



Cambridge & Ely Child Contact Centre

Health & Safety Policy

Statement of Intent

Our statement of general policy is to:

- a) Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- b) Provide clear instructions and information, and adequate training, to ensure Volunteers and volunteers are competent to do their work.
- c) Engage and consult with Volunteers on day-to-day health and safety conditions.
- d) Implement emergency procedures – evacuation in case of fire or another significant incident.
- e) Maintain safe and healthy working conditions and ensure safe storage of toys and equipment.

Cambridge & Ely Child Contact Centre is committed to ensure the health, safety and welfare of its Volunteers and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable. We will so far as reasonably practicable, provide:

- a) Premises which are well maintained in a safe condition.
- b) Environments that are safe and without risk to health.
- c) Equipment and systems of work that are safe and without risk to health.
- d) Arrangements to identify and assess/minimise risk to Volunteers and others who may be affected by our activities.
- e) Sufficient information, instruction, training, and supervision to ensure the health and safety of Volunteers and others who may be affected by our activities.
- f) Adequate facilities and arrangements to enable Volunteers to be consulted on any matter relating to their health, safety, and welfare whilst at work.

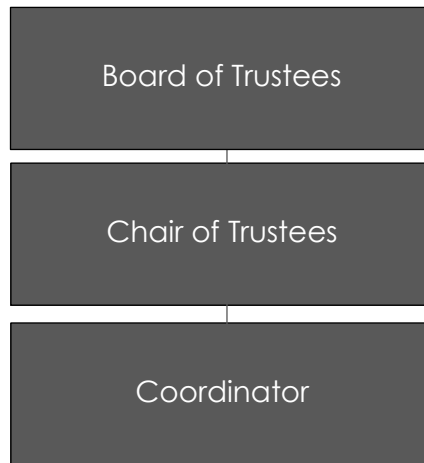
Organisation

Ultimate responsibility for health and safety lies with Phillip Parker, Deputy Co-Ordinator who will ensure that adequate resources are made available to achieve the aims set out in this policy statement. The person responsible for the co-ordination of Health & Safety matters is v Phillip Parker, Deputy Co-Ordinator.

The successful implementation of this policy requires total commitment from all Volunteers within the organisation. Everyone has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions.



Line of Reporting



Health & Safety Responsibilities

Trustees

- a. Responsible for ensuring that this Health & Safety policy is followed by all Volunteers.

Responsible for approving any action recommended by risk assessments undertaken by the Centre Co-ordinator or Safety Officer.

- a. Responsible for investigating any accidents with Centre Co-ordinator / Safety Officer that have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Centre Co-ordinator / Safety Officer

- a. Responsible for co-ordinating Health & Safety matters for the Organisation.

Responsibility for ensuring this policy is put into practice at the Centre.

Responsibility for carrying out a fire risk assessment and emergency procedures.

Responsibility for carrying out risk assessments as appropriate including an assessment into the risk associated with pushing and pulling of loads.

Responsibility for reporting the findings of all risk assessments to the Management Committee / Overseeing Organisation who will also approve any action required to remove or control risks.

Responsibility for ensuring the action required is implemented and that these actions have removed or reduced the risks.

Responsibility for carrying out periodic formal active monitoring to check workplace precautions continue to work effectively.



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Responsibility for reviewing risk assessments annually or when the work activity changes, whichever is soonest.

Responsibility for:

- a) identifying all machinery and equipment needing maintenance.
- b) ensuring effective maintenance procedures are drawn up and are implemented.
- c) ensuring that all identified maintenance is implemented.
- d) Responsibility for checking that new machinery and equipment meets health and safety standards before it is purchased.
- e) Responsibility for checking that new chemicals or substances can be used safely before they are purchased.
- f) Responsibility for identifying all chemicals or substances that are a hazard and would require a risk assessment.
- g) Responsibility for recording all accidents, incidents, near misses and cases of work-related ill health in the accident book and for reporting accidents under RIDDOR – another Volunteers member should be nominated for this in the absence of this person.
- h) Responsibility for investigating accidents, incidents, near misses and cases of work-related ill health for the Organisation following the investigation procedure and will act on findings to prevent a recurrence.
- i) Responsibility for providing induction training for Volunteers and consulting with Volunteers on Health & Safety issues – this could be via an agenda item at Volunteers meetings.

