

HEALTH & SAFETY POLICY

The Trustees of Forest Pulse are ultimately responsible for the implementation of Health and Safety Guidelines in line with the Health and Safety at Work Act 1974. It is a legal requirement for all organisations to “establish safe systems of work” and take all “reasonable care” to ensure the Health and Safety of all individuals. However, this responsibility is delegated to all employees within the organisation. It is essential that all Forest Pulse staff read these guidelines and adhere to them. The promotion of safety, and health, at work, must be regarded as a mutual objective for all employees at all levels. If there are any questions relating to this policy please contact the Charity Manager.

This document lays down Forest Pulse’s Policy and Objectives on Health and Safety. This will be backed up by Policy Guidelines relating to the various areas of work the charity is involved in. All employees, volunteers, families and any other involved persons will be encouraged to follow the guidelines within this document. For the purposes of this document the term employee can be taken to include volunteers and any other person providing support or activities.

Forest Pulse has responsibility for:

1. Securing the health, safety and welfare of all staff at work.
2. Protecting other people e.g. members, volunteers, families, carers and any other involved person against risks to health and safety arising out of/or in connection with the activities of persons at work.

Forest Pulse, as an Employer, has a responsibility for:

1. Providing and maintaining safe and healthy working conditions and environments within the framework of statutory requirements.
2. Ensuring that all employed staff are given copies of the Health and Safety and all other relevant policies, and will be required to sign that they have read this document and understand their responsibilities in relation to this policy.
3. Ensuring that all volunteers, parents and any other visitors to Forest Pulse are aware of health and safety guidelines and have access to all policies.
4. Providing information, instruction, training and supervision, for employees as may be necessary.
5. Providing all necessary safety devices and protective equipment and enforcing the use of such devices and equipment.
6. Ensuring all staff, volunteers and other persons adhere to lifting and handling guidelines.
7. Ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, medication and other substances. Any potentially dangerous liquids or substances must be stored safely in accordance with COSH guidelines.
8. Providing safe access to and exits from places of work.
9. Maintaining a constant interest in the general aspects of safety by:
 - i) Allocating overall responsibility for health and safety issues to the Charity Manager, who may delegate responsibilities to other members of staff.
 - ii) Allocating responsibility for health and safety issues at Holidays Clubs, Youth Club etc to Activity Manager/Activity Leader.
 - iii) Promoting, co-ordinating and monitoring health and safety procedures.

10. Ensuring that the charity has current and adequate public liability insurance, and that a copy of the certificate is displayed at all times.

Forest Pulse employees have a responsibility to:

1. Adhere to the guidelines laid down in regard to this policy
2. Work safely and efficiently and with due regard for the health, safety and welfare of themselves and others, including the public. All areas in which activities take place, including off site activities, should be risk assessed before the commencement of each day's activities. Note should be taken of any potential hazards (e.g. blocked fire exits, broken windows/doors, inadequate security, damaged fencing, cleanliness of toilets and kitchens, etc).

All electrical equipment should be checked as follows:-

- All electrical items should be used for the correct purpose according to instructions.
 - Damaged plugs, wires and sockets should not be used and should be reported/replaced/removed/condemned as appropriate.
 - Care should be taken not to overload wall sockets, particularly when using extension cables.
 - It is recommended that circuit breakers are used with equipment accessible to children/young people.
 - Trailing wires should be avoided.
 - All appliances should be switched off at wall socket when not in use.
 - Plug covers are used when sockets not in use.
3. Ensure an appropriate staff/volunteer to child/young person ratio should be provided for all activities, on or off site. No activity should go ahead unless there is an adequate level of support.
 4. Ensure that there is access to a telephone on site and whenever possible a mobile phone available for off site activities. Activity Leaders should endeavour to ensure they have telephone numbers readily available for:-
 - i) local Hospital A&E Department
 - ii) police and fire station
 - iii) the key holder for any premises used
 - iv) all relevant contacts if children are staying away from home
 - v) any transport companies being used
 - vi) mobile phone numbers for minibus drivers/escorts
 - vii) contact telephone numbers for Charity/Activity Managers
 5. Record all accidents and incidents.
 6. Report any unsafe conditions as they arise.
 7. Co-operate with Management when accidents require investigation.
 8. Ensure that all materials and equipment are used safely and in accordance with instructions and if necessary training is provided.

ACCIDENT AND INCIDENT PROCEDURES

1. There must be at least one qualified First Aider present at all Forest Pulse activities, on or off site. Ideally, this should be Activity Leader or Assistant. The names of First Aiders should be clearly displayed on site.
2. Whenever possible, there should be a qualified First Aider on any transport provided by Forest Pulse.
3. All accidents, however trivial, must be reported to Activity Leader or First Aider immediately. The administration of medication should only be undertaken by appropriately trained staff, including gastrostomy tube training if medications are to be administered in this way.

