

THE ASSOCIATION OF TEESDALE DAY CLUBS

Guideline

Number G08-2 Issue 03

Health and Safety Guidelines

1. **Introduction**

The following guidelines are intended to clarify the arrangements, procedures and responsibilities, and detail documentation and record-keeping requirements for compliance with the obligations of the Association of Teesdale Day Clubs (hereafter referred to as “the Association”) under Health and Safety (H&S) legislation.

2. **Health and Safety Monitoring**

2.1 To assist with compliance with the Association's H&S policy, the Manager of the Association will ensure that regular health and safety checks are performed by staff at all venues and premises.

2.2 Additionally, a specific month each year (“H&S Month”) will be designated by the Manager to carry out specific tasks as indicated in this document, which will include the assignment of particular health and safety actions to staff. The H&S month is not intended to replace the H&S checks undertaken routinely as part of normal club activities but to provide additional reassurance that systems are operating effectively.

2.3 Any issues arising from these actions will be addressed at the earliest opportunity and notified to appropriate trustees and/or staff for resolution. Any urgent problems identified, indicating a potential safety hazard, will be referred to appropriate personnel for immediate remedial action.

2.4 The results of all inspections and checks will be regularly reviewed by the Manager and the Board of Trustees (BoT) to consider whether any potential improvements can be made to the Association's H&S performance.

3. **General Health and Safety Requirements for all Venues and Premises**

3.1 Staff and volunteers should at all times be aware of any potential risks to the health and safety of members and visitors and should be vigilant in identifying, notifying and dealing with any such risks. Staff and volunteers should:

- Maintain an awareness of any hazards that could cause harm or injury
- Attempt to maintain an awareness of the health and mobility of members particularly of any visible evidence of deterioration
- Ensure that members are fit enough to take part in activities
- Be trained in, and maintain an awareness of, emergency procedures for fire evacuation, first aid or any other significant incident
- Not administer medication

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3. General Health and Safety Requirements for all Venues and Premises (cont.)

3.2 At all events organised by the Association, the Club Leader must:

- Be qualified in first aid and aware of the location of first aid equipment
- Have access to a telephone at all times
- Call 999 if any doubt exists on how to deal with an emergency
- Maintain a register of all individuals present at each session including staff and visitors. The register must be kept in a safe place and should be available for inspection. The manager will inspect each club register during H&S month.
- Ensure that an appropriate ratio of staff/volunteers to allow management of any incidents arising from ill-health or other emergency situations that may arise is maintained at all times. If an assessment indicates the need for additional support and this cannot be found locally then assistance should be obtained from the Association's office (telephone 01833 695822)
- Assess any potential hazards or risks associated with the event using the Health and Safety Check Sheet (form F08-1) prior to the start of the session. Any identified hazard must be dealt with promptly and the actions recorded.
Note: the completed forms must be regularly reviewed by the Manager and filed centrally at the Association's office. The Manager will inspect each club's check lists during H&S month to confirm that all identified actions have been addressed.
- Assign staff or volunteers to members with poor mobility to assist in case of emergency evacuation
- Ensure that any accidents or ill-health occurrences to staff or volunteers at work are reported to the Manager (see also Section 7)
- Ensure that any accidents involving members are reported to the Manager.

3.3 **In the event of an emergency an assessment of the most appropriate course of action should be made and if ANY doubt exists a 999 call for assistance must be made.**

4. Food Preparation and Serving

4.1 Food preparation and serving activities are covered in detail in the Food Safety Policy (Policy number 13) and Procedure (reference P 13-1). All individuals working in kitchen areas must be aware of the hazards associated with:

- hot food and water
- hot surfaces
- sharp items
- slippery surfaces
- movement of hot food and plates
- kitchen electrical equipment (e.g. food mixers)
- cleaning chemicals (e.g. dishwasher products, detergents, etc.)
- high-level storage (e.g. equipment and crockery)
- inadequate segregation of cooked and uncooked foods

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4. **Food Preparation and Serving** (cont)

4.2 All individuals working in kitchen areas must also be

- trained in basic hygiene and hold a current certificate
- use appropriate protective equipment and clothing
- clean up any spillages or breakages immediately and, if necessary, put warning notices in place.

4.3 Members should not be permitted to enter food preparation areas or to move crockery, cutlery or furniture.

5. **Manual Handling**

5.1 All staff must avoid lifting or moving excessive weights when moving tables, chairs and other equipment. The following guidance applies:

- heavy items should be moved by at least two people
- chair stacks should be limited to an appropriate height and not more than 3 chairs lifted at one time

6. **Transport**

6.1 Vehicles used to transport members must be in good working condition, taxed, MOT checked (where required) and be appropriately insured.

6.2 Volunteer drivers must hold a full current driving licence. They will be asked to sign a form confirming these details, which will be retained by the Association's office.

6.3 The above records will be checked by the office staff during H&S month to ensure that they are current and complete.

6.4 Taxis and buses will be hired from reputable, licensed companies where compliance with the above requirements will be assumed.

