

FALL INTO PLACE

Health and Safety Policy

Fall into Place Health and Safety policy and guidelines

Last reviewed:

Date of next review:

The Trustees have overall and final responsibility for health and safety.
Sarah Shaw (Director) has day-to-day responsibility for ensuring this policy is put into practice.
Safety Lead: Sarah Shaw is the safety lead for projects.

Statement of General Policy: Fall into Place takes health and safety issues seriously and is committed to protecting the health and safety of its staff, freelance workers, volunteers and clients. This policy is intended to help us achieve this by clarifying who is responsible for health and safety issues and what those responsibilities are.

	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Safety Lead and Trustees	<p>The Safety Lead will keep up to date with Health and Safety regulations and guidelines. Relevant items will be reported to the Trustees and included in this policy and risk assessments.</p> <p>Generic actions: All equipment, including electrical equipment, will be regularly checked / tested to ensure it is safe and properly maintained.</p> <p>Inspections of office and regular work spaces will be carried out regularly and safety concerns reported to those responsible for maintenance. Home working assessments will be carried out with line managers through sharing a good practice guide and a discussion.</p> <p>Risk assessments for all activities, including office work will be carried out/shared by venue, recorded and actions implemented as needed. Depending on the activity, responsibility for implementation “on the ground” may need to be delegated to the named person supervising each activity. This will be managed and monitored through regular meetings between the relevant director and the activity supervisor and by including health and safety as an agenda item on all meetings</p>

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		with volunteer teams. Where items relate specifically and only to the Directors, responsibility for implementation will be delegated to the Trustees.
Provide clear instructions and information, and adequate training, to ensure the Directors are safe and competent to carry out their work	Final responsibility: Trustees	Ensure the Directors are up to date with Health and Safety regulations and guidelines, including HSE Law, RIDDOR and COSHH regulations, manual handling guidelines, and guidelines for health, safety and welfare in the office. Include health and safety as an agenda item at trustee meetings – to include updates from the Directors.
Provide clear instructions and information, and adequate training, to ensure freelance workers and volunteers are competent and safe to carry out their work	Safety lead	Provide guidance packs for volunteers and freelance staff, specific to the activity they are involved with, including the relevant risk assessment for their group. Make relevant publications from HSE available and ensure workers know they are available. Include them in guidance packs where appropriate. Ensure all workers know who to report to and where to go for guidance.
Provide clear instructions and information to ensure people attending Fall into Place activities are safe throughout the time of their participation	Activity supervisors, under the guidance of the Safety Lead.	Ensure all supervisors implement actions of the risk assessment and provide all relevant information to members of the public and other staff team (including volunteers) to enable this.
Engage and consult with freelance workers and volunteers on day-to-day health and safety conditions	Directors	Ensure regular line management meetings/ team meetings and include agenda item on health and safety matters.
Engage and consult with staff members on day-to-day health and safety conditions	Trustees	<p>Ensure regular line management meetings/ team meetings and include agenda item on health and safety matters.</p> <p>Employees should ensure their work station complies, is set up in accordance with the standards for display screen equipment (DSE) and has undergone a DSE assessment. Employees will be provided with a basic checklist assessment to complete, and given the opportunity for line managers to purchase any equipment needed. Employees should take regular breaks from DSE work.</p> <p>Home working assessments will be carried out by the worker and supervisor together. Additional lone working procedures are covered elsewhere in this policy.</p>

