



## HEALTH and SAFETY POLICY

***“It is our aim to achieve a working environment, which is free of work related accidents and ill health and to this end we will pursue continuous improvement.”***

### **Section One:**

#### **Introduction**

This document lays down our aims and objectives in the important area of Health and Safety. It sets out, in broad terms, how to implement these aims and objectives.

All employees must co-operate in this endeavour.

The policy statement will be issued to all employees. It incorporates our general approach towards compliance with all Health and Safety legislation (including the Management of Health and Safety at Work Regulations 1999 as amended).

#### **Aims of the Policy**

1. To conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities and all other people who work on, or visit, our premises.
2. To create and maintain a positive Health and Safety culture within all areas of our organisation, so that there is a continuous, cost effective, improvement in our Health and Safety performance.

These aims will be pursued regardless of whether the particular services which form part of the organisation's undertakings are performed by our employees, or by outside contractors acting on our behalf.

These aims will be borne in mind in all policy and operational decisions made by the organisation, especially in relation to the adequate provision of resources. It is recognised that managers could render themselves liable under criminal and civil law should they place requirements upon staff that are contrary to this policy or any Health and Safety legislation.

## Objectives of the Policy

1. The organisation expects, and requires, every member of staff in all of its departments to work towards achieving the following objectives in the field of health and safety.
2. To comply always with the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions, including health and safety approved codes of practice and guidance and relevant fire safety legislation such as the Regulatory Reform (Fire Safety) Order 2005.
3. To effectively identify all significant hazards arising from our activities and to assess all the resultant risks to the health and safety of our employees, visitors/customers and other people and to develop the appropriate preventive and protective measures necessary to control these risks.
4. To effectively plan, organise, implement, control, monitor and review the preventive and protective measures.
5. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services.
6. To provide and maintain suitable and safe vehicles, plant, equipment, and systems of work.
7. To provide employees with adequate health and safety training and supervision and to take account of employees' capabilities as regards health and safety matters when assigning tasks to them.
8. To provide employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
9. To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
10. To provide a safe place of work and a healthy working environment.
11. Where appropriate on health and safety grounds, to ensure that employees are provided with, and use, suitable personal protective clothing or equipment. Also to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment.
12. Where beneficial to the prevention of work related illnesses or ill health conditions, to provide employees with appropriate health surveillance.
13. In the event of an employee placing themselves or others at risk or creating the potential for such risk through their acts (deliberate or otherwise) or omissions, to take all appropriate action as deemed necessary for cessation of the activity and to prevent any reoccurrence. Such steps may include re-training or the implementation of the Camp Glide's Disciplinary Procedure.

## **Health and Safety Policy Statement**

It is our aim to achieve a working environment, which is free of work related accidents and ill health and to this end we will pursue continuous improvement.

Health and Safety, as with all other aspects of Camp Glide (the Organisation) undertakings, must be properly managed and cost effective.

It is the policy of Camp Glide to comply with both the letter and spirit of the Health & Safety at Work Act 1974 and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements.

Employees of the Organisation have a right to work in safe and healthy conditions. These conditions will be created and maintained by the preparation of, and adherence to, this Health and Safety Policy. The directors/managers fully appreciate that responsibility for Health and Safety is an integral function of management, on a par with responsibilities for all other business operations and we recognise the benefits of a fit and healthy workforce.

Visitor/customer safety is also integral to our philosophy.

The Organisation will undertake to provide adequate Health and Safety Training and information to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

I believe that it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this policy and seek active co-operation between management and employees to promote a safe and healthy environment for ourselves and for those who avail themselves of our service.

Finally, we undertake to review and revise this policy as often as is required by changing legislation. All changes will be brought to the attention of all employees.

## **Section Two:**

### **ORGANISATIONAL RESPONSIBILITIES**

#### **2.1 The Camp Glide, Board**

All Board Members accept their collective and individual role in providing health and safety leadership in the organisation and all Board decisions will reflect this commitment, along with a commitment to achieving the objectives set out in this Health and Safety Policy.

The Board will seek to engage the active participation of employees in improving Health and Safety and to this end one member of the Board will be elected as the Health and Safety Director who will liaise with the Health and Safety Advisor and oversee the day to day management of Health and Safety in the organisation.

