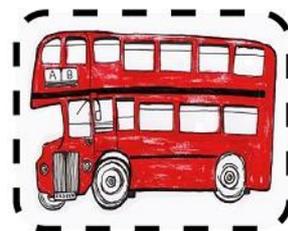


Big Red Bus Club Charlton Limited



Health and Safety policy

1. Overview

The Big Red Bus Club is committed to a proactive Health and Safety policy and regards these matters as an integral part of our activities.

It is and will remain the Big Red Bus Club's commitment under the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the environment and the health, safety and well-being of staff, volunteers, children, parents, carers, visitors and others as far is reasonably practicable, in particular by:

- Assessing and controlling risk as part of the day to day management of our activities and day to day services;
- Providing and maintaining safe, healthy and secure working conditions, training and instruction, so that the committee, staff and volunteers are able to perform their various tasks safely and efficiently;
- Ensuring that a constant awareness of health and safety at work is maintained in all areas of our activities;
- Periodic review of the safety policy as our service and the associated risks change.

All employees and volunteers have a responsibility to comply with this policy by:

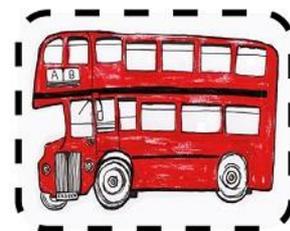
- Complying with safety procedures, whether written or brought to their attention by other means;
- Reporting any accident, incident or unsafe condition, this has led or could have led to damage or injury, to the Finance, Compliance and Premises Manager (FCPO);
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

2. Organisation

The Committee have overall responsibility of the policies and procedures and risk management of the Big Red Bus Club.

The Finance, Compliance and Premises Manager has responsibility for the day-to-day implementation of the health and safety policy and for monitoring practices and procedures

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in local offices and establishments. They are accountable to the Committee and report to the lead for Health and Safety and Risk on the Committee (see details below).

Employees and Volunteers have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other and members of the public. They are required to adhere to safety guidance given and help maintain standards of health and safety.

Communication

To encourage a culture of “safety awareness”, communication is a priority and will be achieved through training and formal and informal support.

All policies are given to new staff and volunteers to read during induction. Health and Safety is on the agenda at volunteer meetings and monthly monitoring of standards at the Committee.

Security issues will be communicated to staff either verbally (if very urgent or highly confidential) or by electronic medium or means of a policy document, which all volunteers must sign to acknowledge they have read and understood the contents.

Health and Safety Training

All staff and volunteers must undertake internal Health and Safety training, COSHH awareness, First Aid and regular updates are provided.

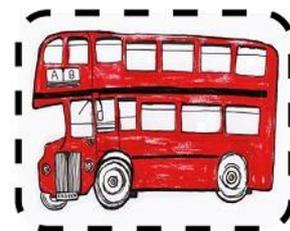
Freelance staff must be in receipt of Health and Safety, COSHH and First Aid Training.

Finance, Compliance and Premises Officer (FCPO)

The FCPO will act as an advisor on all aspects of health, safety and welfare, offering support and guidance as required, relating to areas such as:

- Health and Safety policy
- Risk Assessment
- Accident and Incident reporting
- Accident investigation
- Safety inspections and Audits
- Emergency Procedures
- Fire Risk Assessments
- Control of Substances Hazardous to Health (COSHH)
- Health and Safety training

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- Manual Handling
- Display Screen Equipment
- Monitoring and Review of Health and Safety Management Systems
- Lone Working

The FCPO will support the Big Red Bus Club to deliver a three step approach to Health and Safety Risk management, which is reported to the committee as part of the Charities Risk Register.

Duties of Employees:

The BRBC recognises its duties towards its employees to ensure their health, safety and welfare. Employees also have duties under Section 7 of the Health and Safety at Work Act 1974 and associated regulations to take reasonable care for their own health and safety, and of others who may be affected by their acts or omissions.

