

# Holiday Bible Week

Bishop's Stortford



## Health and Safety Policy

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed: 18 April 2024

Next review: Spring 2025

## **PART 1. STATEMENT OF INTENT**

The Holiday Bible Week (HBW) Committee will strive to achieve the highest standards of health, safety and welfare consistent with the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of HBW's organisation and arrangements for dealing with different areas of risk.

This policy will be brought to the attention of all volunteers. A reference copy is kept on the secure drive. All risk assessments created will be shared with the relevant volunteers.

This policy statement and the accompanying appendices will be reviewed on an annual basis.

## PART 2. RESPONSIBILITY

The responsibility for health and safety rests with the HBW Committee. Duties and responsibilities have been assigned to the Committee as detailed below.

### Responsibilities of the Committee

The HBW Committee are responsible for ensuring health and safety management systems are in place and effective.

The Chair of the Committee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the HBW Committee.

Where required the HBW Committee will seek specialist advice on health and safety which the organisation may not feel competent to deal with.

The Site Manager for HBW has also been appointed as Health & Safety Committee Member. Overall responsibility for the day to day management of health and safety, in accordance with the HBW Committee's health and safety policy and procedures, rests with the Health and Safety Committee Member.

The Health and Safety Committee Member has responsibility for:

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the HBW Committee on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises and equipment are maintained in a safe and serviceable condition.
- Ensuring all volunteers are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring, purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated, the Health and Safety Committee Member may choose to delegate certain tasks to other volunteers. Responsibilities of other staff holding posts of special responsibility**

The wider committee will:

- Apply the health and safety policy to their own area of volunteering.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all volunteers under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Health and Safety Committee Member of any problems they are unable to resolve within the resources available to them.
- Ensure the provision of sufficient information, instruction, training and supervision to enable volunteers and children to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## Responsibilities of Volunteers

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their volunteering.
- Comply with HBW's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with HBW Committee on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Health and Safety Committee Member.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **PART 3. APPENDICIES CONTENTS PAGE**

Appendix 1 – Risk Assessments

Appendix 2 – Fire Evacuation and other Emergency Arrangements

Appendix 3 – First Aid and Medication

Appendix 4 – Accident Reporting Procedures

Appendix 5 – Personal Safety/Lone Working

Appendix 6 – Premises Work Equipment

Appendix 7 – Flammable and Hazardous Substances

Appendix 8 – Contractors

Appendix 9 – Work at Height

Appendix 10 – Moving and Handling

Appendix 11 – Covid 19

Appendix 12 – Administration of Prescribed Medication

## RISK ASSESSMENTS

### **General Risk Assessments**

HBW conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by HBW Committee.

Risk assessments are available for all volunteers to view and are held centrally on the secure drive. These assessments will be reviewed on an annual basis or when an activity changes, whichever is the soonest. Volunteers will be made aware of any changes to risk assessments relating to their volunteering.

### **Individual Risk Assessments**

Specific assessments relating to volunteers(s) or children are held on that individual's file and will be undertaken by the Chair or Vice Chair of the Committee. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all volunteers to inform the committee of any medical conditions (including pregnancy) which may impact upon their volunteering.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Health and Safety Committee Member is responsible for ensuring the HBW's fire risk assessment is undertaken and implemented following appropriate guidance.

The fire risk assessment is located in the risk assessment file in Reception and a copy is found on the secure drive. It will be reviewed on an annual basis.

### Emergency Procedures

Fire, lock-down and emergency evacuation procedures are detailed in the [emergency procedures policy](#) and communicated to all volunteers at the start of each HBW. These policies are supported by an emergency drill (usually fire) early in the week of HBW.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Health and Safety Committee Member and are passed to the local Police in an emergency.

### Fire Drills

Fire drills will be undertaken early in the week of HBW and results recorded by the Health and Safety Committee Member and reported to the committee.

### Fire Fighting

- Volunteers must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Volunteers may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

### Details of service isolation points

Gas	– gas meter cupboard outside opposite entrance to kitchen
Water	– stop cock in new boiler house for KS1 building – stop cock in old boiler house for KS2 building
Electricity	– switch room in KS1 corridor



## FIRST AID AND MEDICATION

HBW has assessed the need for first aid provision and ensures at least two fully qualified paediatric first aiders are on site at all times.

First aid qualifications remain valid for 3 years. The HBW Committee will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Reception
- Main Tent

The Reception volunteers and qualified first aiders are responsible for regularly checking (before each annual event) that the contents of first aid boxes are complete and replenished as necessary.

### AUTOMATED EXTERNAL DEFIBRILLATOR (AED):

The AED is located in the reception area by the main entrance to the school. The School Premises Manager checks the AED on a monthly basis.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to children. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS Health Service helpline and, in the case of child with the parents/carers.

H & E Hospital (Minor Injuries Unit):	01279 655191
Princess Alexandra Hospital (Harlow):	01279 444455
NHS 111 (non-emergencies):	111

HBW has a separate **Administering Medication Policy** which can be found in Appendix 12

## ACCIDENT REPORTING PROCEDURES

Volunteers must report all accidents, violent incidents and near misses using the Incident Forms.

All **significant incidents** will be reported to the police, local council or social services as appropriate.

Incident forms are to be retained for a minimum of 3 years.

### **Significant incidents may include:**

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

A first aid form, kept in the first aid box, is used to record all minor incidents.

All major incidents will be reported to the HBW Chair of Committee and Health and Safety Committee Member. Accidents will be monitored for trends and a report made to the HBW Committee as necessary.

