

Health and Safety Policy

General statement of policy

Our policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, staff, volunteers, management members and visitors to our classes and workshops.

The policy will be kept up to date, particularly as our settings and project change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The Lightyear Foundation also has public liability and employer's liability insurance. Public liability insurance: Zurich policy number XAO1220647993 expires November 2023.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable everyone to thrive in a healthy and safe environment.

Overall and final responsibility for health and safety is with Josie Rawes, Chair of Trustees.

Volunteer, staff and management committee responsibilities

Lightyear Foundation is governed by a Board of Trustees and run by the Operations team – a small team of part-time staff. These two groups will ensure that health and safety remains our first priority.

Each individual is responsible for health and safety, and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

The Trustees and Operations team have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team we will strive to:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Scientific equipment

Activities and workshops are designed with full consideration of risk control measures. Assessments are completed for all new activities, with considerations of the variable group size, group members, location, and space taken into account. Any equipment used as part of demonstrations and workshops will be assessed for risk, with equipment deemed to pose the least hazard being used. Suitable personal protective equipment (PPE) will be provided to part as part of safety protocol where needed. Any potential hazardous equipment or materials will only be used by trained personnel.

The setting will be checked repeatedly throughout the day and any hazards detected are rectified or isolated immediately.

Premises and outdoor space

We will abide by regulations as laid out in current legislation when it comes to the health and safety of premises and outdoor space we use. We make a commitment to ensure our premises, outdoor space and equipment are safe and appropriate for their use.

Materials and equipment

We believe a child's experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception the manufacturer's instructions of their use will be followed.

Staffing and supervision

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training.

Record keeping

We will abide by current legislation in regards to documentation, providers' records, registration and information on children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

First aid

At all practical Lightyear workshops, classes and events we will have a first aid box present and a session leader will be first aid trained. Wherever children are taking part in a Lightyear activity, a parent, carer or teacher will always remain present and take responsibility for any medical requirements for their child/ren.

Fire

We will abide by current legislation in regards to our settings' roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority. We will also complete a fire risk assessment for our premises.

We will make ourselves aware of the fire exits and fire evacuation procedure in any venue we are running from and make sure parents and children are also aware.

Local inspector

Health & Safety Executive

Tel: 0845 300 9923

<http://www.hse.gov.uk/aboutus/>

Last reviewed: 30/09/2023