

# WORCESTERSHIRE PARENT AND CARERS' COMMUNITY

## HEALTH AND SAFETY POLICY STATEMENT

Worcestershire Parent and Carers' Community (WPCC) is committed to ensuring the health and safety of everyone concerned with the charity.

In order to ensure this, we will:

- provide adequate control of the health and safety risks arising from our activities.
- consult with our staff, volunteers and members on matters affecting their health and safety.
- undertake risk assessments for all our activities.
- provide and maintain safe equipment.
- ensure safe handling and use of substances.
- provide information, instruction and supervision for volunteers.
- ensure all workers are competent to carry out their tasks and give them adequate training.
- prevent accidents and cases of work-related ill health.
- maintain safe and healthy conditions.
- review and revise this policy as necessary at regular intervals.

WPCC operates on the principle that when on activities organised by WPCC, parents and carers are responsible for the children they have brought at all times.

### Responsibilities

1. Everyone has a shared responsibility for health and safety.
2. Overall and final responsibility for health and safety is that of Belinda Morgan who is the Designated Health and Safety Lead.
3. Day-to-day responsibility for ensuring this policy is put into practice is delegated to paid staff.
4. To ensure health and safety standards are maintained/ improved, the following people have day to day responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
Sue Evans	Short Breaks and Office
Audrey de Garis	Short Breaks and Office

5. All staff and volunteers must:
  - co-operate with the Designated Health and Safety Lead on health and safety matters
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Approved July 2020

To be reviewed annually

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## **Risk Assessment Statement**

Worcestershire Parent and Carers' Community (WPCC) will ensure that risk assessments will be undertaken and recorded for all our activities.

A risk assessment is essentially a careful examination of potential dangers or vulnerabilities (hazards) within our premises, activities and situations that could cause harm to people. Potential hazards are dealt with by taking adequate precautions in order to minimise the risk of harm. Risk assessments will ensure that we have identified, and made safe, all possible dangers.

The COVID-19 pandemic precautions are in accordance with government and public health guidance and are detailed in separate risk assessments which cover the office base and any short break activities.

Risk assessments will be undertaken by staff as appropriate.

The findings of the risk assessments will be reported to Designated Health and Safety Lead.

The person responsible for ensuring the action required is implemented is the staff member responsible.

Assessments will be reviewed every year or when the activity changes or when a new activity is undertaken.

## **Safe Equipment**

The person responsible for identifying all equipment needing maintenance, and checking that new equipment meets health and safety standards before it is purchased is the Designated Health and Safety Lead.

## **Information, Instruction and Supervision**

The Health and Safety Law posters are displayed at Crossroads Care, including one at the entrance to the WPCC office, Crossroads Care, Weir Lane, St. John's Worcester, WR2 4AY.

Health and safety advice is available from Worcestershire County Council.

At WPCC events parents or authorised responsible adults are responsible at all times for the children they have brought with them.

All staff and volunteers will be given health and safety induction training when they start. This will include basics such as first aid and fire safety.

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## **Competency for Tasks and Training**

The person responsible for induction training for trustee volunteers is the Chair. The persons responsible for induction training for event volunteers are the Joint Coordinators.

They will:

- Keep training records
- Identify and arrange training for volunteers

## **Accidents, First Aid**

The first aid boxes are kept at the WPCC office and with staff when events are arranged.

The appointed first aider at Crossroads Care office is Anita Fish. Other First Aiders include Michelle Sanders, Melanie Garland and Nicola Fatcher, although not everyone is in the office at any one time.

WPCC Nominated First Aiders are Audrey de Garis and Sue Evans.

Any office accidents and cases of work-related ill health are to be recorded in the accident book held at the WPCC Office at Crossroads Care.

A separate accident book is kept for incidents related to events arranged by WPCC

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Designated Health and Safety Lead.

## **Emergency Procedures**

### **Fire Evacuation**

The person responsible for ensuring the fire risk assessment is undertaken and implemented is the Manager, Crossroads Care.

They will make sure:

- Escape routes are checked
- Fire extinguishers and alarms at Crossroads Care are maintained and checked by the Centre Manager.