Play, Adventure & Community Enrichment

Health & Safety Guidance for Staff

Updated May 2025

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1.Health and Safety Policy Statement of Intent

PACE recognises the fact that Health and Safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It recognises the Health and Safety at Work etc. Act 1974 and that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks. As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation. A positive culture will be encouraged within the organisation and management shall actively support this culture.

Adequate planning, monitoring, and review of the implementation of the Health and Safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form the company's aims and objectives.

1. The company will ensure that there are arrangements put into place for the effective planning, development, and review of this policy statement.
2. Management, and the Board of Trustees will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
3. The company will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to health and safety.
4. Management and the Board of Trustees considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
5. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of expert help will be sought where the necessary skills are not available within the company.
6. The company will liaise and work with all necessary persons to ensure health and safety. The company will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.
7. The company believes in constantly improving health and safety standards and performance. It will to this end endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will always seek to exceed these where there is a demonstrable benefit.
8. The company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management and the Board of Trustees. Managers will have specific duties and responsibilities to comply with the letter and

spirit of company policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The company will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.

9. The company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
10. The company will set up a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
11. The company will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.

2. Emergency Procedures - Fire

On discovery of a fire

1. Raise the alarm
2. Telephone the Fire Brigade by dialling 999 offering as much information as possible:
    - Location of the fire?
    - If anybody is injured, trapped or unaccounted for?
    - Are there any dangerous substances involved or in the immediate vicinity of the incident (e.g. large volumes of solvents, compressed gas bottles)
3. Leave the building by the nearest Emergency Exit and report to the Assembly Point

The Assembly Points are:

Fortune Green – Outside on the Green

Camden Square – Out of the gates located on the pitch

Fairfield – Out of the back gate and into the pathway between the flats and Fairfield's fence.

Use of fire fighting equipment:

- ALWAYS alert other staff ***before*** attempting to tackle the fire
- ALWAYS ensure that you have a safe exit – never let the fire get between you and the exit

- If it is a small fire, you have received the appropriate training, and it is safe to do, use the nearest fire extinguisher or fire blanket. Always ensure you do this with another member of staff.

- If the fire is large, unmanageable or isn't extinguished by your intervention, call the fire brigade.

On hearing the fire alarm

- Clear the building calmly and as quickly as possible of all children, visitors and staff and go to the assembly point, ensuring the Senior Centre Manager the Service Manager is informed if you leave the site.
- Where possible, individual children's medication should be taken with you during an evacuation.
- DO NOT return to the building in any circumstances until informed that it is safe to do so by the Fire Marshall.

If you are a Designated officer:

- Call the Fire Brigade.
- Check all areas, including the toilets and storerooms are empty before you leave. Close doors as you leave
- At the assembly point, use the Headcount function on Famly and visitor register to check all staff and children are accounted for.

3. Security

PACE accepts the responsibility for ensuring, so far as is reasonably practical, that unauthorised access to its premises is prevented at all times.

All team members have a responsibility to ake sure:

- You close the gate properly when you enter and leave, so that unauthorised people cannot enter.
- Sign all children in and out on Famly, so we know which children are on site.
- All staff and visitors to sign in and out. Visitors to be supervised by a member of the team at all times, and will only be admitted to public areas during the working day.
- Children should only be signed out into the care of a person who is authorised to take them, this information is held on Famly. Adults dropping off and collecting should do so in the designated area only.
- The premises is to be safely secured at the end of each working day.

4. First Aid

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

Workplace First-aiders are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.

Workplace Appointed persons are responsible for:

- in the absence of a first-aider, taking charge when a person has been injured or falls ill
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

The following are general first aid related procedures to be followed by all staff:

- If you are aware that an employee has been taken ill, or has had an accident, call for assistance. You should not attempt to give first aid treatment yourself
- If you need to access a first aid kit for personal use, do not remove it from its designated place
- Any loss or damage to first aid equipment must be reported to a Senior Centre Manager.
- If a first aid kit is poorly stocked, this should be reported to a Senior Centre Manager.