## **2.2 Managing Director (appointed H+S Director)**

The Managing Director will ensure that there is an effective policy for health and safety within the organisation which is kept up-to-date, is fully implemented and that persons carrying out the policy are fully supported. They will have the responsibility of discharging the Organisation's duty, under Section 2(3) of the Act, of bringing the general statement of the Health and Safety Policy and the organisational arrangements for carrying out that policy, to the notice of the all employees whilst ensuring that the policy is understood at all levels.

They will ensure that relevant risks are assessed and will make available sufficient funds to allow for the appropriate control of these risks. This will include co-operating fully in the training of the Health and Safety Co-ordinators and arranging the provision of consultation on health and safety matters as appropriate.

The Managing Director will ensure appropriate insurance cover is provided and maintained.

## **2.3 Senior Management Team (SMT)**

The Senior Management Team will ensure the Health and Safety Policy is properly understood and implemented by all levels of management and employees within their areas of responsibility whilst retaining levels of knowledge pertaining to legislation and development affecting safety at work, within their areas. They will set an example to all staff by attending such training as necessary.

Members of SMT will support the provision of adequate finance, staff and other resources to meet the requirements of the Health and Safety Policy and ensure disciplinary action is being taken against all employees who do not comply with the requirements as detailed in the Health and Safety Policy and Procedures (including all relevant area Training Documents).

## **2.4 Safety and Standards Manager (Health and Safety Advisor)**

The Safety and Standards Manager will take the lead role in the Organisation's Health and Safety Policy and Procedures by providing updates and guidance on legislation and sound practice in health and safety management to all staff and by ensuring the Health and Safety Policy and Procedures (including all Risk Assessments) are reviewed as necessary but as a minimum, on an annual basis or following any changes or incidents which identify issues or short falls within current procedures and documents.

This will also include ensuring all audits and reviews as identified within the Health and Safety Procedures are completed in a timely fashion.

They will provide guidance to Managers, Coordinators and Officers on documentation and systems required for each area. This guidance will include advising Managers of their responsibilities for health, safety and welfare under any relevant legislation and ensuring that appropriate and sufficient training in all aspects of health and safety are provided across the Organisation.

The Safety and Standards Manager will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Board, the Managing Director and the Health & Safety Executive, as necessary, and make recommendations to prevent recurrence.

They will provide advice on sound health and safety practice and will advise upon the health and safety content of all specifications and contract documents including consultation at the planning and subsequent stages of the construction of new property and the revitalisation, adaptation or extension of existing property.

## **2.5 Managers, Co-ordinators and Officers**

All managers, co-ordinators and officers will undertake Risk Assessments and draw up Safe Systems of Work for their areas of responsibility, co-ordinating with the Safety and Standards Manager on final documents. They will fully familiarise themselves with the Health and Safety Policy of the Organisation and ensure that all people in their charge comply with the Policy at all times through recommending and implementing appropriate training; assessing the requirements for and use of necessary personal protective equipment and the devising and documentation of safe working practices for tasks under their control. They will ensure that only safe working practices are used, in order to provide maximum safety for all people in their charge.

Individual managers, co-ordinators and officers will ensure that all accidents are recorded, that they are investigated and accident reports are completed promptly and filed correctly, that people in their charge know the whereabouts of first aid facilities and are aware of the procedures to be adopted in the event of fire or other foreseeable emergency.

They will ensure, where reasonably practicable, that adequate supervision is available at all times for employees in their charge and that both employees and contractors are monitored in relation to compliance with this policy including maintaining good housekeeping standards in their sections/sites at all times.

Through training and team meetings they will brief employees on health and safety procedures, policies and responsibilities and ensure that any health and safety problem, which cannot be resolved by themselves, is raised quickly with the Safety and Standards Manager. They will also ensure that all members of their teams are kept up to date with any changes to Training

Documents and Risk Assessments which may impact on their day to day job role.

## **2.6 All Employees**

All employees will make themselves familiar with the Organisation's Health and Safety Policy and at all times make full and proper use of the appropriate Safe Systems of Work, safety equipment and protective clothing provided as well as making full use of appropriate safety devices.

They will take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions (Section 7(a) HSAWA) and will co-operate with the Organisation so as to enable it to carry out its own duties and responsibilities.

All members of staff will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by the Organisation and will report to their line manager immediately any unsafe systems of work which develop contrary to instructions, unsafe working conditions and damage to plant, machinery or equipment. They will also report all accidents immediately.

