

Health and Safety Policy

Preston Child Contact Centre

1. Preston Child Contact Centre is committed to ensure the health, safety and welfare of its volunteers/staff and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable. In particular we will so far as reasonably practicable, provide:

- a. Premises which are well maintained in a safe condition.
- b. Environments that are safe and without risk to health.
- c. Equipment and systems of work that are safe and without risk to health.
- d. Arrangements to identify and assess/minimise risk to volunteers/staff and others who may be affected by our activities.
- e. Sufficient information, instruction, training and supervision to ensure the health and safety of volunteers/staff and others who may be affected by our activities.
- f. Adequate facilities and arrangements to enable volunteers/staff and to be consulted on any matter relating to their health, safety and welfare whilst at work.

2. Ultimate responsibility for health and safety lies with the Health and Safety representative who will ensure that adequate resources are made available to achieve the aims set out in this policy statement.

3. The successful implementation of this policy requires total commitment from all volunteers/staff within the organisation. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions. In particular they must:

- a. Comply with any rules or regulations in place.
- b. Comply with safe systems of work.
- c. Use equipment in accordance with instructions and training provided, and not intentionally damage or recklessly interfere with anything provided for the health and safety of themselves or others.
- d. Report any situation that they consider poses a serious and imminent danger.
- e. Report any situation where they consider the controls in place fail to reduce risks to an acceptable level.

4. The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and if necessary revised to reflect any changes in organisational or legislative requirements.

Signed:.....

Date:

Position:.....

Health and Safety Checklist

Preston Child Contact Centre

:

Person responsible for check: N Yates Co-ordinator

Date:

(to be completed annually by the Health and Safety Representative)

NB Volunteers should be aware of the requirements and should report omissions (on the fault report form) to the Health and Safety representative as they arise.

Fire

Are the Centre's fire and emergency procedures clearly displayed and are volunteers/staff and Centre users aware of them?

Does the centre keep an accurate record of who is in the building and who leaves the building throughout a contact session?

Is there a named person to call the register in the event of a fire and the building being evacuated?

Are the fire extinguishers the correct sort and in good working condition?

Are the fire extinguishers serviced annually?

Are the fire exits clearly labelled, easily accessible and free from obstructions?

Are volunteers aware of where fire extinguishers are located and how to use them?

Has a fire drill for volunteers/staff been carried out in the last 6 months?

Are all electrical items safe and have they been tested in the last twelve months?

The Building

Is your centre clean, well lit, ventilated and kept at an adequate temperature?

Are the furniture and furnishings within the centre in a suitable state of repair and safe?

Do any of the floors have lifting/frayed carpets?

Unless they are in use, are steps and stairs fenced off?

Is it possible for children to open any of the windows?

Are all heaters well-guarded and kept away from children?

Are there protective caps covering all electrical outlets that are not in use?

Is the kitchen and its equipment clean, safe and out of bounds to children?

Will there be a volunteer positioned by or in sight of all exit points from the Centre whilst it is open?

Are all cleaning products and disinfectants kept in their original containers and stored out of sight and reach of the children?

Are the Centre's toilets and washbasins clean and easily accessible?

Is there safety glass in doors and are exposed windows guarded to an appropriate height?

Toys

Are they inspected regularly, cleaned and free from sharp edges or pointed parts?

Are there soft areas adjacent to climbing frames and slides and is the equipment itself safe and free from rough edges or splinters?

Are climbing frames and swings erected properly and are they secured to the ground where required?

Have all of the bikes, tractors and pedal cars been serviced recently?

First Aid

It is important to remember that the primary responsibility for any child at a Child Contact Centre rests with the adult in whose care they are in at the time of any incident. Volunteers/staff should therefore only handle or assist a child with the permission and knowledge of this person.

Does the centre have a First Aid Kit? (it should not contain any medicine!)

Is it both up to date and well stocked?

Does the Centre have one or more named first-aiders?

Are volunteers/staff aware of where the first aid kit is located and the telephone number of the local hospital accident and emergency department?

Are the volunteers/staff aware that they must wear disposable gloves when treating any kind of open wound?

Accidents

Does the Centre keep an Accident Book? (not a loose-leaf folder)

Are all incidents, no matter how minor, recorded in this book?

Are resident parents informed when their child(ren) have been involved in an accident and do they sign the accident book to acknowledge they have been informed?

Is the recording done in such a way that date, time, details of what happened and the action taken are all clear?

Do volunteers/staff have access to a phone throughout the time the Centre is open?

Child Protection and Domestic Violence & Abuse

Does the Centre use the standard NACCC referral form for supported contact and the accompanying guidelines for referrers?

Is the Centre always in possession of a properly completed referral form giving full details of both parties and any other people involved in the contact before a family is accepted?

