

Freelearners Community Interest Company

Health and Safety Policy Statement

This Health and Safety Policy Statement recognises Freelearners CIC's obligations under the Health and Safety at Work Act 1974. This Policy Statement applies to all activities undertaken by staff, volunteers and service users.

Freelearners CIC has a moral and legal obligation to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of Freelearners CIC, as a result of our activities.

Freelearners CIC fully accepts its obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments. Ensuring all employees and volunteers play an active part in the health and safety of the operations of the organisation by communicating with them and providing adequate information, instruction, training and supervision to enable them to understand their responsibilities within the context of Freelearners CIC's activities.
- Setting standards that comply with the relevant legal, statutory requirements which relate to health and safety of employees, volunteers and users.
- Safeguard employees and others from foreseeable hazards associated with work activities, processes and working systems (see Freelearners CIC Risk Assessment Policy)
- Setting Health and Safety targets and objectives that are periodically reviewed.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for the development of safe methods.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Maintaining a Safeguarding Policy to ensure the welfare of children and young people that is reviewed regularly and revised as necessary

Responsibility

Responsibility for health and safety at all events and activities organised by Freelearners CIC lies with Board of Directors. This responsibility will be delegated to a named member of staff/volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

- This employee's/volunteer's name will be noted on relevant risk assessments. All employees/volunteers involved will be made aware of who is responsible for health and safety.
- All volunteers have a duty to:
 - Co-operate with the board on health and safety matters
 - not interfere with anything provided to safeguard health and safety
 - take reasonable care of their own and others' safety
 - no volunteer shall run an event or session alone
 - use equipment correctly in accordance with training and instructions
 - report all health and safety concerns to the appropriate person
- The board is responsible for ensuring Freelearners CIC has adequate public liability insurance cover

General arrangements

Accidents

A trained first aider will be present at all activities organised by Freelearners CIC

- A first aid box will be brought by the named health and safety volunteer or trained first aider if this is a different volunteer
- All accidents will be recorded in the Accident Book to be kept with the first aid box

Reasonable level of risk

Freelearners CIC will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of children's growth and development. We aim to protect children from unnecessary and high risk, and provide guidance and support to help them manage some risk for themselves.

Behaviour management

Anyone displaying abusive or violent behaviour will be asked to leave any event or session, as will anyone who disregards health and safety guidance and puts others or themselves at unnecessary risk.

If the offender is an unaccompanied child, s/he will be taken out of the group, parents will be called and the child will be accompanied and kept safe by a member of Freelearners CIC staff until a parent/carer arrives.

Declaration

Freelearners CIC Board of Directors will communicate this Health and Safety Policy to all employees, volunteers and service users, and it will be freely available to all. This policy will be regularly reviewed, in consultation with health and safety regulations and updated as required to conform to current legislation.

This Policy, supported by documented instructions, procedures and organisational arrangements, is to be applied to all activities carried out by Freelearners CIC. It is the responsibility of all employees and volunteers to read, understand and comply with the contents of this policy.

It is the responsibility of Directors to assess the risks to health and safety arising out of the organisation's undertakings and implement adequate measures to eliminate or control the risk. This has to be completed in full compliance with all relevant health and safety legislation.

The board is responsible for the health and safety performance of the organisation and signs this Policy Statement in acknowledgement of this.

This policy was agreed to by the Board of Freelearners CIC on: October 18, 2020

Next review date will be: October, 2023

Appendices

A. Accident reporting, First Aid, Fire Safety, Insurance

APPENDIX A

Accident Reporting

It is the responsibility of the Board of Directors to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all staff and volunteers are aware of these procedures:

- All accidents are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept at the organisation's registered office and the Accident Book is kept in with the First Aid Box.
- All accidents will be investigated by the Board of Directors and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

First Aid

- The First Aid Officer is Outi Benson.
- The First Aid kit will be regularly checked and restocked by the First Aider.
- The First Aid box is kept in The Pavilion on a shelf above the fireplace, while at Hogacre Common. At other times it will be with the First Aider.
- The Accident Book is kept with the First Aid Box and it will contain empty Accident Forms.

Fire Safety at Peer Projects

- The Fire Safety Officer is Outi Benson.
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly.
- The Fire Alarms are located next to the front door in the main hall, and in the kitchen, next to the back door.
- The Fire Extinguishers are located 1) in the Kitchen, next to the back door (CO2); 2) in the Main Hall next to the Kitchen door on the right (Powder); 3) in the Main Hall next to the front door (Water).
- Fire Drills will be held within the first two weeks of the start of each term.
- The Fire Exits are the Front Door (Main Hall) and Back Door (Kitchen).
- The Emergency assembly point is the field in front of the Pavilion.

Freelancers Health and Safety Policy

Insurance

The group has appropriate insurance for its needs. This is:

Public and Products Liability up to £5 million and Employers Liability up to £10 million, provided by Market through Watson & Laurie Ltd. Policy number S18120, contact telephone 0345 355 2229.