- ◆ **Complete an annual analysis and review of all accidents and incidents occurring at ELHAP**
- ◆ **Investigate any accidents or incidents (that are greater than significant or minor accidents)**
- ◆ **Undertake regular spot checks**

**Robert Dighton (ELHAP Director)**

is responsible for investigating accidents.

**Robert Dighton (ELHAP Director)**

is responsible for investigating work-related causes of sickness absences.

**Rob Dighton in co-operation with Tara Tod (Projects Manager), Kelvin Ha (Senior Team Leader) and Lee Craythorne (Activity Worker)**

is responsible for acting on investigation findings to prevent a recurrence.

# Emergency procedures – fire and evacuation

**Robert Dighton (ELHAP Director)**

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked every:

**Day within the daily health and safety**

Fire extinguishers are maintained and checked eve-

**Year by the 'Fire Extinguisher Supply Company'**

Alarms are tested every:

**Week by ELHAP Staff and 6 monthly by A.D.T.**

Emergency lighting is tested every:

**Month by ELHAP Staff and 6 monthly by A.D.T.**

Emergency evacuation will be tested every:

**3 months**