



HEALTH AND SAFETY POLICY

GENERAL POLICY

The Time Out Group wish to ensure the safety, health and welfare of its employees, volunteers, and members of the public with whom it has contact in order to:

1. Reduce to the minimum, injury, death, distress or other hardship to employees, volunteers and members of the public;
2. Keep the quality and contentment in their work of all employees and volunteers at the highest possible level; and
3. Avoid costs arising from accidents to people, structures or equipment.

ORGANISATION FOR HEALTH AND SAFETY

It is Time Out policy as far as it is reasonably practicable to encourage amongst all employees and volunteers an awareness of the importance of safe working, of safety and health requirements in individual actions, and co-operation to avoid accidents.

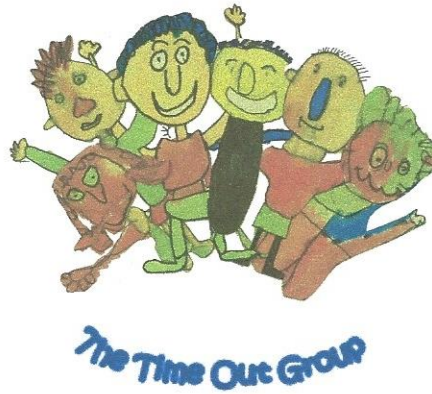
The Time Out Group requires all employees/volunteers to take reasonable care for the health and safety of themselves and their fellow workers, as well as those in their care or other persons who may be affected by their actions at work. All employees/volunteers must work according to the policy.

The Group Leader is responsible for ensuring that this policy is adhered to and for training staff and volunteers in safe working practices.

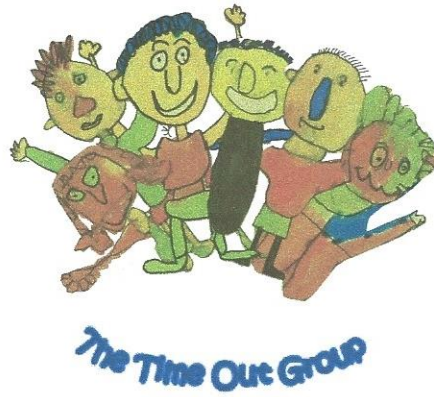
A copy of this policy will be made available in all office or workshop premises operated by Time Out. Completed risk assessments are filed and maintained by the Administrator.

ARRANGEMENTS FOR HEALTH AND SAFETY

- The group will operate in workplaces where equipment and buildings provided are maintained by an external body i.e. WCC



- Provide and maintain adequate welfare and first aid facilities and arrangements. Ensure that a first aid box is located in an accessible location and that location and contact details for the nearest medical facilities are displayed in a prominent position.
- The group will operate in locations where appropriate fire-fighting equipment is provided and maintained by the responsible organization as appropriate.
- Require all employees and volunteers to observe safe-working practices at all times and comply with the published rules and procedures.
- Encourage co-operation of employees/volunteers by discussion and consultation with a view to promoting and developing good health and safety practices.
- Investigate accidents where injury or damage results or where there was a "near miss" situation.
- All incidents are to be recorded in an Accident Record Book, which is maintained by the Group Leader. The Group Leader will review each Accident Record Book on a regular basis, and at least quarterly.
- Risk-assess activities and require all employees to read and follow them.
- Write a risk assessment for each child with details of specific needs and require all employees to read and follow them. These risk assessments will be updated and reviewed annually unless changes with the child's development require the review to happen ahead of this.
- Ensure that parents/guardians complete annual medical forms for their children.
- During sessions, staff are to carry wallet size cards containing key medical information and emergency contact numbers.
- On occasion, staff members may be required to administer medication. Medication will be signed in and out, one other staff member must witness



administration and staff will complete the appropriate medication form.
(Appendix A)

- All staff will read and sign the risk assessment for Medical Arrangements.
- Ensure that a member of staff with up to date paediatric first aid training is present at all sessions.

This Policy is supplemented by current legislation.

This policy was adopted by the committee on 24 April 2018.

Signed JO Bradley Chair JO BRADLEY... Date 12/6/18