



Creative Computing Club Health and Safety Policy 30/08/2014

Introduction

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer, the Creative Computing Club. Therefore organisations are required to have a Health and Safety Policy in place.

The Creative Computing Club's Health and Safety Policy was developed by the Directors in conjunction with the Facilitators and volunteers of the Creative Computing Club.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Directors.

The policy has 2 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - The detailed arrangements & procedures in place for Health, Safety and Welfare



Part 1

Health and Safety Policy Statement

Creative Computing Club

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Directors of the Creative Computing Club recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
2. In compliance with the Health and Safety at Work etc. Act, the Directors of the Creative Computing Club will ensure so far as is reasonably practicable that:
 - all places and premises where staff and participants are required to work and engage in club activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons at venues used by the club);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and participants can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the club will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Matthew C. Applegate, Founder & Director

Emma Mordue, Director

30/08/2014

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Creative Computing Club

The following procedures and arrangements have been established within our organisation to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording & Investigation

All accidents are recorded in the 'Accident booklets', a copy is sent home and a copy remains at the organisations registered headquarters. Accidents involving any injury to the head are recorded as before and a bumped head checklist is sent home in addition to the accident slip.

If there has been a major accident/incident involving club employees and / or participants whether on hired Premises or on visits / off site we record them in the 'Accidents Sheets' file and inform the Local Authority. Accident sheets are reviewed regularly by the directors, investigated as necessary and trends noted for further monitoring and preventative actions taken.

The Local Authority have a duty to report all serious accidents to the Health & Safety Executive within days of it occurring, as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). See link for further information on RIDDOR below.

All details of minor and major accidents should be written on the Form IR/01 and signed by the Facilitator / Volunteer The form should be sent, preferably as an email attachment, to the appropriate address below.

Completed forms relating to Employees are sent to info@creativecomputingclub.com. If email is unavailable, by post to CREATIVE COMPUTING CLUB, 51 Greenfinch Avenue, Ipswich, Suffolk, IP2 0SH, UK. The Directors should be telephoned where any injury to employees results in three consecutive days absence from work or a major accident which has resulted in death.

Completed forms relating to participants and young people, visitors, contractors and all other parties to info@creativecomputingclub.com . If email unavailable, by post to CREATIVE COMPUTING CLUB, 51 Greenfinch Avenue, Ipswich, Suffolk, IP2 0SH, UK. The Directors should also be telephoned where any injury to participants and young people, visitors, contractors and all other parties results in a major injury or death.

If the incident requires immediate investigation then the Directors should be telephoned: 07850940591

Further guidance on Accident Reporting is available from:

The Health & Safety Executive Website on Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). <http://www.hse.gov.uk/riddor/>



Curriculum Safety

All facilitating staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Cooking or Science Equipment. Arrangements for the control of safety in specific subjects such as Science, Technology/CDT, Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the club which facilitators must be familiar with e.g. "Safe Practice in Physical Education and School Sport".

Electrical Equipment [fixed & portable]

All portable electrical equipment is PAT tested regularly. Defective equipment is reported to the Directors to arrange repairs or replacements.

Fire Precautions & Procedures (and other emergencies incl. bomb threats)

The Directors will review the fire risk assessment annually. Fire Risk Assessments are the responsibility of the Directors makes regular inspections for risks. Records are kept in the Fire Log folder in the registered office. Any necessary actions to be taken are organised by the Directors.

First Aid

First Aiders at Work: Matthew C. Applegate
First Aid boxes are located in each session box.

Health and Safety Advice

The Creative Computing Club regularly consults with the Asset management team and the health and safety advisors. The Directors and other members of staff are encouraged to attend appropriate training as required by their role.

Handling & Lifting

Staff undergo training for handling and lifting and are aware of the guidelines. Participants are also taught safe lifting of equipment. Eg. PE apparatus.

Maintenance / Inspection of Work Equipment (including selection of equipment)

PAT tests are carried out annually.
All records are kept in the H&S file in the Equipment section.

Monitoring the Policy and results

Health and Safety is a regular agenda item at Staff meetings. The Directors meet regularly to discuss and monitor the Health and Safety policy.

The accident log is monitored termly by the Directors to identify any trends.

Prompt action is taken if any there are concerns.

Health and Safety KPI are used to measure how effective our procedures are.

