



Policy ... Health & Safety

Newby Fun Factory takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Newby Fun Factory aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Fun Factory's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The MD and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- 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.

Responsibilities of the Directors, Team Leader and Staff

The identification, assessment and control of hazards within Newby Fun Factory is vital in reducing accidents and incidents. The MD, Team Leader and staff are responsible for assessing risks to health and safety arising out of the Fun Factory's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Fun Factory's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The Directors hold ultimate responsibility and liability for ensuring that the Fun Factory operates in a safe and hazard free manner. The MD – along with the Team Leader – are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures. The MD will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the Fun Factory's health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Fun Factory's response, to enable corrective measures to be implemented.



- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the Fun Factory have appropriate and up to date DBS checks.

The Team Leader is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. S/he is required to report any matter of concern regarding the Health and Safety policy to the Registered Person. The Team Leader will ensure that:

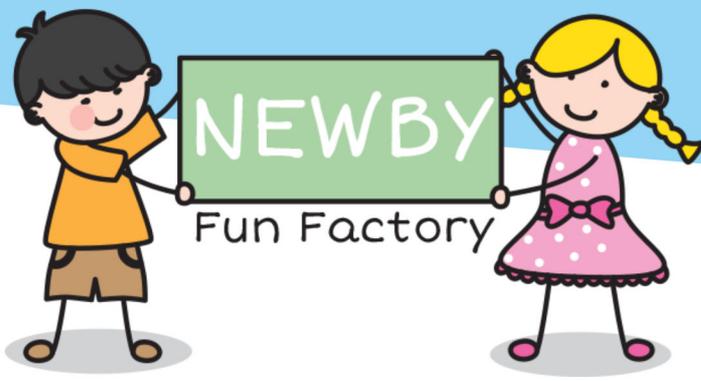
- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the Fun Factory, as set out in this and other policies.
- Regular safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Team Leader or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Fun Factory, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Manager.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Fun Factory. Therefore, the Fun Factory has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the Fun Factory, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Fun Factory is held responsible for any incident that may occur, public liability insurance will cover compensation.



Liability

Under provisions contained in the Occupiers Liability Act 1957, the Fun Factory has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

The Fun Factory's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:

- Staffing
- Physical Environment
- Equipment
- Risk Assessment
- Site Security
- Fire Safety
- Visits and Outings
- Health, Illness and Emergency
- Hygiene
- Managing Behaviour
- Child Protection
- Documentation and Information

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