It is the responsibility of all members of staff to ensure they are available to attend compulsory ongoing training in relation to all areas of health and safety including Annual Re-induction Training, Fire Prevention and Awareness Training and Emergency Action Plan Training

Each individual must inform their line manager in person and in writing of any change to their state of health or injuries, either temporary or permanent, which may affect their working ability or their suitability to carry out any particular task or tasks. They must ensure that a Personal Risk Assessment is completed on an annual basis or when a change in their personal circumstances requires it.

## **2.7 New Employees**

In addition to the provisions of section 2.6 (inclusive) above, new employees shall be inducted in all relevant health and safety requirements of their job role and ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger before working unsupervised. They will be issued with and sign to acknowledge understanding and receipt of, a copy of the Health and Safety Policy Statement.

All new staff shall familiarise themselves with the Organisation's accident and near misses reporting procedure and complete a Personal Risk Assessment and understand risk assessment information in relation to their area of work.

## **Section three:**

## **HEALTH AND SAFETY ARRANGEMENTS**

- 3.1 **Documented procedures** are developed where it is agreed the absence of such procedures may affect safety. These procedures are contained within the Camp Glide Integrated Management System (IMS Training Documents and Quality Records) and will detail the specific actions and methods relating to the area concerned. The procedures are in place to control hazards to customers, staff, contractors and anyone who may be affected by our business and are to be used in conjunction with this policy.

Master copies of all IMS documents will be held on the shared the Director's Terminal and can only be updated by the Safety and Standards Manager in conjunction with the relevant Business Manager/Co-Coordinator/Officer. The documents will be updated when ever there is a change (in law, of equipment, or of general practices) and will also be reviewed as part of the annual Risk Assessment Review Process (see 3.2 below)

Health and Safety Procedures will include compliance with all statutory inspections identified within relevant legislation and codes of practice. Inspections may be carried out internally by suitably qualified members of staff or externally by approved contactors or consultants. Such statutory inspections will include:

- Fixed Electrical (Periodic) Inspections on an annual basis for all wet side areas and every three years for all dryside areas together with, where applicable, annual Portable Appliance Testing (PAT) as detailed within the Electricity at Work Regulations 1989
- Inspection of all lifts and hoists used for the transportation of people as detailed within the Lifting Operation and Lifting Equipment Regulations 1998
- Periodic inspection and testing of pool water quality and chemical levels as outlined in HSG179 Managing Health and Safety in Swimming Pools and Swimming Pool Water Treatment and Quality Standards
- Annual landlord gas safety checks as outlined in various Regulations and Approved Codes of Practice
- Monthly checks of all Personal Protective Equipment provided and 'Fit Testing' of full face respirators for each new member of staff as required on appointment or in change of job role as detailed within the Personal Protective Equipment at Work Regulations 1992 and BS EN 136:1998 Respiratory Protective Devices
- All checks of fire fighting equipment and means of escape as detailed in the Regulatory Reform (Fire Safety) Regulations 2005



- Weekly, monthly, six monthly and annual inspections as detailed within the Approved Code of Practice (L8rev) Legionnaire's Disease: the control of Legionella bacteria in water systems

This list is not exhaustive and all inspections and tests are subject to review and amendment under the relevant law, regulation or approved code of practice.

- 3.2 The **Risk Assessment** process is a method of identify any potential hazards (something which may cause harm) and the likelihood of any harm being caused (the risk).

Risk Assessments may be carried out internally by suitably qualified members of staff or for more specialist assessments such as Fire Risk Assessment or Legionnaires Risk Assessment, externally by approved contactors or consultants.

Risk Assessments are carried out on all Camp Glide activities, equipment and locations. During the assessment process any additional controls or actions required to further reduce risk are to be noted together with the person responsible and the time frame in which the action must be completed.

Specific Risk Assessments are also carried out in relation to the use of Display Screen Equipment (VDUs), the use of hazardous substances (COSHH Regulations 1989) and each member of staff is also required to complete a Personal Risk Assessment.

Unless otherwise identified Risk Assessments must by law be reviewed as a minimum every two years; when there is a significant change which will affect the assessment; if additional problems arise or following an incident or series of incidents (depending on the severity of the incident).

Camp Glide has decided that all Risk Assessments (with the exception of Legionnaires Risk Assessment) will be reviewed on an annual basis. The review and completion of Risk Assessments will be managed by the Safety and Standards Manager together with the relevant area manager or officer/supervisor.

At the same time as the area Risk Assessment are being reviewed, the training documents relating to that area (such as Normal Operating Procedures) will also be reviewed to ensure they are up to date and relevant.

- 3.3 **Staff Training** in all areas of health and safety will be arranged by Camp Glide on an annual basis. Such training will be based on the relevant Health and Safety Laws and Regulations and will be reviewed annually or as required by changes in the law.

Sufficient training dates will be set across the year, on a quarterly basis. Dates will be published in advance for the year to allow staff to plan their attendance.



The Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Regulations 2005 detail that it is compulsory for all employees of an organisation to attend initial Induction and annual Re-induction Training including building evacuation in the event of a fire.

As such Camp Glide expect every member of staff to attend training in the general principles of health and safety; the prevention of fire, fire fighting, including means of escape (Fire Awareness)) and the safe evacuation of a building in the event of a fire or other major incident (Building Evacuation) on a yearly basis. How this training is provided and the exact frequency of sessions to be attended will be detailed in the Training Document '5.2.1 Training Needs Analysis and Ongoing Training.'

Camp Glide also reinforces it's commitment to the protection of children, young people and vulnerable adults by requiring all members of staff to attend 'Safeguarding' training on a bi-annual basis (or more frequently should there be any major changes to legislation or procedures).

In addition any members of staff who may be required to work on poolside in a Lifeguarding role are required to complete such training as is needed to keep their National Pool Lifeguard Qualification (NPLQ) up to date.

As far as possible this training is to be attended at their primary place of work but can be attended at an alternative Camp Glide site if they are unable to attend at their primary place of work owing to holiday or sickness. Any member of the poolside team who also works elsewhere may, on occasion, on production of supporting paperwork and with prior approval from a Camp Glide NPLQ Trainer/Assessor or the Safety and Standards Manager, use training hours from their other place of work.

Failure to attend any identified compulsory training may result in disciplinary proceedings being taken against the member of staff concerned.

### **Outside area**

☐ Routine checks are carried out to check suitability and safety of:

- The perimeter
- The equipment
- Areas of play
- Swimming pool
  - This is secured when not in use

☐ The site management take care of the property and watch out for hazardous plants

☐ Parents are informed how to protect their children from the sun on our website

- ☐ Parents are informed to bring their children with sun cream already applied and to bring additional cream. Staff members will remind children to re apply and assist if necessary.
- ☐ In the event a parent does not have sun cream applied, we will supply sun cream. We will advise the parents that they should bring sun cream next time.
- ☐ We encourage children to apply their own sun cream where possible under the supervision of staff
- ☐ Consent must be given to allow us to apply sun cream.
- ☐ Camp Glide staff remind and assist children to reapply sun cream regularly.
- ☐ Other essentials children need are listed on the 'what to bring' page on the website and at the Camp Office
- ☐ Camp has a small amount of essentials if parents forget. Our stock may not best suit a particular child.
- ☐ It is a staff code of practice to lead by example, wearing protective clothing etc.
- ☐ Camp Glide provides shaded areas to take a sun break in.

### **Water activities**

- ☐ Water activities are supervised closely by staff and a qualified lifeguard is always in attendance when the pool is in use.
- ☐ Children using the pool must adhere to the rules and direction of the staff:
  - No running
  - No diving
  - Always sign in
  - Always sign out
  - Keep hands and feet to yourselves
  - No mushroom / deadmans float
  - Obey the direction of the staff
- ☐ Sun cream should be re applied after wet play

### **Sleeping children**

Children may take rest breaks and in the event that a child falls asleep they will still be supervised and may be woken up if supervision is no longer practicable in that location.

## Hygiene

- ☐ The environment and equipment is deep cleaned before the children arrive. This is checked by the Camp Director
- ☐ Everything that has been used is cleaned every day.
- ☐ Camp Glide will wash some equipment in a washing machine. Camp will not wash other people's property.
- ☐ Camp Glide staff are trained and will act as role models when it comes to hygiene teaching them the importance of hygiene.
- ☐ Staff encourage regular hand washing. It is mandatory to wash hands before and after eating, signs are also displayed to reinforce hygiene practices.
- ☐ Such areas that are covered by staff include:
  - hand washing
  - teeth cleaning
  - nose wiping and disposal of the tissue
  - the spread of infection through coughing and sneezing
  - using the toilet and potty correctly
  - cultural influences on children's hygiene.
- ☐ The Camp Director and Site management have joint responsibility to ensure there are adequate cleaning supplies.
- ☐ Camp Glide will always maintain a staff to children ratio of 1:8 even when cleaning
- ☐ In the event of a body fluid being spilled the area will immediately be sectioned off. PPE will be worn and the area will be cleaned using disinfectant. The waste will be disposed of in a special waste disposal area.
- ☐ Practices implemented include:
  - providing colour coded cloths and mops and buckets for cleaning
  - cleaning tables between activities
  - checking toilets regularly
  - wearing protective clothing, such as aprons and disposable gloves, as appropriate
  - providing sets of clean clothes for children and adults
  - providing tissues and wipes

- ☐ Staff do not prepare food
- ☐ Camp Glide has an infection chart with symptoms and infection exclusion times.
- ☐ Camp Glide will tell Ofsted about:
  - any food poisoning affecting two or more children looked after on your premises
  - any child having meningitis
  - an outbreak on your premises of any notifiable disease identified as such in the Public Health (Control of Diseases) Act 1984. \*As soon as possible but within 14 days of the event.

## **Equipment**

- ☐ Camp Glide's equipment and resources conform to the BSEN safety standards or Toys (Safety) Regulation (1995) and are regularly checked to ensure they are safe.
- ☐ Camp Glide has plenty of toys and equipment for the number of children that attend and encourage various areas of learning and development.

Think about child and adult-led activities.

- ☐ Camp Glide selects books, equipment, materials and resources that promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- ☐ Camp Glide provides play equipment and resources that promote continuity and progression and that provides sufficient challenge and meets the needs and interests of all children
- ☐ Materials are clean and safe for children to use.
- ☐ Activities are planned and the appropriate resources are in place to deliver activities.
- ☐ Camp Glide provides furniture that is suitable for both children and adults
- ☐ Camp Glide is maintained by the schools site management.  
The camp director carries out regular site checks.

## **Storage/COSHH (Control of Substances Hazardous to Health) Regulations 2002:**

- ☐ stack or store equipment and resources safely and securely

- ☐ store cleaning products in a lockable cupboard
- ☐ comply with COSHH (Control of Substances Hazardous to Health) regulations 2002

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Camp Glide will report all actual or potential injuries, diseases and dangerous occurrences to the HSE and Ofsted.

Useful resources and websites:

- ☐ The Health and Safety at Work Act 1974.
- ☐ Workplace (Health, Safety and Welfare) Regulations 1992.
- ☐ 5 Steps to Risk Assessment, HSE publication.
- ☐ COSHH. A Brief Guide to the Regulations. What You Need to Know About the Control of

Substances Hazardous to Health Regulations 2002. HSE publication.

- ☐ A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

(RIDDOR) ISBN 0717624315, HSE books.

- ☐ RIDDOR Explained. Reporting of Injuries, Diseases and Dangerous Occurrences. ISBN

0717624412, HSE books.

Many HSE publications can be downloaded from [www.hse.gov.uk](http://www.hse.gov.uk) or visit: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

01787 881165 or 0845 345 0055, email [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)

HSE Information Services, Caerphilly Business Park, Caerphilly, CF38 3GG.

Incident Contact Centre 0845 300 9923

- ☐ RIDDOR [www.riddor.gov.uk](http://www.riddor.gov.uk)
- ☐ Department of Health [www.doh.gov.uk](http://www.doh.gov.uk)
- ☐ NHS Online: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

☐ Rentokil Initial (Hygiene Services) [www.rentokil-initial.com](http://www.rentokil-initial.com)

01372 386981

☐ Surrey Health Protection Unit [www.hpa.org.uk](http://www.hpa.org.uk)

01372 227331

☐ Meningitis trust has free meningitis symptom cards available  
[www.meningitis-trust.org](http://www.meningitis-trust.org)

0800 028 18 28

☐ Clinical waste [www.phs.co.uk](http://www.phs.co.uk)

**Reviewed 19/11/2019**  
**Andy Setters**