

Health and Safety policy

Section A

Policy Statement

It is the policy of **Time 4 Children** to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, volunteers and visitors and to provide information, instruction, training and supervision as is needed for this purpose.

Time 4 Children actively seeks support from all staff and volunteers, whatever their status, in achieving the objectives of this Health and Safety Policy (“the Policy”).

The welfare of the children is paramount, the necessary and legal checks will be made to ensure that staff and volunteers, who are involved with the charity and/or act on its behalf, are of sound character and able to undertake work of this nature effectively.

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The policy will be kept up to date as required. The Policy and the way in which it is operated will be reviewed annually.

The Policy is issued to all staff and volunteers.

Signed: Dated:

Position of signatory:

SECTION B

The Organisation of Responsibilities for Implementing the Policy

Time 4 Children's organisational structure is set out below and the schedule of individual health and safety responsibilities is detailed below.



Day to day health and safety responsibilities:

1. The Project Manager is responsible for the day to day health and safety matters where staff and volunteers are working with children.
2. The Project Manager is responsible for carrying out risk assessments of where staff and volunteers are working with children, copies of which should be forwarded to the Secretary of the Trustee's as soon as carried out.
3. Staff working from home are responsible for the day to day health and safety matters relating to their home office.
4. All staff and volunteers – whilst travelling to where they are working with children will follow this policy.
5. It is the duty of all employees and volunteers while working with children:-
 - To take responsible care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions whilst working with a child.
 - To co-operate with supervisors and managers and to report to the appropriate person any health and safety problems.
 - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
6. Any abuse of health and safety responsibilities by an employee or volunteer may lead to Disciplinary proceedings being taken against him/her. *See all policies pertaining to working for Time 4 Children.*

Monitoring the Health and Safety Policy

7. The Trustees are responsible for checking the Policy to ensure Continued effectiveness in that:
 - Health and safety responsibilities are being properly followed.
 - Employees and volunteers are following **Time 4 Children's** health and safety rules for when working alone with children.
 - Employees and volunteers are safety conscious when working alone with children.

Health and Safety Budget

8. Allocation will be made in the budget when training volunteers in looking after the Mental and physical health of themselves.

Lone Working Policy

9. All staff who lone work (home visits etc.) must adhere to the lone working policy. All staff must be aware of and follow lone working procedures.

Section C

General safety and conduct of employees and volunteers

Employees and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner, when working alone with children, so as not to expose themselves or others to risk *[see all policies pertaining to working for Time 4 Children]*. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees and volunteers. A declaration by employees and volunteers must be signed when the Policy, as with all Time 4 Children policies, has been read and understood. Staff and volunteers must not promote or participate in horseplay, pranks or practical jokes, which may result in an accident or injury.

Accidents

If an accident occurs to an employee or volunteer it is their responsibility to notify either the Qualified First Aider on the premises where they are working with a child e.g. school or family centre and then report the accident to the Project Manager at Time 4 Children. If an accident occurs where a child is injured, it is the responsibility of the employee or volunteer to notify the Qualified First Aider on the premises e.g. school or family centre who will follow the school or family centre procedures regarding contacting parent/carer of the child, and then report the accident to The Project Manager at Time 4 Children who will record the accident in the Accident Book.

First Aid

When an employee or volunteer is working with a child on school premises, those premises will have a First Aider and First Aid Equipment.

Safety Training

Staff and volunteers for Time 4 Children follow premises evacuation procedures *[to follow evacuation procedures of premises, e.g. school]* accident procedures and availability of first aid.

Communication

Health and Safety is an agenda item for all. Trustee meetings are held every 4/6 weeks and all employees and volunteers are encouraged to raise any matter of concern to the Project Manager, to raise at the Trustee meetings, but if more urgent, to raise with the Project Manager at any time.

Smoking

Smoking is not allowed on any premises e.g. school, office. Smoking is allowed at employee's home office when not working in conjunction with others on said premises.

Alcohol

Employees/Volunteers are not permitted to work with children whilst under the influence of alcohol

Fire Precautions

Employees and volunteers will follow fire procedures of premises (school) of where they are working with children.

Good Working Practices

1. All staff and volunteers will always adhere to good working practices as set out in Time 4 Children policies.
2. Employees should take all reasonable precautions when meeting with parents/carers of children and arrange for a colleague to be in attendance if in any doubt as to her/his safety.
3. All staff and volunteers will record their arrival and departure in the premises (school) record book.
4. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992.

Risk Assessments

A risk assessment will be carried out on place e.g. room/space, where staff and volunteers will be working with children to ensure safety of child and staff and volunteers.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures or annually, whichever occurs first.