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Implement emergency procedures – evacuation in case of fire or other significant incident.	Directors	<p>Follow and understand fire/emergency evacuation procedure for all activities and include in guidance packs and risk assessments for all activities and venues. Ensure all activity supervisors have read and understood the emergency procedures and are competent to carry them out if needed.</p> <p>All staff and volunteers will be made aware of where the defibrillator and the first aid kit and accident book are located.</p> <p>Anyone working alone with members of the community (ie running a group) will be First Aid trained, or someone First Aid trained will be in the building at the time of the group running.</p> <p>During staff induction, staff will also be shown fire exits.</p> <p>Facilitators will be informed of the importance of maintaining a space that is clear of hazards or managed carefully to avoid accidents.</p>
	Trustees	<p>Directors will keep up to date with First Aid training every 3 years.</p> <p>Delivery of first aid</p> <p>If any first aid kit is used it MUST be logged in the accident book and the health and safety lead must be notified as soon as possible.</p> <p>The safety lead will then replenish the first aid kit as needed.</p>
	Safety Lead	<p>Reviewing accidents</p> <p>The accident log will be reviewed once a month by the safety lead and once every three months by the trustees, unless a serious injury occurs.</p>

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		After reviewing, the safety lead will judge whether any new safety measures should be put in place, or if no further action is needed and log it on the log provided below.
<p>Lone Working.</p> <p>For the purposes of this policy, we define lone working as activities where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision or professional individuals in close proximity. In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.</p> <p>Terminology: The word Staff should also be read as Directors, Volunteers and Freelancers.</p> <p>Practical guidelines designed to be given as part of a staff handbook are included below.</p>		
<p>Medical fitness. Ensure the employee is not subject to any medical condition that may place them at increased risk when working alone.</p>	<p>All staff Relevant line managers/ Trustees</p>	<p>The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and their own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk.</p> <p>Any person who requires assistance to get out of a building in an emergency must not work alone.</p>
<p>Supervision Review what arrangements are in place to maintain contact with the member of staff.</p>	<p>Staff Relevant line managers/ Trustees</p>	<p>Staff should carry a fully functioning mobile phone on their person when lone working, with easy access to dial.</p> <p>Activities that involve lone working should be recorded in a shared work diary.</p>
<p>Training & competency: Ensure the necessary information, instruction and training has been given to staff in order to make an appropriate assessment of the work, its risks and whether</p>	<p>Trustees Relevant line managers</p>	<p>Any person authorised to work alone must be fully competent to carry out the work safely and be fully conversant with emergency procedures.</p>

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<p>or not the employee is competent to carry out the work alone.</p>		<p>An assessment of risk and competency should be carried out by the worker and supervisor together.</p>
<p>Access: Is there a safe means of access/egress for the member of staff [consider lighting, personal security issues and means of escape in emergency]</p>	<p>Relevant line managers Staff Trustees</p>	<p>Carry out separate risk assessments of specific venues/buildings where lone working takes place. The member of staff should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. Staff will be issued with personal attack alarms if their work involves visiting unfamiliar places/ people or where it is otherwise impossible to be confident of the level of risk to personal safety.</p>
<p>Emergencies: Ensure the member of staff has access to emergency warning devices to raise the alarm in event of emergency eg fire alarm, panic alarms.</p>	<p>Staff Trustees Staff</p>	<p>The member of staff must know local arrangements on how to respond in event of fire or other emergency. Staff will be issued with personal attack alarms if their work involves visiting unfamiliar places/ people or where it is otherwise impossible to be confident of the level of risk to personal safety. Staff will carry a mobile phone on their person with easy access to dialling. Ideally, emergency numbers should be accessible from the lock screen.</p>
<p>First aid: Assess what arrangements are in place to deal with a situation where the employee or a member of the public becomes ill or has an accident.</p>	<p>Trustees</p>	<p>Lone workers will be given emergency first aid training and will be required to carry a first aid kit either in their vehicle or on their person while carrying out their work. In the event of an employee feeling unwell they should if possible return home or contact emergency services or NHS 111 for assistance.</p>
<p>Conduct an annual review of this policy (or earlier if activities change) and ensure regular updates are given.</p>	<p>Trustees</p>	<p>Conduct annual review, unless changes are required at an earlier date.</p>

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APPENDIX: COVID-19

We commit ourselves to follow Government and local guidelines to make our work spaces and activity COVID secure.
Risk assessments and practice will be updated to reflect COVID guidelines and will be regular reviewed as the situation develops.
Responsibility for implementation will be with the Trustees, Directors and Activity Leaders.