The Health and Safety Committee Member will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

<b>PERSONAL SAFETY / LONE WORKING</b>
---------------------------------------

HBW believes that volunteers should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its volunteers.

Volunteers will report any such incidents to the Chair of Committee.

**Lone working**

Volunteers are encouraged not to work alone on site. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Volunteers working outside of normal HBW hours must obtain permission and access to site from the Chair of Committee or Site Manager and notify them when they arrive and leave.

Where lone working cannot be avoided volunteers should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

## PREMISES AND WORK EQUIPMENT

All volunteers are required to report any problems found with the premises or equipment to the Site Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Site Manager is responsible for identifying all equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

### **Electrical Safety**

All volunteers will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

Safety of personal devices brought onto site by volunteers remain their responsibility throughout. The Site Manager has authority to deny access to any devices that he deems to be unsafe.

### **External play equipment**

External play equipment will only be used when appropriately supervised and available. This equipment will be checked daily before use for any apparent defects.

The responsibility for the official safety checks of outdoor equipment remains with the owner of the equipment and site.

## HAZARDOUS SUBSTANCES

We do not anticipate having hazardous substances on site.

Tent Leaders and Main Tent staff will be reminded not to use hazardous substances in any of their activities.

If hazardous substances are required, the Site Manager must be made aware of this. The Site Manager will review the material safety data sheet for such substances, and take steps to ensure their safe use, including:

- Ensuring appropriate safe storage out of the reach of children.
- Ensuring adequate safety labelling of the substances.
- Arranging for a COSHH assessment to be completed.

No smoking (including vaping/eCigarettes) is permitted on the site.

If contractors bring hazardous substances onto site, the Site Manager is responsible for ensuring that COSHH assessments are available from the contractors.

## **CONTRACTORS**

All contractors used by HBW shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the Site Manager where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect volunteers and children and checking whether expected controls are in place and working effectively.

## WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to volunteers authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including hanging stage lighting or putting up displays) appropriate stepladders or kick stools are to be used. Volunteers must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all volunteers who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. Site Manager, ICT technician etc.

The establishments nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and volunteers provided with information on safe moving and handling techniques.

**Volunteers should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

Those manual handling activities which present a significant risk to the health and safety of volunteers will be reported to the Site Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to volunteers who must follow the instruction given when carrying out the task.



**COVID-19**

**COVID Policy Statement**

Our committee regularly reviews local and National information to keep up to date on the latest COVID advice for childcare providers.

As of 1st April 2022, COVID-19 should be treated as other respiratory infections, with children staying home if they feel unwell or have a temperature until they feel well enough to return. People who have confirmed cases in their household can attend.

Children and volunteers confirmed positive for COVID-19 are asked not to attend for a minimum of 3 days (5 for adults) from the date confirmed.

Routine asymptomatic testing is no longer required for adults or children and testing is not recommended for children unless advised by a health professional.

## ADMINISTRATION OF PRESCRIBED MEDICATION POLICY

Many children will need to take prescribed medication during the holidays at some time. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion, for example. In some cases, there may be a long-term need for children to take prescribed medication. To allow children to take prescribed medication during Holiday Bible Week (HBW) minimises the disruption that could be caused by illness and gives parents access to the service HBW provides.

If a child attending HBW requires medication of any kind, their parent or carer must complete a Permission to Administer Medicine Form in advance. Volunteers at HBW will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving on site. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), the First Aid Officer will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

### **Storing medication**

HBW is committed to ensuring that all medication is stored securely, administered safely and that appropriate records of its administration are kept, as detailed below.

This procedure covers the administration of medication to all Child, including Child in the Early Years.

All non-emergency medication kept in HBW is securely stored by Reception and refrigerated medication is kept in clearly labelled container within fridge if available or in an insulated container provided by the parent for this purpose. All children know how to access their medication, as appropriate. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept by Tent Leaders in the classrooms/tents and clearly labelled.

### **Prescription medication**

HBW Volunteers will only administer prescription medication that has been prescribed by a doctor, dentist, nurse or pharmacist. (If a medicine contains aspirin we will only administer it if it has been prescribed by a doctor.) All prescription medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

### **Non-prescription medication**

In exceptional cases HBW may be authorised by the parent to administer liquid painkillers if the parent has agreed to this in writing on the Permission to Administer Medication Form. An example of when this may be appropriate is if the child has an illness or injury that does not prevent them from attending HBW but may cause pain or discomfort if medication is not given e.g. a sprained wrist. Medicine must be provided by the parent and clearly labelled with the child's name, the date, the type of medicine and the dosage.

## **Procedure for administering medication**

A qualified paediatric First Aider will be responsible for administering medication or for witnessing self-administration by the child, unless a parent or carer is on site. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is restored securely. Before any medication is given, the designated person will:

- Check that HBW has received written consent
- Ask another HBW volunteer to witness that the correct dosage is given.

When the medication has been administered, the HBW First Aider or another designated person must:

- Record all relevant details on the Record of Medication Given form
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

No HBW Volunteer may compel a child to take medication. If a child refuses to take their medication the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

### **Specialist training**

Certain medications require specialist training before use, eg Epi Pens. There will always be First Aiders at HBW who have received appropriate training for the administration of these types of medication.

### **Changes to medication**

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

### **Long term conditions**

If a child suffers from a long term medical condition HBW will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that HBW has a clear statement of the child's medical requirements.