



# thames valley adventure playground

## supporting children & adults with special needs and their families

Registered Charity Number 278336

### *Health & Safety Policy Statement*

This Statement is intended for general guidance only and is not exhaustive. Full policies and procedures are kept in the operating plan which is available for reference at reception, as are our health and safety files.

#### *Responsibilities*

- The Board of Trustees are responsible for ensuring that all Health and Safety issues relating to both employees and Playground Users are assessed and that policies and procedures are put in place where needed to safeguard those affected.
- The Playground Manager is responsible for compliance and regular review of Health & Safety on the Playground, reporting to the designated Link Member of the Playground's Operations Sub-Committee.
- Responsibility for daily implementation will be the responsibility of the Deputy Manager.
- A List of Playstaff will be displayed in the Office in order of responsibility. In the absence of the Manager, responsibility for Health & Safety falls to the next available person on the list.
- A list of the Trustees and Sub-Committee members will be displayed in the Staff office with contact numbers for use in an emergency.
- All visiting Staff and Volunteers will be acquainted with this policy statement and asked to report anything about which they have concerns.
- All TVAP Staff and Volunteers are responsible for their own Health and Safety and collectively for all Users of the Playground.
- Visiting parents / carers and Staff shall retain responsibility for their own Health and Safety and report any concerns to a member of the Playstaff.

#### *Safeguarding*

TVAP is committed to safeguarding and promoting the welfare of children and young people and expects all TVAP and visiting Staff, Volunteers, parents, guardians and carers to share this commitment. All staff receive safeguarding training and have enhanced DBS clearance.

#### *Manual Handling*

- All permanent staff will be trained in manual handling techniques. Only trained staff can lead a lift.
- Regular manual handling assessments will be carried out and as circumstances change. Staff must work within the agreed limits/code of practice at all times.
- All Manual handling operations relating to those left in the care of the Playground will be subject to written assessment. Staff and Users must be made aware of these assessments and agree to work within them at all times.
- All visiting staff and Users will be made aware of our Manual Handling policies and procedures.
- Hoists and other moving and handling equipment supplied for use by the Playground must be checked in accordance with LOLER. Only those persons currently trained should use this equipment.

## *Attendance Records*

- A daily register of all children/adults (including Staff and Volunteers) will be kept at reception and instantly available in case of emergency.
- A file of all Users being left in the care of the Playground will be kept. This file will include contact numbers and addresses for Parents/guardians and doctors, as well as any relevant personal details and medical information. These files are confidential and only available to Playground staff/Trustees. (see Information Sharing Policy).

## *Fire and Evacuation*

- All Staff, Volunteers and placements must have a working knowledge of the Fire Procedure.
- A copy of the evacuation procedures must be displayed around the building.
- There will be regular fire practices with different groups of children and adults. The evacuation log is to be filled in for all practices and evacuations.
- Fire alarms will be checked daily and tested weekly. Records must be kept of all tests and maintenance. In the event of a complete failure of the fire alarm system the Playground will be closed until repairs have been made and the system is fully operational.
- All fire-fighting equipment will be checked daily and will be serviced at least once a year. A current certificate will be displayed.
- All fire exits will be clearly labelled and unlocked when the Playground is in use. Fire exits must be kept clear of obstructions at all times.
- All bonfires and barbecues must be agreed in advance with the Senior Playworker on Duty and supervised by a responsible designated adult in accordance with a risk assessment.
- All flammable chemicals must be stored in a secure manner outside of the main buildings.
- There is a 'No Smoking' policy in the building and around the site. Smoking is only allowed in the Smoking Area next to the crazy golf course. This includes the use of e-cigarettes.

## *Security and Maintenance*

- The Playground gates should be locked at all times with only the permanent staff managing access and egress to and from the site.
- A detailed daily inspection of the Playground must be carried out and the Safety Checklist completed. A copy of the Checklist must be available for inspection. Any item not meeting the safety requirements must be dealt with immediately.
- If, for any reason, all of the telephone lines are out of order, the senior Play worker on duty will assess the safety implications for our users and can, if felt appropriate to do so, close the Playground until communications have been restored. Mobile phones may be used instead of landlines at the discretion of the Senior Playworker on Duty.
- All emergency lighting should be checked regularly, as required by current guidelines and records kept of tests and any maintenance.

## *First Aid*

- First Aid kits must be checked daily and their locations clearly displayed.
- At least one member of Playstaff on duty should have a current First Aid certificate.
- First Aid being given to users left in the care of the Playstaff must be given only in strict accordance with the First Aid / Medical information in their personal files, as signed by the parent or guardian.