Lone Working Procedure

Meetings and office

Fall into Place is committed to protecting the safety and wellbeing of all our staff, volunteers and people attending our workshops / other offerings to the community.

When working alone, it is important to be aware of your own safety. Where possible, we encourage our staff, volunteers and freelance workers to avoid working alone where possible. This includes working alone in an office or one on one with an individual in the community.

If you need to meet with someone, either in a professional or community capacity, best practice is:

- a. Meeting at our office space during daylight hours with other people around
- b. Meeting at a cafe or public space during daylight hours with other people around

Avoid offering to meet at a person's house or your own house on your own. If you need to pick something up or drop something off for someone, do not enter the main house - stay at the front door.

Where possible, leave doors open when holding one to one meetings in our office building.

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If you are alone in the office, we encourage you to keep your phone next to you. Please inform your line manager if you are going to meet someone one to one or are alone in a situation, and let them know the likely time you will be finished. You should then ring or text your line manager when the meeting is over to let them know.

In the unlikely event you are alone in the building running a workshop, please inform your line manager and keep your phone with you. Let your line manager know the likely time you will be finished. You should then ring your line manager when the workshop is over to let them know.

Lone Working and Mental Health

Fall into Place may employ people on a freelance or permanent basis for tasks such as marketing or administration, which they can choose to do from home.

We will offer opportunities for freelancers who work remotely to come into the office and make time available each week for them to do so if they wish. This will be an open offer and we will ensure we have the office space and resources to offer this on an ongoing basis.

We will make use of phone and face to face software to ensure individuals working for us feel connected to the team and our work. For longer contracts with us, we will offer monthly one to ones, with part of the meeting involving a check in with our staff/freelancer's mental health and wellbeing, and seeing where we can adjust/improve resources to ensure their time spent homeworking is as healthy as possible.

Where relevant, we will include all workers and volunteers in socials and key events and regularly remind the rest of the team to do so as well. We want all people who work for us to feel part of the team, whether working in the office or at home.

Safety during facilitation for group leaders

Thanks for working with Fall into Place. Here is our safety guidance while you are leading a group:

Risk management and safety of participants

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Please follow the guidance below:

- On entry ensure the room looks safe, clear and well lit with no wires on the floor or trip hazards.
- If taking off shoes/bags/coats, ask children or participants to leave them in a quiet corner of the room to avoid tripping
- Ensure all toys, games etc are tidied away before new activities start
- If using scissors or glue, give children careful instructions regarding closing these items after use to avoid accidents and spills.
- We do not allow footballs to be kicked around the indoor space, unless carefully managed by a facilitator
- Avoid letting the door slam shut - encourage participants to close the door carefully behind them to avoid trapped fingers
- Do not allow young children to use the kettle or make hot drinks, and where possible supervise / assign a trusted volunteer to make/distribute hot drinks as needed. Avoid filling hot cups too full to reduce risk of scalding.
- Remind attendees to be mindful of where they place hot drinks before changing activities or moving chairs to avoid spills and scalds
- Avoid leaving boxes or other items in doorways and always leave fire doors clear of chairs or other items
- For older or less mobile participants ensure chairs with sturdy arm rests are available and let attendees know they are welcome to sit down any time they need to. You may need to hold the door open for some individuals on entry and exit.
- If outdoors, be mindful of the strength of wind and adjust activity as needed. Always check for any broken glass or sharp debris in the area before starting, and clear it if safe to do so.
- Ensure all electrical equipment and props look safe (e.g. no exposed wires) before use. Avoid any games/activity close to the kitchen area and do not leave cups out on the edge of surfaces where they are liable to fall.
- Some 'exciting' games, such as running or rushing to find a chair, could present a higher risk of injury. Instruct participants to still take care before an 'active' game, and be mindful of other people's safety.

This list is not exhaustive, just the most common hazards we encounter. Please use your own common sense and judgement to ensure the environment is as safe as possible at all times.