Dealing with visitors:

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person.

5. Employees & The Workplace

Induction Training

All new employees of PACE will receive Induction training. This will constitute familiarisation of the building lay out, including the location of all relevant H&S items (e.g. fire exits). A copy of the PACE Health and Safety Policy and relevant supporting procedures will be available to the employee who will sign and state that they have read and understood the contents.

Training Records

PACE makes the commitment to provide sufficient training in the awareness and implementation of Health and Safety initiatives, to ensure compliance with the Policy.

All training relating to H&S issues will be recorded and signed by both the trainer and the individual as a record that such training was given. The Manager of Safety will hold training records. These will be subject to inspection and are auditable in line with the company's safety inspections and audits.

General

PACE will ensure that the detailed requirements of the Workplace Regs 1992 are complied with at all times. Including, but not limited to, the supply of safe access and egress; the provision of suitable ventilation and lighting; a supply of fresh drinking water; and suitable welfare facilities.

Lone Working

Under no circumstances should anybody perform any potentially hazardous work whilst working alone (e.g. out of normal hours) without a Lone Worker assessment accounting for the environment and the task to be carried out, authorised by the Manager of Safety.

The Lone Worker assessment forms are detailed in the Risk Management Procedure

Maintenance

- Required buildings and general maintenance is identified through the various inspections, housekeeping checks, and maintenance schedules. These will be carried out regularly by Service Managers and Senior Centre Managers. The maintenance shall be sufficient to maintain a healthy and safe working and teaching environment.
- It is recognised that housekeeping is often a contributory cause to accidents, for example slips, trips, and falls the like are often caused by a cluttered workplace or classrooms

It is everybody's responsibility to maintain a clean, tidy and safe working environment at all times.

6. Stress Management

PACE understands that at times people could be and could feel under stress either from the effects of their home life or from duties at work and therefore will follow some key points to manage the levels of stress within its employees. The following points will be the basis of a stress management policy adopted by PACE.

- Promote employee health, safety and welfare including health surveillance
- Health promotion and good welfare facilities
- An effective management style that recognises the value of its people
- An open communication network that encourages feedback and communication across all levels
- Introduce management tools and techniques that ease the obvious stress caused by fear of change

Action Plans for Managing Stress

As a company we plan to manage stress levels within our employees by: -

- Recognition of Causes and Symptoms of Stress
- Decision on How to Handle the Stress
- Evaluation of Key Personnel to Manage Stress
- Review of Specific Stressors
- Selection of Strategy

Stress is not always given the recognition it deserves and often is seen as being a weakness. However, research has shown that stress can affect the stability of an organisation and that human factors are an important part of stress management. PACE has commitment to manage stress effectively and therefore will: -

- Identify the true causes of stress
- Measure and evaluate the effects
- Develop strategies to handle stress

7. Recording and Reporting Incidents

- All accidents and incidents must be reported and tracked with regular analysis to identify patterns.
- Small accidents and incidents should be recorded on Famly and should be reported, where relevant to a child/young person's parent or caregiver. A signed form should always be obtained.
- In the cases on Serious Accidents or Incidents, a **PACE Serious Accident Incident Report Form** should be completed by the Manager on Duty. If the Manager on Duty is the person who needs to receive treatment or care, then the form should be completed by their direct line Manager or the Deputy on Duty.
- Forms should be completed within 24 hours.
- Reprots should include as much detail as possible. Staff should follow instructions on the **PACE Serious Accident Incident Report Form** on whether the incident should be reported to the board for further action.
- All **PACE Serious Accident Incident Report Form's** should be sent to the Head of Operational Development on completion.

8. Monitoring and Review

Health and Safety Policies will be reviewed annually in consultation with Essential Safety to ensure alignment with current best practices and legal requirements.

9. Supporting Documents

Please see PACE's full Health & Safety Policies, procedures and documentation for further information.