- First Aid for groups and families is the responsibility of the groups themselves, however Staff will assist as appropriate. If a group self administer we would ask that a Playworker is informed in order to ensure that documentation procedures can be followed.

### *Medication*

- Medicines must be surrendered to Reception on arrival and will be locked in medication cabinet in the Staff Office. Emergency medication required to be kept with the User's carer must be carried on the carer and never left in a bag or unattended.
- Where an individual requiring the administration of drugs/medicines is left in the care of Playstaff, a Consent Form must be signed by the individual's parent/guardian upon registration for each visit. Medication will only administered by Playground staff in strict accordance with Medication Policies and Procedures.
- Visiting groups must take care when administering their medication and any remaining drugs must be returned to reception immediately.
- Use of aspirin etc. by staff/volunteers/placements/trainees is at their own risk - all medication brought on site by staff must be locked in the medication cupboard or their own lockers and clearly marked. TVAP will not hold any medication for general use.

### *Accidents and Incidents*

- The accident report book must be kept at Reception (in the Staff Office) and all accidents recorded.
- All near hits should also be reported to the Senior Playworker on Duty, who will record them in the accident file and note action as needed.
- Staff welfare issues should be addresses through the senior management and the Link Trustee
- Incidents should be recorded on an incident form and given to the Playground Manager for action, if required.
- The Playground Manager is responsible for reporting of accidents in accordance with current legislation.

### *General Hygiene and Cleaning*

- All clinical waste must be disposed of in yellow Clinical Waste bin in the changing areas.
- All body fluid spills must be reported to a member of Playstaff in order that the necessary cleaning régime can be implemented.
- Toilets and washbasins must be checked at least every hour and kept clean with an adequate supply of toilet paper, soap and towels.
- The kitchen must be kept clean and care taken in the preparation of food. All Playstaff taking leading a food activity must have a current food safety certificate. All hazardous utensils must be properly supervised when in use and safely stored at Reception when not in use.
- The building and site must be kept as clean as possible and checked/cleaned periodically throughout the day by the Playstaff.
- All water play and sand play areas must be kept clean and free from litter and debris. Water reservoirs must be kept clean and water changed frequently. Pool and pump must be flushed before use and any spray jets isolated/removed if the pool is not in use for any length of time.
- A good supply of spare clothing should be available for use in an emergency. TVAP will reserve the right to ask for a donation if these are not returned.

### *Risk Assessments*

- All equipment/activities/area must be subject to risk assessment before initial use.
- These assessments must be kept on file and reviewed/updated/amended periodically or as circumstances change.
- All staff and volunteers must be made aware of the Risk Assessments and how to access them.
- Completed risk assessments will be kept at reception for reference and guidance.
- It is the responsibility of all Staff to work within the conditions of any risk assessment.

### *Services and appliances*

- All equipment must be well maintained and serviceable.
- All portable appliances must be periodically inspected by a qualified electrician and certificates kept on file.
- All gas/electrical installations must be checked by a qualified person at least every 5 years and certificates kept on file. Where possible an annual service should be carried out on all gas appliances by a qualified gas safe engineer.
- Use of any equipment brought onto the premises must be agreed by the Senior Playworker on duty before use.

### *Insurance*

- A current certificate of insurance should be on display at the Playground. Insurance provision should be reviewed annually to ensure adequate and appropriate cover for employees, Trustees and the Playground Users.
- Information TVAP insurance provision should be included in the conditions of use information made available to our Users.
- Groups and Individuals using the site out of normal hours must provide their own 3<sup>rd</sup> party insurance as a condition of booking.

### *Staffing*

- A minimum of two Playstaff should be on duty at all times while the Playground is operation. Either the Manager or Site Manager should be on site.
- Safety training should be given at induction and periodically as and when necessary. Certain areas or activities may only be used after the appropriate training has been completed.
- At least one of the senior team should hold a recognised Health and Safety Qualification.

### *Use of potentially hazardous equipment*

- All potentially hazardous activities (as defined by risk assessment) must be carried out by properly trained and sanctioned Staff.
- All Playstaff should have knowledge of the safe use of all equipment and be acquainted with all relevant Risk Assessments and Policies
- The Workshop is only to be used by trained/sanctioned Playstaff.
- All safety equipment and PPE must be well maintained and readily accessible.
- We strongly encourage the wearing of Safety helmets by ANYONE using bicycles/tricycles etc.