



Coniston Community Centre
The Parade
Coniston Road
Patchway
South Glos BS34 5LP
Tel: 0792 1130675

HEALTH & SAFETY STATEMENT

The responsibility for health, safety, welfare and security within the Organisation is placed both upon me as Director and upon all personnel working within it. This statement, therefore, makes specific commitments regarding how we operate, personal safety, welfare, damage to property, security (both individual and property), reducing losses and liabilities and fully meeting any statutory requirement.

This statement will govern each of us in our work for the Organisation. I undertake to implement these commitments by:-

- Personal involvement
- Ensuring that effective arrangements exist for communication, discussion and consultation on Health & Safety matters at all levels
- Instituting and maintaining comprehensive safety assessments
- Implementing a programme working towards the elimination of unsafe acts or omissions, foreseeable hazards which may result in fire, security losses, damage to property, personal injuries/illnesses and occupational ill health
- Setting and monitoring personal safety objectives throughout the Organisation as appropriate
- Fulfilling the Organisation's duty of care for contractors, visitors and service users
- The provision of adequate instruction, training and supervision to enable work to be carried out safely
- The provision of safe premises and work places including access to and exit from them
- The provision of well maintained plant and safe systems of work
- The provision of suitable arrangements for safe use, handling, storage and transport of articles and substances
- The appointment of competent people to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Organisation.

Date	Version	Effect from	Due for review
01/06/2016	V1	01/06/2016	01/06/2019
21/07/2019	V2	21/07/2019	21/07/2021
26/07/2021	V3	26/07/2021	26/07/2023
01/08/2023	V4	02/08/2023	02/08/2025



I will ensure that priority is given to matters of safety and adequate resources and funds are available to support actions and initiatives that have been developed. Targets for improving safety standards will be set, with our legal requirements defined as the minimum level of achievement when performance is monitored against them.

This statement, the Health & Safety Policy and all other appropriate detailed arrangements for Health and Safety will be provided for the information and guidance of all who work within the Organisation. I will ensure that all staff make themselves familiar with this document and consider its relevance to all tasks which they undertake. The Health & Safety Policy will be regularly reviewed and updated as necessary. Its content must be owned by all our staff. Every employee has a duty to suggest revisions to it, through their manager, in order to ensure continuous improvements in health, safety and welfare standards.

Finally, I require that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. I require that all staff be aware of the Organisation's Safety Rules contained within the Health & Safety Policy and be familiar with the specific procedures for each project and / or activity. This policy will be reviewed every 2 years.

Signed: Ternaya Cummings,
02/08/2023

Director

Date:

HEALTH AND SAFETY POLICY

These Health & Safety procedures and proforma are designed for use:

1. in conjunction with Turtle CYP policies on 'General Safeguarding Of Service Users'
2. where there are no Health & Safety procedures for the site where your activities are based.
This proforma should not replace existing site procedures, provided they are deemed as adequate by the Team Leader.

General Environment

All members of staff must act on their shared responsibility to provide a safe environment for working with service users.

Hazards & Risks

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01/06/2016	V1	01/06/2016	01/06/2019
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Team Leaders are responsible for ensuring that risk assessments for the activities and / or areas where they are working are up to date and communicated to all staff.

Building Safety

Turtle CYP operates from a range of community buildings and venues as well as our main office base at Coniston Community Centre. As a standard procedure for any activities that take place away from our main site, staff need to do a check of the premises and ensure that:

1. the premises to be used, including toilets and outside area, are healthy and safe enough.
2. there are no hazards such as trailing wires, spillages etc.
3. A risk assessment for any new building that we deliver services from has been undertaken and is held on the central file within the main office base.

Staff accountability

All members of staff are responsible for the health and safety of service users they are working with. Throughout all activities working with service users, including young people, members of staff must stay with them.