Manual Handling

If you need to lift heavy items for play resources or to move tables/chairs, please use the following guidance:

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- Check your route is clear with no trip hazards or slippery floors.
- Lift with you knees, keep your back straight and your feet firmly planted on the floor
- Keep the load close to your body and make sure you have a firm grip before moving
- If the item is heavy or an awkward shape ask someone to help you
- Avoid lifting items over your shoulder height
- If an item looks damaged or likely to break, avoid moving it and inform your manager.

Please see this video to view correct handling: <https://www.youtube.com/watch?v=J3-5DPWQlj8&t=24s>

If you are worried or have any injuries or a condition that may worsen with manual handling, please let your manager know immediately.

Storage

Only store light weight items on high shelves and heavier items on the floor in the cupboard.

- Ensure any sharp objects are stored away safely.
- Ensure all items (including any private information on registers etc) is stored away correctly and the room is clear and tidy after your session.

First Aid

IMPORTANT: All staff who work alone in facilitation should have an up to date First aid certificate (less than three years old). If this is not the case, let your manager know immediately.

Accident book

If any first aid is given it MUST be logged in the accident log. This includes giving out plasters.

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Please ensure you ask about allergies before giving out plasters. If they say they don't have an allergy, write 'X stated they did not have a plaster allergy'.

Also tell the individual / parent/carer if under 16, if they are concerned, to seek further medical advice, and write that you stated this on the accident form.

Refresher Videos:

Child CPR - <https://www.youtube.com/watch?v=0aV9NS0ogiM>

Choking - <https://www.youtube.com/watch?v=PA9hpOnvtCk>

The recovery position - <https://www.youtube.com/watch?v=GmqXqwSV3bo>

Severe bleeding - <https://www.youtube.com/watch?v=NxO5LvgqZe0>

There are lots more short videos on St John Ambulance youtube channel - <https://www.youtube.com/c/stjohnambulanceorg/videos>

Worried about something? Report it.

If you have any concerns around safety, please let the Safety Lead know immediately. Even if it's just a small thing, please do let us know.

Working online - safe practices

If you are working online such as a zoom meeting, please use the following guidance:

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IMPORTANT: Do not place vulnerable people or anyone aged under 18 in a breakout room alone with another adult unless there is a DBS checked volunteer or staff member with them.

Before an online session:

Always send a 'one time' password and log in for groups or events to avoid sharing your personal meeting details with others. Always use a password to reduce the risk of unknown people joining who are deliberately aiming to be disruptive.

Always have a waiting room enabled at the start of a zoom meeting.

It is possible for attendees to private message each other on chat on zoom. This could lead to safeguarding issues such as bullying, harassment or inappropriate behaviour.

To reduce this risk:

Consider turning off the 'chat' function if running a group with vulnerable and/or young people - <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

If you need the chat function for a group activity, you can disable the 'private message' function - <https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat>

During a session

Inform attendees at the beginning that if they have any concerns or difficulties during the session to let you know.

If someone begins displaying very offensive or inappropriate behaviour (e.g. undressing, swearing or using very offensive language) you can place individuals in the waiting room to talk to them about their behaviour, or immediately remove them from the group.:

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-Participants-in-a-Meeting>

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Then follow up with an email explaining why they were removed from the group, with support from your line manager as needed.

For any safeguarding issues or concerns that occur online, please follow the Safeguarding procedures and policy and inform your line manager immediately.

Photos and videos

Remember we need permission to take and share any photos or videos of individuals during a zoom session. Please see our GDPR procedures for more guidance on this.

Last edited by Sarah Shaw 6 Oct 2020

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Safety Checks Log – update monthly

Date:

Accident log checked:
Risk assessment checked:
Action taken:

Date action to be completed by:

Date:

Accident book checked:
Risk assessment checked:
Action taken:

Date action to be completed by:

Date:

Accident book checked:
Risk assessment checked:
Action taken:

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