



HEALTH AND SAFETY POLICY

GENERAL POLICY

The Time Out Group wishes 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 Group Leader.

ARRANGEMENTS FOR HEALTH AND SAFETY

The group will: -



- Operate in workplaces where equipment and buildings provided are maintained by an external body eg Welcombe Hills School or Mencap
- 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.
- 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.
- Ensure all incidents are to be recorded in an Accident Record Book, which is maintained by the Group Leader. The Group Leader will review each event recorded in the Accident Record Book on a regular basis, and at least quarterly.
- Ensure that the Group Leader receives training in writing risk assessments.
- Ensure that risk assessments are written for all external activities and that these are then checked by a second person (usually the Chair), prior to the session commencing.
- Ensure the group leader writes a risk assessment for each child with details of specific needs. This will be checked by a second person (usually the Chair) and shared with the family.
- Require all employees to read and follow the risk assessments for activities and individual young people.



Risk assessments will be updated and reviewed annually unless changes with the child's development require the review to happen ahead of this.

All staff to be briefed prior to a session commencing to ensure they have understood the contents of the risk assessment.

-Ensure that parents/guardians complete annual medical forms for their children.

- 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 first aid training is present at all sessions.

This Policy is supplemented by current legislation.

This Policy was approved by the committee on 20 September 2021 and updated on 3 July 2023.

Signed.....*H & B. Bradley*..... Chair*14/7/23*..... Date

Date policy to be reviewed – July 2026