



# Health & Safety Policy

## Part 1: Statement of intent

Our Health and safety policy is to operate a healthy and safe environment for staff, volunteers and our service users, who may be adults or children

## Part 2: Responsibilities for health and safety

### 1. Overall and final responsibility for health and safety

Ann-Marie McMillan (Founder)

### 2. Day-to-day responsibility for ensuring this policy is put into practice

Stay and Play Coordinators & Volunteer Helpers  
Click and Collect Coordinator  
Governance Lead

### 3. All staff (including; volunteer helpers, visitors and students) should

- Cooperate fully in implementing health and safety initiatives.
- Maintaining a safe environment through vigilance and careful planning.
- Take responsible care of their own health and safety at all times.
- Ensure accidents, incidents and illness are recorded on the **Incident Reporting Form** and in the venues **Accident Reporting Book**.
- Report any defect or occurrence likely to put any child or adult at risk from illness or injury to the person named above.
- Report any near misses to the Governance Lead using the **Incident Reporting Form**.

### 4. Service users

- Will cooperate fully in implementing health and safety initiatives.
- Take responsible care of their own health and safety at all times.
- Cooperate with recording accidents, incidents and illness.
- Report any defect or occurrence likely to put any child or adult at risk from illness or injury to the Stay & Play Coordinator or Click and Collect Coordinator.

## 5. Insurance Provision

DTL holds the following insurance cover:  
Section 1 - Property Damage All Risks  
Section 2 - Business Interruption All Risks  
Section 3 - Specified Business Equipment All Risks  
Section 5 - Equipment Breakdown  
Section 6 - Money and Personal Accident Assault  
Section 8 - Goods in Transit  
Section 9 - Employers' Liability  
Section 10 - Public Liability  
Section 11 - Products Liability

## Part 3: Arrangements for health and safety

### Risk assessment

- Stay & Play Co-ordinators are responsible for ensuring that regular inspections of venues and toys takes place and risk assessments are carried out as necessary.
- Click & Collect Co-ordinator is responsible for ensuring that regular inspections of the Strutts Toy Store takes place and risk assessments are carried out as necessary.
- Full inventories of all items at each venue are kept.
- Risk Assessment for each external event to be undertaken.

### Training

- Stay & Play Co-ordinators and Volunteer helpers will have received a minimum of basic paediatric first aid training.
- Will form part of new staff/volunteer helpers induction.

### Consultation

- It is the responsibility of the Toy Library Board of Trustees (via the Founder) to ensure that staff and volunteer helpers receive regular updates and news on first aid changes.
- The Governance Lead is responsible for ensuring that staff and volunteer helpers training remains in date.

### Venue Evacuation & Emergency arrangements

- Venue specific - to be documented for each venue.
- It is the responsibility of the Toy Library venue to ensure all first aid boxes are fully stocked and in date.
- That a list of emergency information is available to all staff, service providers and volunteers containing details of qualified first aiders, life savers, nearest first aid boxes, fire extinguishers and fire blankets and the location and number of the buildings emergency telephone. It is our intention to ensure at all times that there is a 'First Aid at Work' qualified first aider on the premises but this is the responsibility of the venues.

### **Known allergies**

- We will ensure that where children have known allergies to certain foods we will take necessary precautions to make sure that the children are not given these foods. This will include recording details of allergy and possible reactions, updating information with parents and checking ingredients of snacks. If in doubt, ask the parent/guardian before giving the child any food.

### **Hygiene and Infection Control**

- We will at all times endeavour to ensure that the spread of infection through the Toy library is prevented as much as possible by taking appropriate measures such as cleaning, sterilizing toys and equipment, wearing gloves when dealing with spillages.
- Also by keeping parents informed of illnesses and advisable times to keep children with infectious illnesses away from the Toy Library.

### **Legal framework and guidance**

- Health and Safety at Work Act (1974)
- Manual Handling Operations Regulations (1992, As Amended 2004)
- We will act on the guidance and advice given to us by outside agencies such as OFSTED, Environmental Health, HSE etc.