



**Title of Policy:** Health and Safety

**Effective Date:** December 2014

**Review Date:** November 2017 **Next Review Due:** November 2017

**1. Rationale or background to policy:**

This policy is written to assist Wecan in providing a safe, healthy and happy environment for everyone involved. The named person for dealing with Health and Safety issues is the Wecan Service Manager.

**2. Policy Statement:**

Staff will take all reasonable steps to ensure that hazards to children and young people during session/outings are minimised. This policy will be checked regularly and adapted as changes occur and legislation dictates.

**3. Procedures:**

The following steps will always be adhered to by staff:

- Take reasonable care of their own and other team members' health and safety.
- Co-operate with each other to enable everyone to comply with health and safety regulations. Make proper use of equipment provided as per manufacturer's instructions.
- Avoid manual handling whenever possible (see Manual Handling Policy). Assess hazardous activities.
- Always seek to reduce the risk of injury as is reasonably practicable. Advise Manager on duty if they feel unwell.
- Don't put others at risk.
- Always ensure arrivals and departures systems are followed.
- Complete training courses as deemed necessary by the Service Manager

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring service have unsupervised access to the children/young people including helping them with toileting. All children/young people are supervised by adults at all times. It is good practice to ensure there are two members of staff with any group of children/young people.

## **Risk Assessments**

In order to assess the risks in any given setting or activity the Management carry out regular Risk Assessments whereby the following five steps are followed:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record findings and implement them
5. Review assessments and update if necessary

Each child and activity will be given a comprehensive Risk Assessment. This will have been developed in consultation with Parents/Carers and the child's/young person's social worker where applicable.

We can hold full Public, Employer and Trustee Liability Insurance. A copy of the cover note can be viewed in the office.