6.5 Drivers and any individual providing assistance must:

- advise passengers that they are required to wear seat belts and that it is their responsibility to do so.
- take care when opening and closing car doors

and should:

- provide assistance to passengers entering or leaving the vehicle where necessary, seeking additional assistance if required
- assist members in moving from the vehicle to the premises, making sure that additional assistance is provided where necessary
- be familiar with the use of wheelchairs

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6. Transport (cont)

- 6.6 If a wheelchair is required it must be in good condition and there must be adequate assistance to transfer members to and from the vehicle. Brakes on the wheelchair must be applied before manoeuvring the individual in or out of the chair.
- 6.7 Wheelchairs provided by the Association must be maintained in a serviceable condition and records kept at the Association's office.
- 6.8 Adequate arrangements for pick up and drop off of members at the venue must be in place.

7. Accidents and Ill-Health at Work

- 7.1 All accidents and incidents of staff ill-health must be recorded by the Club Leader in the accident book held in the Association's office and must be reported to the Manager within 24 hours of occurrence. The Manager must make the Chairman of the BoT aware of any serious incidents and agree any action or remedy that may be required.
- 7.2 The Manager will ensure that RIDDOR (Reporting of Injuries and Dangerous Occurrences Regulations) reporting requirements are fulfilled. Examples of "Reportable Incidents" are listed in Appendix 1 (primarily relating to injury, illness and/or death at work). More comprehensive guidance can be found on the HSE website at the following address:
<http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>
- 7.3 The accident book will be reviewed by the Manager during H&S month.

8. Fire/Emergency Evacuation

- 8.1 The Club Leader must carry out all fire checks of the venue prior to commencement of the activity using the Health and Safety Check Sheet (form F08-1) and continue to ensure that fire exits remain clear and that evacuation procedures can be instigated, if required.
- 8.2 A register of members, volunteers, staff and visitors must be kept and, in the event of a fire/emergency, used to check complete evacuation. Staff and volunteers must be aware of escape routes and be briefed on emergency procedures. The registers will be reviewed regularly by the Manager and during H&S month to ensure that they are kept up to date.
- 8.3 In the event of fire the first priority is to raise the alarm/call the fire brigade and safely evacuate all people from the premises, and to check for complete evacuation. Staff and volunteers should not attempt to deal with a fire until the safety of members and other personnel is assured.

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8. **Fire/Emergency Evacuation** (cont)

- 8.4 Only trained individuals should tackle small fires which are capable of being extinguished promptly using the equipment available. They MUST NOT under any circumstances put at risk their own or others safety.
- 8.5 Staff and volunteers must be aware of the location of fire extinguishers and fire blankets.
- 8.6 Periodic fire evacuation tests must be arranged by the Club Leader and performed at least once a year without unnecessary movement of members with restricted mobility. A record must be kept of when the test was performed along with any comments or learning points. These records will be reviewed by the Manager during H&S month.

9. **Outings and Events**

- 9.1 Outings organised by the Association or independently by individual Lunch Clubs require a formal assessment of suitability with regard to H&S using guidance provided on form F08-2 (Health and Safety Checklist for Outings and Events), available from the Association's office.
- 9.2 The office should be notified of proposed outings as soon as possible and completed assessment forms returned to the Manager for approval at least 5 working days before the event.

10. **Safety Audits**

- 10.1 A detailed, formal safety audit of the premises and activities of each individual day club should be performed at least annually by the Club Leader, preferably during the designated H&S month, and documented using form F08-3 (Health and Safety Audit Form). The management of the premises must be informed in advance of the intention to perform a H&S audit and invited to participate.
- 10.2 Safety audits must be documented and any hazard or risk deemed to be unacceptable must be addressed either at the local level and/or by notification to the Association's office. A copy of the safety audit must be forwarded to the management of the premises.
- 10.3 The results of these audits (and any other health and safety incidents) will be reviewed and any significant findings should be discussed at regular Finance and General Purposes (F&GP) committee meetings.

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11. Health and Safety Training

11.1 Health and safety training will be organised and records maintained by the Association.

11.2 All volunteers and staff will be given induction training on the Health and Safety Policy, Responsibilities and Guidelines of the Association of Teesdale Day Clubs. All staff will be trained in the Clubs' health and safety arrangements including use of forms F08-1, F08-2 and F08-3.

11.3 The following table indicates the recommended minimum training requirements for personnel:

Role	Induction	First aid	Manual handling	Evacuation Procedures	Food Hygiene	H&S audits
Day Club Leaders	M	M	R	M	R	M
Cooks	M		R	M	M	
Office Staff	M	R	R	M		R
Volunteers handling food	R		R	R	R*	
Volunteers not handling food	R		R	R	*	

R = Recommended

M = Mandatory

* = All volunteers will be provided with a food hygiene guidance sheet

11.4 Training records will be maintained and regularly reviewed by the Manager and will be used to ensure that training is kept up to date and to allow re-training to be organised in good time. These records will also be reviewed during H & S month.

12. Electrical Safety

12.1 All portable electrical equipment used at clubs must be visually checked before use at each session to confirm its suitability. This check must be recorded on the Health and Safety Check Sheet (form F08-1).