3. General Statement

It is, and will remain, the BRBC commitment under the Health and Safety at Work, etc., Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the environment and the health, safety and well-being of employees, users of the BRBC and others as far as is reasonably practicable, in particular:

To develop and maintain a culture supportive of health and safety in order to achieve adequate control over risks and minimise injury to employees, users of the BRBC and financial losses which arise from avoidable unplanned events;

To maintain its premises in a condition that is safe and without risk to health, with safe means of access and egress;

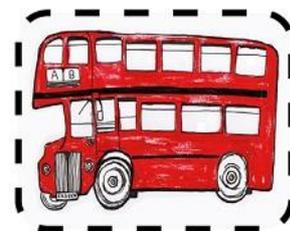
To provide and maintain a safe environment for employees and users of the BRBC without risks to health with adequate facilities and arrangements for their welfare;

To provide plant and equipment that is safe, without risk and adequately maintained;

To provide staff and volunteers with information, instruction, training and supervision as is necessary to understand and promote health and safety and to ensure safe operation of the duties of their roles;

To ensure the use, handling, storage and transportation of articles and substances are safe and without risk;

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To ensure that arrangements are in place to ensure a systematic approach to assessing and controlling risks for every activity carried out at the BRBC and all its outreach activities at various locations. To continuously monitor these activities and update risk assessments as required;

To ensure managers promote a strong health and safety culture by implementing best practice;

To ensure that all BRBC staff and volunteers are aware of their personal responsibilities and are competent in their work;

To ensure that staff and volunteers are actively involved in identifying risks and agreeing control measures to reduce the potential of those risks causing them harm;

To ensure that all staff and users of the BRBC understand their legal duty to take reasonable care for the health and safety of themselves and others, who may be affected by their activities, and to co-operate in the operation of this policy;

To ensure that all contractors undertaking work for the BRBC are competent in terms of health and safety. Their performance is monitored and remedial action taken when required;

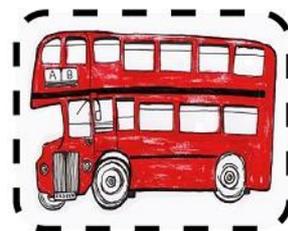
To ensure that all staff and volunteers are trained and know how to report accidents, incidents, violence and aggression, and;

To ensure adequate funding and resources are made available to fully implement this policy.

All staff and volunteers must:

- Comply with the BRBC's policies and procedures;
- Take reasonable care for the health, safety and welfare of themselves, children and others who may be affected by their own acts or omissions;
- Not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of their health, safety and welfare;
- Co-operate with the BRBC or any other person, to enable them to perform or comply with any duties or requirements imposed upon them in relation to Health and Safety;
- Report all accidents, incidents or health risks on the approved forms to the FCPO whether or not any injury occurs;

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- Report any unsafe working practices, conditions, faulty plant or equipment to the FCPO immediately;
- Use equipment, machinery, and substances in accordance with written procedures, instructions or training;
- Attend safety training courses as required;
- Familiarise themselves with the BRBC disciplinary procedures and be aware that this covers misconduct relating to Health and Safety rules and regulations;
- Co-operate with the Committee management in order that they can meet their obligations under Health and Safety Law.

4. First Aid/Incident Reporting

Lists of trained First Aiders/Appointed persons are kept in the reception office and at other strategic points in the BRBC. First aid kits are kept on the Fridge in the kitchen area, Spills kits and Sharps disposal kits if needed.

It is a legal requirement that all accidents are recorded in an accident book and all injuries must be reported. All significant accidents or incidents that are considered to be dangerous “near miss” situations are reportable. The accident book is situated on the Fridge and the incident should be reported to the FCPO.

In the case of a notifiable incident or disease as specified under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995, the Health and Safety Officer must be notified immediately.

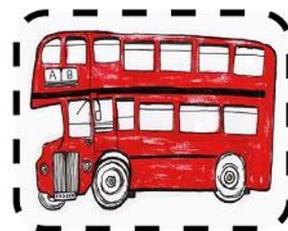
Any reportable accident will be investigated to determine the exact cause(s) and to ensure measures are put in place to reduce the possibility of reoccurrence.

5. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by:

- Keeping corridors and passageways unobstructed
- Ensuring shelves in storerooms are stacked neatly and not overloaded
- Keeping floors in thoroughfares clean and dry
- Ensuring emergency exits are kept clear
- Hot drinks should be kept behind the gate or outside on the Green table.

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- Prams and Pushchairs should be kept outside unless it contains a sleeping child and then it should not obstruct any doorway or passage.

Electrical Equipment

All portable appliances are tested annually and the fixed installation is tested at statutory intervals. Only authorised and fully qualified personnel are permitted to install, repair or attempt to repair electrical equipment.

Electrical equipment that is known to be, or suspected of being faulty must not be used. If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply, marked “do not use” and secured so that it cannot be used until repair has been carried out. If the equipment is beyond reasonable repair then the piece of equipment must be disposed in the appropriate way and recorded in the assets register.

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) 1999 requires that an assessment be made of the risks in using hazardous substances. If there is a risk, a non-hazardous substance should be used if one is available, if not, then a safe system of work should be drawn up and documented. This would indicate what other substances it should not be used with and:

- How to store, handle, use it
- What protective clothing to wear
- What to do in case of accident, spillage, etc.

Bleach and cleaning products are kept in a locked cleaning cupboard in the volunteer office. COSHH Data sheets for all cleaning chemicals used at the BRBC are held in the cupboard with copies in the cleaner’s cupboards

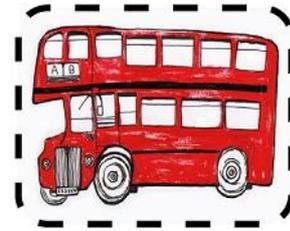
Smoking

This is a non-smoking site and this policy must be adhered to.

Emergency Services

Fire, Police and Ambulance services can be contacted by dialling 9/999 and asking for the service required.

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Evacuation Procedure/Fire Precautions:

Cemetery Lane Entrance to the Park adjacent to the BRBC is the designated emergency assembly point. The **FCPO** is the appointed Fire Marshal for the premises with appointed Fire Wardens for designated areas within the BRBC.

Fire procedures are displayed in each room and staff and volunteers should ensure that they are familiar with these and the fire procedures contained within the induction folder.

Staff and volunteers are responsible for knowing the location of fire exits and the assembly point in the event of a fire.

The fire alarm is tested regularly and drills are held at least once each school term. A register is taken and details of the drill are recorded.

The most important part of fire control is prevention and with this in mind, staff and volunteers should understand the fire potential of materials and substances and exercise maximum care in their use.

Visitors

- It is the duty of all staff to ensure the health and safety of all visitors to the BRBC.
- Visitors will not be allowed into the children's areas unaccompanied.
- All visitors including contractors must sign on the rear of the signing in sheet in the space provided and will be issued with a visitor's badge. A member of staff or volunteer will be responsible for supervising the visitor whilst they are on the premises. At the completion of the visit the visitor must sign out and return the badge.

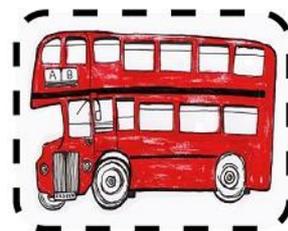
Contractors

It is an obligation of Contractors to comply at all times with the provisions of the Health and Safety at Work Act 1974. Where work is contracted through the Local Authority, we will expect the Royal Borough of Greenwich to take all reasonable steps to ensure contractors comply with health and safety law.

The FCPO will make arrangements for the monitoring of contractor operations and ensure that the contractors are aware of their statutory obligations. The designated person must ensure that:

- The contractor will produce on request, their company health and safety policy and arrangements;

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- Relevant risk assessments are carried out in relation to all aspects of the work to be undertaken;
- Prior to work commencing, the contractor completing the “Conditions for Building Contractors” form (CC001);
- That by their methods of working, no person who has access to or within the premises is adversely affected by the contractor’s undertakings;
- Contractors are made aware of the BRBC’s health and safety policies and arrangements, and carry out their work in accordance with the requirements contained within these policies.