4. There must be a clearly marked First Aid kit at any premises used by Forest Pulse, which is easily accessible to staff only. A portable First Aid kit must also be available for any off site activities (minibus kit may be utilised in this situation).
5. The Activity Leader is responsible for ensuring all First Aid kits referred to in item 4 are regularly checked and items replaced as necessary. The contents of First Aid kits should be displayed in the kit.
6. Accident records sheets must be available at all activities. **All** accidents involving children/young people, staff, volunteers, parents or visitors, must be recorded – however trivial they may seem. The accident record should contain the name of the person injured, the date, time and location, details of the accident, witnesses, action taken and signature of First Aider. Details of any injuries children/young people already have should also be recorded.
7. It is the responsibility of the Play/Youth Leader to ensure that there is a form signed by parents for every child present giving details of:
 - name
 - date of birth
 - home address
 - contact telephone number (in case of emergency), and where possible a second emergency contact.
 - relevant personal/medical details (including allergies)
 - details of disabilities/special needs
 - doctor's name, and if possible address and/or telephone number
 - parental consent to emergency treatment

No child/young person can attend any Forest Pulse activity unless such information is available (unless parent/carer remains to assume responsibility).

- 7a. Names, addresses and emergency telephone contact for all staff and volunteers should be available.
8. Every effort must be made to inform parents/carers of any accident and the action taken. If parents are not seen by staff in person, a brief note should be sent home detailing any accidents requiring First Aid treatment. However, if the child is under eight years of age a parent/carer must sign the accident record sheet. If it is not felt in the child/young person's best interests to remain at the activity, parents/carers should be contacted.
9. If medical treatment is required every effort must be made to contact and inform parents/carers as soon as possible. If staff accompany child/young person to A&E, their registration/health form should be taken (including emergency treatment permission). Any such accident involving children/young people, staff, volunteers or visitors should be reported to the Activity Manager and/or Charity Manager at the earliest possible opportunity. All accidents/injuries involving children under the age of eight requiring medical treatment must be reported to OFSTED, and the Environmental Health Officer at Forest of Dean District Council should be notified. Accidents resulting in an adult being off work for more than 3 days must also be reported to the Environmental Health Officer.
10. All staff, volunteers and sessional workers should be made aware of basic First Aid procedures.
11. It is the responsibility of staff to consider why any accident has occurred and, if appropriate, take prompt action to ensure future prevention.

INCIDENTS

As well as all accidents being recorded, it is important that any near misses should also be recorded. This should include any incidents which occur which cause concern (e.g. a child climbing onto a chair/table to get to a cupboard) and indicate the potential for an accident to occur and any action taken (e.g. moving the table). It should also include any damage to equipment/furniture.

1. All incidents/near misses should be recorded in incident book and should include:
 - date and time
 - person involved (if applicable)
 - witness (if applicable)
 - activity
 - details of incident and potential danger
 - action taken
 - action taken to avoid future occurrence
 - signature of Activity Leader, Activity or Charity Manager
2. Any damaged equipment should be recorded. If any item is unsafe, it should be removed or made safe.
3. Any damage to furniture or building should be reported to the person in charge and any safety issues addressed

GOOD HYGIENE AND INFECTION CONTROL PROCEDURES

These guidelines are intended to minimise the risk of infection to staff/volunteers and children/young people. It is particularly applicable to situations where personal care is provided.

1. Hand Care

Proper hand washing involves the use of hot water with antibacterial hand washing liquid (or soap) on hands that are already wet. Particular attention should be paid to the thumbs, the tips of the fingers and the skin between the fingers. Hot air dryers or paper towels are the preferred method of drying hands. Anyone engaged in personal care tasks is advised keep their nails short and to wear minimal hand jewellery to avoid scratching and cross infection. Any rings or watches should be removed before hand washing.

- 1.1 Hands must be washed before handling or preparing food and after using the toilet.
- 1.2 Any cuts or abrasions must be covered by an impervious waterproof dressing.
- 1.3 Protective gloves will be provided. These must be worn when handling body products or potentially hazardous substances, and hands must be washed after the gloves are removed. Gloves are also provided to be used by individual staff as required, e.g. to protect sensitive skin.
- 1.4 Wash hands as soon possible after accidental contact with body products.
- 1.5 Wash hands after completing personal care tasks for each child/young person.

2. Handling Body Products

Whilst blood poses the greatest risk, all body products (blood, urine, faeces, vomit, leakage from gastrostomy button, sputum and saliva) carry some risk of infection. Any body product, from any person attending a Forest Pulse activity must be treated as if it was infectious and dealt with accordingly.

- 2.1 When undertaking personal care tasks or handling soiled material, staff must wear disposable gloves (and a disposable apron if appropriate). This also applies when dealing with any spillage.
- 2.2 If individuals are soiled with a body product, they must wash themselves or be washed with plenty of warm, soapy water, with disposable cloths. Changing beds, basins and bowls must be thoroughly cleaned after use.
- 2.3 Soiled clothing must be placed in a plastic bag, sealed and sent home with the child/young person.
- 2.4 Any spillage should be covered with sufficient disposable paper towels or cloths to absorb it. When absorption is complete, these should be disposed of safely (see 3.3 below). The area should then be thoroughly cleaned with disinfectant (or equivalent cleaning agents) and left to dry.

3. Disposal of Waste

Forest Pulse will make every effort to dispose of waste contaminated with body products safely, and in accordance with current legislation.

- 3.1 All waste should be disposed of promptly.
- 3.2 Liquid waste, faecal matter and vomit must be flushed down the toilet.
- 3.3 Solid waste (e.g. paper towels used for spillages, used disposable gloves, pads etc) must be placed in a suitable plastic bag and tied. Whenever possible these items are placed in yellow bags and disposed of in specialist bin for separate collection. If not available, items should be then placed in a black plastic bag, tied and disposed of through the normal refuse collection.
- 3.4 Waste resulting from clinical procedures (e.g. dressings, catheter bags) must be double-bagged and disposed of as in 3.3 above.
- 3.5 Disposal of needles and other sharp objects is the responsibility of the health care professional or self-medicating user concerned.

4. Accidental Contamination

Forest Pulse recognises that all situations cannot be anticipated and staff/volunteers should be alert in addition to the following established procedures.

- 4.1 where body products come into contact with the skin, they must be washed off as soon as possible.
- 4.2 particular attention must be taken when:
 - the skin is broken by a bite or scratch
 - the skin is breached by a sharp object contaminated by body products
 - body fluids are splashed onto broken skin, mucous membranes or the eyes

In these circumstances, the affected part must be washed immediately and thoroughly with soap and copious quantities of running warm or cold (not hot) water. Do not restrict flow of blood, as this helps clear any contamination. Nail brushes should not be used.

The wound should be checked by First Aider the same day and injured person urged to take medical advice if skin is broken and there is risk of infection (e.g. from bites, rust, dirt etc), or if the condition of wound deteriorates. They should also be advised to visit GP if not already immunised against infectious diseases.

- 4.3 Staff are encouraged to maintain up to date immunisation against Tetanus, Hepatitis B and other infectious conditions. Forest Pulse will cover the cost of such immunisations, but have the right to choose the medical practitioner who administers these immunisations, to ensure cost efficiency.

Remember disposable gloves do not protect against broken glass or other sharp objects.

5. Premises

Forest Pulse will endeavour to prevent the spread of infection and maintain cleanliness of any premises and equipment used.

- 5.1 Check setting clean before children arrive and at regular intervals during the day, cleaning as necessary.
- 5.2 Play areas, kitchen, toilets and changing areas to be thoroughly cleaned daily after children have left.
- 5.3 Tables to be wiped after each activity. Sand, playdough etc to be checked and changed regularly.
- 5.4 Every endeavour should be made to ensure that items that have been 'mouthed' by children are cleaned appropriately.
- 5.5 All plastic and wooden toys should be washed at the end of Playscheme, and more frequently if required.
- 5.6 Dressing up and spare clothes should be clean at commencement of activity and washed afterwards.
- 5.7 When supervising a cooking activity, ensure hygiene and Health & Safety procedures are strictly followed.
- 5.8 Follow directions for food storage. Under no circumstances use out of date food/drink.
- 5.9 Provide suitable hand washing facilities.
- 5.10 Provide adequate disposable tissues and cloth wipes.
- 5.11 Use disposable towels or hand dryers whenever possible.

5.12 Wash tea towels and towels daily.

Spread of Infectious Diseases

Forest Pulse will endeavour to minimise the risk of spreading infectious diseases amongst those people involved in its activities.

1. Parents are asked not to send children/young people to any activity if they are unwell, particularly if they have an infection which might be passed on to others. In the case of sickness and diarrhoea, parents are advised that children should not attend any activity until at least 48 hours after last incident of sickness or diarrhoea. If staff feel a child is unwell or might be developing an infectious disease, they should notify parents and ask for child/young person to be taken home.
2. Parents are asked to notify Forest Pulse staff if their child is suffering from or has been in contact with a contagious or infectious condition, so that appropriate protective measures can be taken.
3. Children/young people, staff or volunteers should not attend an activity if they are at the contagious stage of any infectious illness (refer to Activity or Charity Manager for clarification).
4. If any person is known to be suffering from diarrhoea and/or vomiting (more than one episode) they should not attend any Forest Pulse activities for 48 hours after last bout of illness.,
5. If anyone is suffering from any potentially infectious condition NHS guidelines relating to incubation, isolation and contamination must be followed, and all directives in these guidelines must be adhered to.

Reviewed and approved by Trustees: 13th March 2019

Signed on Behalf of Trustees

Role