When it is open, does the Centre always have a minimum of three volunteers/staff?

Have all the volunteers/staff had a Criminal Records check?

Have the volunteers/staff received training in Child Protection and have they read your Child Protection Policy?

Are volunteers/staff aware that parents should always accompany their child(ren) to the toilet?

Are volunteers/staff aware that if this is not possible, two volunteers should accompany the child to the toilet?

Have all the Centre's volunteers/staff been made aware of and received training in the area of Domestic Violence?

General

Does the Centre have an adequate, valid insurance policy and the appropriate certificate?

Have the Centre's volunteers/staff received health and safety training?

Has an accurate record been kept of the Centre's volunteers/staff training in relation to health and safety?

I have completed the above check and will report/take corrective action for any faults found.

Signed:

Date:

Preston Child Contact Centre Health and Safety Fault Report Form

To:

From:

Date:

Time:

Nature of Fault

Action Required

Signed:

Date:

Action Taken:

Signed:

Date:

Good Practice Notes

Food hygiene

Regardless of whether it is free or a source of revenue, anyone who serves food to the public has a duty to adhere to good hygiene practice.

Some basic guidelines:

- * Sugar can be put in a bowl and biscuits on a plate but they must be stored in sealed containers when not in use.
- * If a dishwasher is not available, wash up using very hot water, washing up liquid and clean tea towel.
- * Have a separate sink, soap and towel for hand washing.
- * Use disposable transparent gloves if you are making sandwiches and store ingredients for them in a fridge running between 0-5 C.
- * Keep made sandwiches in the fridge and dispose of any that have been left out for more than four hours.
- * Throw away any made squash once a session has finished and don't sell or give away anything which has gone past its sell-by date.
- * Don't carry hot water in open containers.
- * Keep children and pets out of the kitchen.

Guidelines on HIV infection and Hepatitis

Because Staff and volunteers at Child Contact Centres could come into contact with a child or adult infected with HIV or Hepatitis using the Centres, NACCC has issued some guidelines. The risk of serious infection being passed between staff, volunteers or families at Child Contact Centres is very remote if guidelines are followed. For more information, please contact the NACCC office.

Guidelines for good health and hygiene practice

The risk of serious infections being passed at a Child Contact Centre is slight. However, it is good practice to always observe simple and reasonable precautions against the transmission of any kind of infection. Remember that the virus of Hepatitis B can live for up to one month on surfaces outside of the body, so be vigilant. It is best to treat every situation the same, regardless of whether there is infection or not. That way if you do have to deal with infection, it does not single the family out as everyone is treated the same. Some families may be unaware that they are infected and so good health and hygiene practice will make sure that further risk of infection is limited. If a child does cut themselves whilst at the Child Contact Centre, the parent is responsible for attending to the wound.

- * For any blood spillage see 'Dealing with spills of blood'
- * Dirty fabrics can be safely cleaned by a conventional hot wash cycle in a washing machine.
- * Different cloths should be used for cleaning the kitchen and the toilets and for cleaning working surfaces and floors. Bleach diluted 10 parts water to 1 part bleach is satisfactory for cleaning surfaces as is household cleaning agents and hot water.
- * It is important that all toys used in the Centres are cleaned and disinfected regularly.
- * Any cuts, grazes or other skin lesions (e.g. eczema, dermatitis) should be covered (especially if close physical contact is likely), as you are at high risk of picking up infection from contaminated blood. If it is possible to wear a

waterproof dressing then do so as the contaminated blood could seep through an ordinary dressing.

* When dealing with any open wound or blood spillage, disposable gloves should always be worn.

Dealing with spills of blood

If not cleaned up these can present a small risk of infection to others. The key principles for safe removal are:

Protect yourself

* Cover any fresh cuts or abrasions with a waterproof plaster.

* Don't handle spills or body fluids if you have eczema or dermatitis on your hands until you have sought advice.

* Wear household rubber gloves and a disposable, plastic apron.

Don't spread the spill

* Work carefully and methodically

* Avoid splashing, especially into your eyes

Make the spill safe

* If you have any PreSept granules, pour these over the spill and leave for 5 minutes

* Failing that, hydrochlorite (bleach diluted 1 in 10) may be used

* Don't use either of these on soft fabrics because they will be bleached

* Be careful when using these chemicals as they can burn

Mop up and dispose safely

* Use paper towels to soak up as much of the spill as possible

* Dispose of the towels down the toilet

* Wash the area with detergent and water, rinse and allow to dry

WHEN FINISHED, DISPOSE OF THE PLASTIC APRON, WASH YOUR GLOVED HANDS IN HOT, SOAPY WATER AND LEAVE TO DRY THEN WASH YOUR HANDS

(Information supplied by Manchester Health Authority, Infection Control Unit)