Work Stations and Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to “Users” of Visual Display Units (VDUs). A “User” is defined as somebody who uses a VDU as a significant part of his or her normal work (e.g. uses a computer for continuous spells of an hour or more on a daily basis).

The FCPO is responsible for identifying “Users” within the BRBC and ensuring a risk assessment is carried out for each user.

Manual Handling of Loads

Staff are not to lift, drag or carry heavy or awkward loads unless training has been given and a risk assessment carried out.

The fabric pull should be used when opening and closing the container.

Toy and Equipment Policy

The BRBC volunteers will ensure all toys and equipment are cleaned and maintained in rotation every half term – recording actions in the toy management file and updating as part of the organisation toy and equipment inventory.

Items stored in boxes with red stickers should be cleaned with sterilising solution supplied after each use.

Any second-hand toy or clothes sold or exchanged by the BRBC will be inspected and assessed against the ROSPA checklist and logged in the toy management file in accordance with HSE policy.

Prior to every session as part of the opening risk assessment process logged on the back of the day’s signing in sheet, the lead volunteer (key holding) should check every toy to be used to:

Big Red Bus Club Charlton Limited
Charlton Under Five Play Centre
Cemetery Lane Entrance Charlton Park, London SE7 8UB
Tel: 0208 854 8054
Company registration number 08132170
Registered charity, England and Wales. 1170704
Registered office 167 Nightingale Vale, Woolwich, London SE18 4EW

thebigredbusclub.com
/thebigredbusclub@bigredbusclub
party@thebigredbusclub.com

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1. Make sure all toys are suitable for children under five
2. Check all toys for children under three (with red stickers on the box)
3. Be wary of young children playing with older children's toys and vice versa
4. Check for loose hair and small parts, sharp edges and points
5. Keep the play area tidy and free from trip hazards
6. Follow the instructions and warnings provided with toys on boxes
7. Support parents to supervise their children at play.

Food and drink

The Big Red Bus Club is unable to provide space for the preparation, storage or consumption of food. We recognise that parents will provide their own children with snacks and we ask that children remain seated if eating food or drink.

The self-service tuck shop can only sell pre-packaged/ sealed goods.

No staff or volunteer should equip or support any user to consume food in the club, including the use of safety equipment of utensils.

For the avoidance of doubt, cakes and foodstuffs made at home and sold onsite for charitable purpose (events) are not regulated as long as they don't become regular.

Risk Assessment

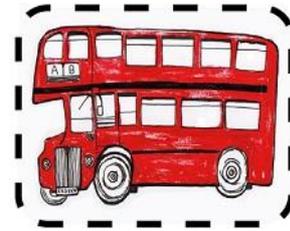
Prior to every session or activity, the lead volunteer is responsible for:

- Assessing the risk of the activity (using and completing the form on the rear of the days signing in sheet),
- Informing the public using the white board of any risk,
- Ensuring that all equipment is visibly clean and in good working order,
- Ensuring all floor and outdoor areas are clean with no debris.

The Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient risk assessments are undertaken, so that significant hazards can be identified, assessed and controlled.

The FCPO will keep records of assessments carried out and review annually or sooner if there is a requirement to do so. Before any new equipment or systems are put in place a risk assessment will be carried out.

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It is essential that immediately following a risk assessment an action plan is produced and additional arrangements added to this policy as they are developed.

External Advice

This is obtained from various sources, including the Fire Safety Service, Police, Alarm Contractors, websites including www.safeguard-online.co.uk and www.hse.gov.uk

Monitoring and Review

All policies and procedures will be regularly monitored, reviewed and updated where necessary at least annually or immediately following any incident.

Policy implementation

The FCPO is the designated person responsible for the implementation, review and evaluation of this policy

This policy forms part of all staff and volunteer induction, training, reviews, supervision and communications from the Committee.

This policy links to and is identified in our policies relating to safeguarding, confidentiality.

This is the final version of this policy.

It was adopted onand will be reviewed annually unless circumstances require that it be reviewed before this. The policy will be evaluated for appropriateness and effectiveness at the same time.

Signed:

Name:

Date: