



CCCC Health & Safety Policy

1. Purpose

This policy will lay out the steps that the Chichester Child Contact Centre (CCCC) take to ensure the health, safety and welfare of the individuals who use its services.

2. Aim

This policy will assist CCCC to 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, providing where possible:

- a. Premises which are well maintained and 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

3. Introduction

CCCC recognises that the safety of the children, families and volunteers who use the Centre is paramount and that measures need to be in place to ensure users are not put at risk or in danger.

CCCC operates within Christ Church in Chichester, who have overall responsibility for the safety of their premises. The ultimate responsibility for Health and Safety lies with the management committee and Health and Safety officer. However, 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.

Becca Dickenson is the appointed Health and Safety Officer and will check hazards, ensure issues are dealt with promptly, escalate issues accordingly and provide volunteers with the appropriate training.

4. Organisation

Line of Reporting





5. Health & Safety Responsibilities

Management Committee

- a. Responsible for ensuring that this Health & Safety policy is followed by all volunteers.
- b. Responsible for approving any action recommended by risk assessments undertaken by the Coordinator or Safety Officer
- c. Responsible for investigating any accidents with Coordinator / Safety Officer that have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

Coordinator / Safety Officer

- a. Responsibility for co-ordinating Health & Safety matters for the organisation
- b. Responsibility for ensuring this policy is put into practice at the Centre
- c. Responsibility for carrying out risk assessments as appropriate
- d. Responsibility for reporting the findings of risk assessments to the Management Committee to obtain approval of any action required to remove or control risks
- e. Responsibility for ensuring the agreed actions are implemented and that they remove or reduce the risks
- f. Responsibility for reviewing risk assessments annually or when the work activity changes, whichever is soonest
- g. Responsibility for checking that new equipment meets health and safety standards
- h. 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. The Team Leader is the nominated person for this in the absence of the Coordinator / Safety Officer

All Centre Staff / Volunteers (including those mentioned above)

- a. Responsibility for co-operating with others on health and safety matters
- b. Responsibility for not interfering with anything that prevents safeguarding of 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 system of work
- d. Responsibility for using equipment in accordance with instructions, 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 Coordinator, 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 Coordinator / Safety Officer or, in their absence, the Team Leader
- h. Responsibility for following regulations regarding security
- 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

6. Emergency Arrangements



Fire Evacuation Procedure

All volunteers will be aware of the evacuation routes and procedures outlined below. They will regularly be reminded as part of the pre-session briefing. Parents and Guardians will also be made aware of the fire evacuation procedure ahead of their first contact session.

1. In the event of a fire (upstairs / downstairs) the person who finds the fire should raise the alarm
2. The Coordinator will call the Fire Brigade and Police on 999 via the CCCC mobile before supporting to clear the building (leaving last)
3. The Centre Team Leaders will organise the parents and children in the contact hall and side rooms to leave via the main stairs
4. The Volunteer(s) at the front door will leave the building with the signing in sheet, taking any children and parents with them to the fire evacuation point
5. The volunteer at the back door will lead the parents and children from upstairs to the fire evacuation point (taking the register / signing in sheet with them)
6. A roll call will be taken at the evacuation point by the Volunteer in charge, highlighting any missing parents to the Coordinator, Team Leader(s), Fire Officer or Police
7. No one should re-enter the building until it has been declared safe to do so by the Fire Officer
8. No parent should leave their appointed safe area without signing out with the Coordinator, Team Leaders or the Police
9. Becca will liaise with both sets of parents to ensure children are returned safely to the resident parent

Other Emergencies

- In the event of an emergency, volunteers should ring 999 for the necessary service (fire, police, ambulance) and give the full address of Centre
- If the alarm is raised by someone other than the Coordinator, they should inform the Coordinator as soon as practicably possible

7. Accidents, Infections and Hygiene

First Aid

- The first aid box is stored in the cupboard in Room 1
- A warning sign will be displayed warning adults to be careful with hot drinks
- Disposable gloves will be used when handling injuries involving blood, mucus or vomit
- All accidents will be noted in the accident book and reported to the Resident Parent
- Any volunteer accident / incidents will be reported to the Coordinator so that they can be logged / actioned accordingly
- Any emergency first aid will be carried out by a trained first aider

Virus / Infections

Anyone dealing with an accident involving cuts or grazes, must use disposable gloves which are kept in the First Aid box.

Hygiene

- All toys which have been sucked by babies must be disinfected
- Child toilet seat and potty must be sprayed with disinfectant after use



- Nappies must be put in nappy bags and tied up before being disposed in the bin

8. Food Safety

- Wrapped biscuits and sweets will be served unopened and in date
- Tea bags, coffee and sugar will be stored in sealed containers
- Milk will be refrigerated between use
- Boiling water to heat bottles will not leave the kitchen
- Washing up will be done using very hot water and air-dried
- Any out-of-date food will be disposed of and not given away
- Crockery and cutlery will be washed in hot antibacterial detergent

9. Security and Safety

Premises and Equipment

- All equipment will be checked regularly and cleaned and repaired as necessary
- In the case of toilets, any hazards or cleanliness issues will be reported to the Coordinator (via the Team Leader) so it can be escalated to the relevant church maintenance officer
- Corridors and Fire Exits will be kept clear of obstacles
- Neither smoking nor alcohol will be permitted on the premises
- Lights / fan / plug in radiators will be switched off at the end of the session
- Windows shut and locked (where possible)
- Both exterior doors will be locked when vacating the building

Security

During Contact Sessions:

- A strict record will be kept of everyone entering and leaving the Centre
- No unplanned individuals will be allowed to enter the Centre without ID
- Any suspicious individuals will be reported to the Coordinator and Police if required
- All contact Centre entrances will be manned by volunteers
- All cupboard doors containing chemicals will be closed / locked if possible
- All Volunteers will be identifiable and accessible for the duration of the contact session

After Contact Session:

- All signing in and out registers will be handed to the Coordinator / Team Leader in charge
- All lights will be turned off
- All fans, appliances and plug in radiators will be switched off
- All windows and fire doors will be closed
- All entrance doors will be locked

Risk Assessments



- A formal risk assessment will be undertaken every two years to identify any hazards which may lead to an accident
- The risk assessment will encompass the Centre premises limited to the areas which the Centre uses and all equipment and toys provided by the Centre
- The records of risk assessments will be kept on file including any actions taken on mitigating or removing any hazards
- Bi-weekly checks will be carried out at the start of each session to identify any new health and safety hazards

Volunteers

- Volunteers will be carefully selected, DBS checked and trained before they are left unattended
- A minimum of five individuals will be scheduled on duty for each contact session, including a specially trained Team Leader / Coordinator

Children

- Parents should always accompany their children
- Parents should take their children to the toilet; however, if this is not possible two volunteers may carry out this task but only if it does not involve intimate physical contact with the child
- Children should be kept out of the kitchen

Note: The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and if necessary, revised to reflect any changes in organisational or legislative requirements.