

THE ASSOCIATION OF TEESDALE DAY CLUBS

Guideline

Number G08-2 Issue 02

Health and Safety General Guidelines

1. Introduction

The Association of Teesdale Day Clubs is conscious of its responsibilities to staff, members, volunteers and visitors with regard to health and safety. All staff and volunteers should make themselves aware of the following guidelines which are provided to clarify their responsibilities.

The actions necessary to provide a safe environment are basically sound common sense but in order to comply with Health and Safety legislation some specific actions are required especially relating to documentation. These guidelines provide a framework for compliance with these legal obligations.

2. General

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
- Maintain an awareness of emergency procedures
- Not administer medication

At all events organised by the Day Clubs the Club Leader should;

- Be qualified in first-aid.
- 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
- 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 can not be found locally then assistance should be obtained from the Association of Teesdale Day Clubs Office (Tel; 01833 695822)
- Assess any potential risks associated with the event and complete a check list form prior to the start of the session. Any identified hazard must be dealt with promptly.
- Assign staff or volunteers to members with poor mobility to assist in case of emergency evacuation.

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3. Food preparation and serving

All kitchen activities must be supervised by the cook or, in the absence of the cook, an individual trained in food hygiene.

All individuals working in kitchen areas must;

- Make themselves aware of the hazards associated with;
 - hot food and water
 - hot surfaces
 - sharp items
 - slippery surfaces
 - movement of hot food and plates
 - electrical equipment
- 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
- Avoid lifting or moving excessive weights when moving tables, chairs and other equipment

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

4. Transport

All vehicles must be suitable for purpose and must have a current MOT certificate, where required, and a current road fund licence.

Drivers must have a full current driving licence and be insured for the vehicle used.

A list of approved drivers and details of their driving licences and vehicle(s) will be kept by the Association of Teesdale Day Clubs office.

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
- 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 where necessary making sure that additional assistance is provided where necessary

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- 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 wheel chair must be applied before manoeuvring the individual in or out of the chair

5. Accidents and ill-health (see also Section 2)

All accidents and incidents of ill-health must be recorded in an accident book by the Club Leader and should be reported to the Teesdale Day Clubs Manager within 24 hours.

All staff and volunteers should be aware of the health and capabilities of the members and any concerns should be raised with the Club Leader.

At all times Club Leaders must have access to a telephone.

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.

6. Fire/Emergency Evacuation

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

In the event of fire the first priority is to safely evacuate all people from the premises and to check for complete evacuation. The fire brigade must be called as soon as the safety of all people is assured. Staff and volunteers should not attempt to deal with a fire until the safety of members and other personnel is assured.

Trained individuals should only tackle small fires which are capable of being extinguished promptly using the equipment available. They **MUST** not in any circumstances put at risk their own or others safety.

Staff and volunteers must be aware of the location of fire extinguishers and. fire blankets.

Periodic fire evacuation tests must be performed, without unnecessary movement of members with restricted mobility.

7. Outings/Events

Outings organised by the Association of Teesdale Day Clubs or individual Lunch Clubs require a formal evaluation of suitability with regard to Health and Safety using guidance provided on forms held at the Day Club Office.

Teesdale Day Clubs office should be notified of proposed outings as soon as possible and completed evaluation/assessment forms returned to the office at least 7 days before the event.

In the event of a last minute issue relating to provision of meals at the normal venue the evaluation/assessment forms need not be completed for use of an alternative venue. The General

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Manager should be notified of the change of venue within 24 hours and a list of members and volunteers should be provided. A list of approved alternative venues is available from Association of Teesdale Day Clubs Office.

8. Risk Assessments

A formal risk assessment of the premises and activities of each individual day club should be performed at least once per year. The management of the premises must be informed in advance of the intention to perform an H & S assessment and invited to participate.

Risk assessments must include evaluation of the premises for;

- Fire hazards and emergency evacuation accessibility
- Suitability and accessibility of safety equipment (e.g. fire extinguisher tests in date)
- Slip, trip and fall hazards
- Food preparation area acceptability
- Electrical safety

and must include review of;

- Records of incidents and accidents
- Compliance with record keeping requirements
- H & S issues notified to the Association of Teesdale Day Clubs Office
- Satisfactory completion of safety actions

Risk assessments must be documented and any risk deemed to be unacceptable must be addressed either at the local level and/or by notification to Association of Teesdale Day Clubs office. A report of any significant findings must be forwarded to the management of the premises.

9. Health and Safety Training

Health and safety training will be organised and records maintained by the Association of Teesdale Day Clubs.

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 Health and Safety Assessment.

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The following table indicates the recommended minimum training requirements for personnel.

Training Matrix

Job	Induction	First aid	Manual handling	Evacuation Procedures	Food Hygiene	H and S assessment
Day Club Leaders	R	R	R	R	R	R
Cooks	R		R	R	R	
Office Staff	R		R	R		
Volunteers handling food	R		R	R	R	
Volunteers not handling food	R		R	R		

Training records will be maintained by the General 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.

10. Electrical Safety

The Association of Teesdale Day Clubs will maintain a register of all electrical equipment owned by them as well as portable electrical equipment belonging to staff/volunteers and used by them on behalf of Association of Teesdale Day Clubs.

The register will define periods for electrical checking, inspection and testing of electrical equipment based on the risk of malfunction or likelihood of causing shock/fire.

For general guidance:

- Hard connected equipment (e.g. Ovens) should be inspected every 3 years and PAT tested every 5 years.
- Plugged equipment (computers, printers etc) which is rarely moved should be inspected every 2 years and PAT tested every 3 years. This equipment should undergo additional inspections if moved.
- Portable equipment (Kettles, food mixers, etc) should be checked prior to each use, formally inspected annually, and tested at 1 or 2 years depending on the age and condition of the equipment.
- Flying cables and attached plugs/mains extension cables should be checked prior to each use, formally inspected annually, and tested at 1 to 3 years depending on the type of equipment it is connected to and the wear and tear to which it is subjected.
- Double insulated equipment does not generally require PAT testing.

Responsibility for electrical equipment testing and maintenance generally rests with the owner of the equipment. However, The Association of Teesdale Day Clubs will undertake to ensure that all

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equipment used on its behalf is safe and operated correctly. The responsibility for the safety of electrical equipment used and owned by self employed contractors working on behalf of The Association of Teesdale Day Clubs is solely theirs.

Electrical safety maintenance will be performed as described in HSE publication “Maintaining portable electrical equipment in offices and other low-risk environments”

All portable electrical equipment used at clubs (including those owned by staff) must be visually checked before use, at each session. A note that these checks have been made must be recorded on the Health and Safety Check Sheet.

Whenever equipment is PAT tested this will be recorded along with the date this took place. All PAT tested equipment must also be marked with a sticker indicating the last and next test dates along with the initials of the tester.

Equipment belonging to the venues which is used by staff/volunteers will be checked at risk assessment inspections for evidence of regular electrical checks and PAT testing where appropriate.

Any electrical equipment, from any source, considered unsuitable or likely to be dangerous must not be used. The owner will be informed and requested either to repair the item or to discard it.

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Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;