

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

POLICY – HEALTH & SAFETY

AIM: To provide a safe and healthy environment for all the people involved in the activities of Play Montgomeryshire.

METHOD:

- Raise awareness of the need to recognise the importance of providing a safe and healthy work/play environment.
- Take health and safety issues into consideration when planning and organising any event.
- Ensure all people involved in Play Montgomeryshire events are aware of health and safety issues, and comply to standards of good practise.

SPECIFICS:

- Play Montgomeryshire shall hold a public liability insurance policy and relevant employer's liability policy covering all activities of the organisation
- It is the responsibility of all management, staff and attenders to report anything that is seen to be unhealthy or unsafe, and the staff and management's responsibility to address any issues reported.
- To also ensure all equipment and materials used are safe and acceptable to good health i.e. noxious materials should not be used, equipment should not have sharp edges, equipment should be age and ability appropriate, toys need to be stable and in good order, and equal consideration given to all other equipment and materials.
- When using materials and equipment they should be used in a safe manner, not detrimental to a person's health.
- Training may need to be provided on the use of equipment or materials that could be unsafe or a danger to people's health.
- To ensure the premises used are safe and healthy, and maintained to an acceptable standard with regard to health and safety.
- To provide an environment that is safe and healthy, and to make adequate arrangements for people's welfare and comfort.
- To ensure instructions on substances that could be detrimental to health or safety can be clearly recognised and easy to read.

- To keep dangerous substances or equipment out of the reach of younger or vulnerable people, to whom they may be a danger.
- To keep a well stocked first aid kit, and have at least one first aider on the premises when providing a play facility open to the public.
- To comply with legislation regarding Health and Safety, including the Children's Act (1989) law and registration of play facilities with the local authority
- To maintain awareness of infectious diseases, and in particular to HIV, Hepatitis and other bodily fluid carried infections. To ensure protection is used when cleaning up bodily fluids
- A risk assessment will be carried out before the start of any play provision operated by Play Montgomeryshire
- All accidents requiring any treatment should be recorded in the accident book
- Any incident of a disturbing or illegal nature should be recorded in the incident book and kept in a safe place
- A telephone, for emergency use, needs to be on or near the premises being used
- The correct guidance should be employed when lifting or carrying objects.
- People should not drive a vehicle they consider unsafe to use, and are responsible that they are insured to drive the vehicle
- The use of VDU's should be restricted to a maximum of 4 hours a day, with a 10 minute break every hour. Pregnant women have the right to ask to be taken off using VDU's or for protective screening

Fire

- Advice will be sought from the Fire Services for premises regularly used by Play Montgomeryshire and a risk assessment carried out
- Appropriate, regularly checked and maintained fire equipment will be made available and positioned correctly in all premises used by Play Montgomeryshire
- Fire notices, alarms and clearly signed fire escapes shall be in all premises used by Play Montgomeryshire
- A Register of attendees shall be kept at all meetings and play facilities held by Play Montgomeryshire which shall be used in the event of a fire
- Evacuation procedures shall be prepared and practised regularly for all premises used regularly by Play Montgomeryshire. Evacuation procedures should also be prepared for premises used occasionally

This policy may be updated and revised at any time. It is not exhaustive, and general consideration should be given to health and safety at all times.

Accepted at the meeting dated / /

Signed.....
Chairperson

I have read the policy, and agree to abide by it.

Signed.....

Date.....