All Volunteers (including the Volunteers mentioned above)

- a) Responsibility for co-operating with supervisors on health and safety matters.
- b) Responsibility for not interfering with anything provided to safeguard their health and safety.
- c) Responsibility for taking reasonable care of their own health and safety, complying with any rules or regulations in place and any safe systems of work.
- d) Responsibility for using equipment in accordance with instructions and training provided, not intentionally damaging, or recklessly interfering with anything provided for the health and safety of themselves or others
- e) Responsibility to check that workplace precautions continue to work effectively to reduce risk.
- f) Responsibility for reporting on all health and safety concerns to the Centre Co-ordinator, Safety Officer, or Management Committee as appropriate.
- g) Responsibility for reporting any accidents, incidents, near misses and cases of work-related ill health to the Centre Co-ordinator / Safety Officer or alternative Volunteers member if the nominated person is not available.
- h) Responsibility for following regulations regarding security.



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- i) Responsibility for ensuring that any visitors and users of the Centre are made aware of emergency procedures and are supervised during an emergency evacuation.
- j) Responsibility for undertaking training as required.
- k) Any Volunteers failing to comply with these principles will be subject to disciplinary action, which could lead to dismissal.

Emergencies

Fire and evacuation

The Centre Co-ordinator / Safety Officer is responsible for ensuring that a fire risk assessment is undertaken and implemented for the Organisation. There is a fire procedure which all Volunteers and users of the Centre are made aware of, which takes into consideration the sensitive nature of a Contact session.

Escape routes are checked by the Centre Co-ordinator and by Volunteers monthly. A log of these checks will be taken which will be held electronically by Mary Parker.

Emergency evacuation will be tested every 12 months. This is the responsibility of: Centre Co-ordinator.

In the event of a fire, fire extinguishers should only be operated by a Volunteers member who has been trained in their correct use.

Volunteers must acquaint themselves with the locations of both Fire exits and Fire alarm points.

All Volunteers must participate in any fire drill.

All Volunteers have a duty to be alert to the dangers of fires and every employee can help minimise the risk of a fire starting. It is good practice to ensure that:-

- a) Emergency exits are clear at all times
- b) Walkways and stairs are kept clear
- c) Rubbish bins are emptied daily
- d) Any electrical faults in any equipment are reported and repaired
- e) Work areas are kept clean and tidy
- f) All fire doors are kept closed

In the event of a fire, the following instructions must be adhered to:

- a) The building must be vacated immediately. Use the nearest available exit. Do not use the lifts.
- b) Volunteers and visitors must congregate at the designated assembly point for Cambridge and for Ely as stated on the individual Evacuation Notice displayed at each Centre.
- c) A roll call must be taken.



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- d) The building is not to be re-entered until the fire services give instructions that it is safe to do so.

Bomb Alert

The Centre Co-ordinator is responsible for ensuring that a bomb alert risk assessment is undertaken and implemented for the Centre. This may involve setting an assembly point 100 metres from the Centre and opening all windows before evacuation.

Security

The Centre Co-ordinator / Safety Officer is responsible for ensuring that a security risk assessment is undertaken and implemented for the Volunteers and families.

The last person to leave the premises must ensure that the windows are closed, appliances and lights are switched off and doors are locked. Volunteers should request identification from any visitor that they do not recognise and appears suspicious and should call the police if unsure.

Accidents

Cambridge & Ely Child Contact Centres have made decisions about the contents of first aid kits, following guidance from the Health and Safety Executive.

The centre coordinator is responsible for ensuring that the Cambridge & Ely Child Contact Centres has two Appointed persons. These persons are responsible for:

- i. Taking charge when someone is injured or falls ill, including calling an ambulance if required.
- ii. Ensuring that the first aid box is restocked when necessary.
- iii. Ensuring that all first aid boxes contain items not past the use by or best before dates.

The appointed persons should not attempt to give first aid for which they have not been trained.

All accidents, incidents, near misses and cases of work-related ill health at any site are to be reported to the centre coordinator (or nominated person in the absence of the centre coordinator) and recorded in the accident book that is kept with the first aid box. The centre coordinator other nominated person is responsible by law for reporting serious accidents, diseases and dangerous occurrences under RIDDOR.

(See the Health and Safety Responsibilities section for duties relating to the investigation of accidents).

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

What is reportable?

- i. Death or major injury - due to accident connected with work.



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- ii. Over three-day injury - accident connected with work, resulting in the injured person being away from work or unable to do the full range of their normal duties for more than three days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself).
- iii. Disease –ring the HSE Infoline, Tel: 08701 545500 to check.
- iv. Dangerous occurrence – if something happens which does not result in a reportable injury, but which clearly could have done (again ring the HSE Infoline to check if it needs reporting to the enforcing agency).

Implementation

Reviewed by		
Name Bridget Giltinane	Signature: B.Giltinane	Date: 10.12.2025
This Policy will be reviewed no less than once every three years.		