The Finance and Premises committee meet each term and Health and Safety performance is reported at these meetings.

Noise

If the facilitators uses any noisy equipment where normal speaking is inaudible he will use ear defenders in accordance with the Control of Noise at Work Regulations 2005.

Reporting Defects

The Directors and facilitators make termly inspections of club's equipment. If other defects are brought to their attention it is the Directors's responsibility to make sure the defect is made safe by arranging repair and then organising interim arrangements until the defect is repaired.

Risk Assessments

The Directors are responsible for organising risk assessments and for arranging special risk assessments for staff Eg. Pregnant mothers. Facilitators are responsible for writing Risk Assessments of educational visits and curricular activities that have potential hazards.

Signs and Signals

All venues should have Fire exit signs are displayed appropriately.

Club Trips/ Off-Site Activities see Transport section below

All offsite activities have a risk assessment and appropriate approval is sought from Matthew C. Applegate using the form. All club visits and off-site activities have a named visit leader who plans for the visit and writes the risk assessment. The Directors are responsible for authorising visits and activities and ensuing appropriate supervision ratios in place. Parental authorisation is sought for all visits. The Directors are the Educational Visits Coordinators. There are emergency arrangements for all visits such as contact details and medical needs records with the visit leader as well as procedures in case of late return. First aid boxes and appropriate medication are taken on all visits.



Occupational Health - Stress and staff Well-being

The Directors undertake an annual well-being questionnaire for all staff which is sent to the Directors for analysis. Where necessary the outcomes of this survey are acted upon to reduce stress in the work place. The Directors will refer members of staff to occupational health if she has serious concerns about their well-being so that reasonable adjustments and support can be implemented.

Club Transport – e.g. minibuses

All activities involving transport have risk assessments that cover entering transport, supervision, seat belts, travel sickness and getting off. Staff have insurance cover with the club for the transportation of participants, booster seats are used appropriately, participants sit in the rear seats and parental consent is sought.

Smoking

No smoking permitted.

Staff Consultation and Communication

The Health and Safety Committee of the Creative Computing Club meets at least 3 times a year. Health and Safety is a regular agenda item at Staff meetings but they are able to raise concerns about H&S issues at any time. When the Directors has had any training or information to pass on this is done through staff meetings.

Supervision [including out of club learning activity/study support]

Our participants are supervised during club activities. Older participants are able to work independently inside club with intermittent supervision which is left to the facilitator's discretion depending on behaviour and needs of the participants. For off site activities adult to participants ratio is decided depending on the age, behaviour, special needs and the type of activity involved. In order to independently supervise participants adults must have undergone a clear CRB check with their details recorded on the organisation's Central Record.

Training and Development

The Directors are responsible for induction. New members of staff are give a copy of the health and safety policy along with the Induction Booklet and told about where H&S information, logs and records are stored. The booklet includes - risk assessment controls in place, emergency procedures, work at height, use of VDU's and roles of staff. They are also shown the evacuation procedures. Each group has a file that includes details of evacuation procedures and the medical or other needs of participants in that group.

Use of VDU's / Display Screens / DSE

Information about safe office work and use of VDUs is available as part of induction information for staff. Eye tests can be arranged if staff have any concerns. All staff are encouraged to take regular breaks when working on the computer and IWB presentations for staff and participants should have muted backgrounds not just white to protect the viewer's eyes.

Violence to Staff

All staff warned not to put themselves in danger by being alone with an aggressive participant or other person. If they feel threatened members of staff are advised to send for help and not be positioned in a room so that their exit could be blocked. If a member of staff is the victim of violence (verbal or physical) the police should be called by another member of staff. All incident of verbal or physical violence should be reported to the Directors and where appropriate injuries recorded in the accident file and an IR/01 form completed and sent to the LA.

Working at Height

Working at Height training is made available to the caretaker. Basic training for the use of step ladders is given to staff during staff meetings. Participants are not allowed to use ladders at the club. Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by participants, contractors etc.

Work Experience

Work experience and degree student placements are organised by the Directors. All students are interviewed to ensure they understand the expectations for their placement and the club. They are inducted in Health and Safety procedures including evacuation and who will be their supervisor. They are encouraged to communicate any concerns they have regarding their welfare and H&S to their supervisor or the Directors.