If you need to go outside or away from the premises, please ensure that:

- the participants are properly supported and supervised
- the other team members know where you are

Attendance & Contacts

Whenever Turtle CYP staff run group activities, staff must make sure that all participants are registered with contact details, medical information etc and that participants' contact details are up to date and available to all members of staff, while respecting confidentiality. In case of incident, accident or emergency, participants' contact details are kept in main office.

Incidents / accidents

Please see Safeguarding Policy: Accidents and incidents.

Team Leaders need to keep a record of all accidents and report to the Manager who will log them. The log will be reviewed yearly by the manager to ascertain whether any changes to policy or practice needs to be implemented. Incidents are logged by individual team leaders and reported to the manager if they are serious enough to involve the Police or it is felt there needs to be procedural change.

First Aid

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The list of designated First Aiders is located on the cloud for Turtle CYP. First aid boxes are kept at each location. The team leaders are responsible for checking the first aid boxes regularly and restocking as appropriate.

Fire procedures

It is the Caretaker of all locations responsibility to:

- check that fire equipment (alarms, extinguishers etc) are functioning properly and accessible to all participants and members of staff. S/he must report any problems to the person in charge of the premises;
- ensure that all of the workers are aware of the fire procedures.

However all members of staff need to ensure that all exits are clear of any obstruction throughout the activity. Team leaders are required to check the fire assembly point at the location and ensure all staff are aware of this. The Team Leader will collect the register. In Their absence, the first person to leave should take it with them. Once assembled whoever has the book will check that all staff and children who are signed in are present or accounted for. If anyone is unaccounted for, attempt to contact them on their mobile and inform the Manager immediately. In no circumstances should ANYONE go back into the building until the all clear has been given.

Please also see each location's fire procedures displayed at the location

Smoking

Turtle CYP has a strict no smoking policy within any buildings it uses. This applies to service users as well as staff. Staff may only smoke:

- During session breaks
- Outside if permitted by site regulations
- Away from service users, whether they smoke or not

Insurance and Risk Assessments

Before undertaking any activity that is outside of our normal working environment, you must check with your team leader whether there is a requirement to inform our Insurers about the activity.

Risk assessments must be completed and approved by managers. They should be retained in the central file held by the coordinators.

Food Hygiene

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Any activity involving food preparation must be supervised by a member of staff qualified with a Food Hygiene Certificate. All staff and participants must follow hygiene procedures as directed by the supervising member of staff: wash hands, proper use of towels, kitchen equipment, food preparation and storage etc

Spillages

Any spillages need to be cleared up immediately. If the fluid is a bodily fluid or of uncertain origin then the area should be washed with hot soapy water and gloves should be worn throughout the procedure.

Sharps & Needles

Sharp objects such as broken glass should be swept up (not picked up) and disposed of safely (e.g. wrapped in paper). If you find needles and or syringes do not pick them up. Contact 01454 868000 for South Glos Street Care who will come and remove them.

Drugs and Alcohol

Turtle CYP does not allow service users to consume either drugs or alcohol on the premises it uses. Should an individual service user present with behaviour that makes it appear likely that they are under the influence of drugs or alcohol staff should make an informed decision about whether to work with them or rearrange the session. Staying safe has to be the primary consideration for staff. If there is any concern about the behaviour the Police should be called immediately.

Use of own vehicle

When having to use your own vehicle for work purposes, please ensure that you have appropriate business vehicle insurance cover and send copy to the office for filing. Turtle CYP will not be held liable for any accidents that you have whilst on work time. Ensure that you do not break the law whilst driving, ie, use seatbelts where fitted, do not make or accept calls on your mobile phone.

Training arrangements for all staff

This policy will be communicated to staff as part of their induction to Turtle CYP.

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HEALTH AND SAFETY RESPONSIBILITY ORGANISATIONAL CHART

TASK	RESPONSIBLE PERSON
Leadership and overall responsibility for implementation of H & S Policy	Director
Staff and volunteer induction to H & S	Manager
Compliance with risk assessments and trip procedures	Manager
Communication to service users	Manager
Training for staff	Director
Accident reporting and investigation	Manager

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