12.2 "Portable equipment" is generally equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place, e.g. vacuum cleaners, kettles, heaters, fans, televisions, desk lamp, food mixers; and also equipment that could be moved, e.g. photocopiers, fax machines, and desktop computers; "flying leads" or extension cables are also portable equipment. The leads and plugs, or sometimes the equipment itself, can become damaged. This may result in an electric shock or fire.

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12. Electrical Safety (cont)

12.3 Such equipment must be visually checked for damage before use, paying attention to the following:

- damage to the cable covering, e.g. cuts or abrasions (apart from light scuffing)
- damage to the plug, e.g. the casing is cracked or the pins are bent
- non-standard connections, including taped joints in the cable
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment, or the coloured insulation of internal wires visible outside the plug casing
- equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty environment
- damage to the outer cover of the equipment or obvious loose parts or screws
- signs of overheating (burn marks or staining).

12.4 A register of all electrical equipment (hard-connected and portable) owned by the will be maintained. It is important that staff inform the Manager of the acquisition or disposal of any electrical equipment so that the register may be adjusted accordingly.

12.5 The register will define periods and the requirements for electrical checking, inspection and testing of electrical equipment according to Health and Safety guidelines (“Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments”).

12.6 The electrical safety of equipment not owned by the Association but used by staff, volunteers or any other individual on behalf of the Association is the responsibility of the owner. Such equipment should be checked before use and (where applicable) any testing stickers must be up-to-date. Where safety tests have expired, the Manager must be informed so that the owner of the equipment can be informed.

12.7 Any electrical equipment, from any source, considered unsuitable or likely to be dangerous MUST be removed from service and clearly labelled ‘FAULTY – DO NOT USE’. The label must also be signed and dated. The owner (where applicable) will be informed and requested either to repair the item or to discard it.

12.8 Electrical records will be inspected by the manager during H & S month.

Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:

Date: 10th Aug 2016

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Appendix 1

“Reportable Incidents” under RIDDOR legislation

Certain injuries, diseases and "dangerous occurrences" - events which do not cause injury but are potentially very serious - must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

To be reportable under RIDDOR, the incident needs to be connected with a work activity. This could mean that the work itself led to the injury, or there was a defect or hazard within the premises. If the injury or incident had nothing to do with the work or premises (such as a customer walking into a shop and having a heart attack) there is no need to report it. However, if in any doubt, it is always better to report than not.

The Health and Safety Executive website has comprehensive details of what is included in the various categories of Reportable Incident, which can be accessed at the following address:

<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

In summary, the following types of incident must be reported:

- Deaths (of employees or members of the public)
- Major injuries (such as fractures and amputations)
- Members of the public taken to hospital
- Injuries resulting in absence from work for more than 7 days.
- Serious diseases or medical conditions caused by work, such as occupational asthma.
- Dangerous occurrences such as electrical short circuits causing fire or explosion.

Reporting Requirements

Deaths, major injuries, public taken to hospital and dangerous occurrences must be reported **immediately** by telephone, fax or on the internet. Other types of incident must be reported **within 15 days**.

Reports can be submitted by completing the appropriate online report form listed on the website at **<http://www.hse.gov.uk/riddor/report.htm>**

The report will be submitted directly to the RIDDOR database, and a copy provided for records

The Incident Contact Centre (0845-300-9923) should be used to notify fatalities and major injuries only. This service is available Monday-Friday, 8:30am to 5:00pm.

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Appendix 1 (cont)

Do I need to Report?.....

Below are a number of example scenarios which may be encountered in the course of Association activities, and guidance for reporting.

A member is accidentally scalded while being served hot soup by staff and is taken to hospital for treatment.

Yes. The accident arose from a work activity - serving soup.

A member knocks their soup bowl off the table while reaching for a cup - they sustain minor burns.

No. Just because an accident occurs on work premises, this does not make it a work-related accident. The accident did not arise out of or in connection with work, it was caused by the member's own actions.

A person fainted and as a precaution they were taken to hospital.

No. Reports are only required for injuries resulting from a work-related accident. This is not usually the case where people have been taken ill. Also, precautionary hospital attendance is distinct from attending hospital for treatment to an injury.

A member of the public fell over in our premises, as a precaution they went to hospital but when examined the hospital said they had no injuries.

No. RIDDOR only requires you to report when people have been injured because of a work-related accident. If the hospital cannot find any injury there is no need to make a report.

A member of the public tripped over a trailing cable and hurt themselves badly. We didn't call an ambulance as their friend drove them to a hospital.

Yes. You must report cases where a person not at work is injured due to an accident that arises out of or is connected to your work and is taken from your premises to a hospital, by whatever means, for treatment.

One of our staff was verbally abused. Although they were not physically hurt, they were shaken up. They took two weeks off sick because of this incident.

No. RIDDOR only requires deaths and physical injuries to be reported in relation to accidents, including those involving acts of non-consensual violence.

Further "question and answer" type guidance, covering a wide range of situations, can be found at <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>