



SIMPLY PENDOYLAN

Health and safety policy statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Simply Pendoylan

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 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.

Responsibilities

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with Simply Pendoylan to help them comply with the law.

1. Overall and final responsibility for health and safety is that of **Amanda Baker**.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager **Amanda Baker**
3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name: Amanda Baker Overall Responsibility

4. All employees must:

- _ co-operate with health and safety matters;
- _ not interfere with anything provided to safeguard their health and safety;
- _ take reasonable care of their own health and safety; and
- _ 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

All new activities will be risk assessed.

Risk assessments will be undertaken by the Playleader (or other delegated person).

The findings of the risk assessments will be reported to **Nikki Olphert, Amanda Baker** or appropriate person.

Action required to remove/control risks will be approved by the Playleader, **Amanda Baker**

The Playleader will be responsible for ensuring the action required is implemented.

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

Assessments will be reviewed every day, week, month or term (see Risk Assessment file).

Safe Club and equipment

All equipment and materials purchased for use at the Club will be checked regularly (see risk assessments), maintained (cleaned and checked for safety) and replaced as and when necessary. All new and second-hand equipment purchased is checked to ensure it meets health and safety standards before it is purchased.

The Playleader or person in day-to-day charge will be responsible for identifying all equipment.

The Playleader or person in day-to-day charge will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to **Nikki Olphert or Amanda Baker**.

Amanda Baker will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), any substances used in the Playsetting which may be hazardous to health will be risk assessed.

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

The Playleader will be responsible for undertaking COSHH assessments.

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

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

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

Assessments will be reviewed every term or when the work activity changes, whichever is soonest.

Information, instruction and supervision

Our Health & Safety Policy is available for staff and parents to see in our Policies and Procedures File.

All staff undergo company Health & Safety training as well as certificated courses arranged through Clybiau Plant Cymru Kids' Clubs, Vale of Glamorgan or online through High Speed Training, which are repeated every three years. Training is monitored and recorded by the Management.

Accidents, first aid and work-related ill health

The first aid box is kept in the after school club box in the kitchen at the War Memorial Hall and in the store cupboard in the school hall.

The appointed person is **Amanda Baker**.

All accidents and cases of work-related ill health are recorded in the accident book. The book is kept with the Policies & Procedures folder.

The Managers are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will risk assess the working environment daily and also check toys and equipment on a daily basis.

The CIW Responsible Individuals **Nikki Olphert & Amanda Baker** are responsible for investigating accidents.

The CIW Responsible Individuals **Nikki Olphert & Amanda Baker** are responsible for investigating work-related causes of sickness absences.

The CIW Responsible Individuals **Nikki Olphert & Amanda Baker** are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation
SEE FIRE DRILL IN POLICIES AND PROCEDURES

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

Escape routes are checked as part of the Daily Risk Assessment routine.

Fire extinguishers are maintained and checked by the hall committee and the school.

Alarms are tested by the school.

Emergency evacuation will be tested every term.