



HEALTH AND SAFETY POLICY

INTRODUCTION

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- To establish and maintain a safe and healthy environment across all of The Outdoor Club CIC venues, as well as at head office (Long Buckby)
- To carry out annual Risk Assessments covering all potential hazards and risks to all staff, participants and volunteers.
- To establish and maintain safe working procedures amongst staff and children
- To make arrangements for ensuring safety and the appropriate management of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working as part of The Outdoor Club CIC to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises
- To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation

1. FIRE SAFETY within buildings, Staff and Volunteers must:

- Prevent any possible cause of fire
- Be familiar with the fire procedure, and understand what their role is
- Know the location of fire extinguishers and fire exits
- Know how to use the fire extinguishers
- Ensure that all fire exits are clearly marked, kept clear and available to use at all times
- Ensure that the correct type of fire extinguisher is available
- NOT smoke on the premises, or in the presence of children at any time



2. FIRST AID Staff must:

- Have a current First Aid certificate.
- Keep the First Aid boxes well equipped. Contents should be checked and replenished on a regular basis
- Ensure that First Aid equipment is stored appropriately
- Always take a portable First Aid kit when taking children out
- Report to the head office when equipment from the First Aid box is used, so that it can be replaced
- Record ANY First Aid given to either children or adults on the relevant form, to send electronically to hello@muddytoes.co.uk and ensure the paper copy is destroyed.

3. HYGIENE

3.1 PERSONAL HYGIENE & APPEARANCE

Staff must:

- Keep themselves and their own clothes clean and in a good state of repair
- Wear appropriate shoes in line with guidance for our participants.
- Wear clothing appropriate for the role

3.2 FOOD Staff must:

- Attend a Food Hygiene course where possible
- When handling food:
 - Tie long hair back
 - Wear appropriate aprons and disposable gloves
 - Wash hands with soap and warm water
- Ensure that any cuts / injuries are covered with waterproof dressings
- Keep work surfaces clean, using anti bacterial spray and cleaning up as they go along
- Keep food covered
- Wash all fresh fruit and vegetables before serving
- Ensure that refrigerators at the office are cleaned on a weekly basis
- Provide a separate plastic cup and plate for each child at snack time



- Ensure that all plates, cups and cutlery are washed appropriately and stored in a hygienic way, ready for the following session.
- Sterilise the airport hot water flasks regularly

3.3 PREMISES

- All rooms used must be kept safe and clean
- Toilets/Port-a-loos must be checked for cleanliness at the beginning and end of each session, replenishing toilet roll when needed.
- Staff and volunteers must maintain personal hygiene standards and wash their hands before food preparation and after using the toilet. Have handwashing facilities available for participants.
- Kitchen areas to be cleaned after use
- Ensure that all waste is disposed of appropriately, where possible using recycling and food waste systems.

4. CLEANING MATERIALS

- Cleaning materials are kept away from participants
- Cleaning materials currently being used to prevent the spread of cross infection:
 - Antibacterial spray
 - Disinfectant
 - Washing up liquid
 - Sterilising fluid
 - Febreze
 - Kitchen roll
 - Sweeping brush
 - Dustpan and brush

5. SAFETY

- Risk management procedures to be completed for all venues used, any changes communicated to participants, staff and volunteers.
- Risk Management document to be reviewed yearly with any changes highlighted to relevant persons.
- Briefings given when appropriate for any participants at venues and before each session or specific activity.



- Appropriate qualifications and training for specific sessions to be held.
- Training on Lone Working to be undertaken.
- Registers will be available for each session and a note of attendees taken when participants arrive for sessions
- Details including participants needs, age, allergies etc to be read with any amendments to sessions being noted and actioned. Any details of note to be shared with other team members and volunteers.
- A register of all volunteers to be kept each session
- All areas to be used as part of sessions are checked before each session to make sure the grounds are free from additional hazards, broken glass and dog faeces.
- Any damage, vandalism to be reported to head office and in turn, reported to appropriate site supervisors.

5.1 LONE WORKING

To keep our team safe, we operate a lone working policy. As part of this the person working on their own without another team member or volunteer present needs to:

- Message the duty mobile number on arrival at the venue or at the beginning of the working day
- Message the duty mobile at the end of the working session upon departure from the site. As part of this, highlight if there have been any incidents/issues.

6. MAINTENANCE

6.1 TOYS

- Staff and volunteers should ensure that equipment is stored in a safe manner, both during and after the sessions.
- An inventory will be kept of all toys, equipment and resources. If any new resources need purchasing, especially of consumable materials e.g sand, soil, this needs to be communicated effectively via email to hello@muddytoes.co.uk



- Toys, equipment and resources will be checked on a regular basis, to establish whether they are broken or have missing parts, and to make sure they are clean and safe for the children to play with.
- Toys, resources and equipment need to be cleaned appropriately after each session.
- Toys, resources and equipment which are found to be unsuitable will be removed from the inventory, disposed of safely and communicated in writing to hello@muddytoes.co.uk.
- When setting up large pieces of equipment, staff should use appropriate handling methods, and seek help when necessary (if it's bigger than you, it takes two).

6.2 ELECTRICAL EQUIPMENT

- An inventory will be kept of all electrical equipment used
- Equipment found to be defective in any way will not be used. It will either be repaired or disposed of safely
- If a member of staff suspects that a piece of electrical equipment may be faulty:
 - The equipment MUST NOT be used
 - All other staff should be informed and an email sent to inform head office.
 - A DO NOT TOUCH sign should be placed on the item
 - If the item cannot be repaired, it should be disposed of and crossed off the inventory

6.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

- All chemicals and cleaning products used must be stored in a restricted area away from participants

7. COMMUNICATION

All staff members use email to pass on messages and ensure that requests are not overlooked.

Examples of items recorded are:



- Damage to the building or property
- Request for resources
- Accidents, incidents and near misses
- Enquiries from parents
- Register of attendance – volunteers and participants (adults and children)
- Requests from parents, staff, volunteers, and any other stakeholder

Please note this list is not exhaustive.

8. INCIDENT REPORTING

All staff members use email to record incidents at session.

Examples of items to be communicated and recorded are:

- Theft
- Challenging behaviour
- Attempted break-in
- Fire
- Personal injury
- Casualty requiring first aid or hospitalisation
- Food poisoning

The following details should always be included:

- Date, time and place of incident
- Full factual description of incident
- Names of any persons involved: participants, volunteers, staff, by standers
- Staff involved and what they did
- Further action required or taken
- Name of person making the report

Please note this list is not exhaustive.

9. TRAINING



All team members should have an appropriate induction, training and access to suitable qualifications.

- As part of the induction process
 - Have access to appropriate policies
 - Read and acknowledge the policies in place
 - Ask any questions if anything is unclear or not understood
 - Have a consultation of which qualifications need to be completed and an appropriate timeframe for them to be completed effectively.
- As part of ongoing training
 - Update knowledge of policies each year
 - Ensure qualifications and CPD are up to date
 - Ensure any changes to risk management at each venue are communicated effectively to others and head office in an email.
 - Communicate if any further CPD, courses or training is required, relevant to the role.

This policy has been reviewed and updated AUGUST 2023.