

Statement of General Policy

Kids on Track fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

Management Organisation

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all members of the charity.

Chief Executive Responsibilities

- The production, application and maintenance of the Kids on Track policy
- Monitoring and reporting on the effectiveness of the policy
- The provision of general advice about the implication of the law
- The identification of health and safety training needs
- The production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Kids on Track services where this is required

Operating Committee Responsibilities

Kids on Track believes it is the duty of every member of the Operating Committee to take care of their own health and safety and that of others who could be affected by their acts or omissions. In addition, they have a duty to bring to the attention of the Chief Executive any failings in the arrangements made for health and safety.

Every member of the Operating Committee should sign to confirm that they have read the Health and Safety Policy.

If a member of the Operating Committee is running an event or activity it is their responsibility to ensure:

- that relevant risk assessments have been completed and that any venue meets the health and safety standards required by Kids on Track
- that they have a detailed understanding of the fire / evacuation procedures at the venue
- that all accidents are recorded and are reported back to the Chief Executive and Operating Committee

Volunteer Responsibilities

Kids on Track has a duty of care to all the volunteers who support the organisation. Our policy is to provide them with a safe environment in which they can support the organisation with minimum risk. We expect Volunteers to

have read the Volunteers Handbook and to take care of themselves and others and to report any potential hazards to the activity leader.

External Contractor Responsibilities

In situations where an activity or an event is being run by an external contractor, Kids on Track expects the contractor to meet the required standards set out within the Kids on Track Health and Safety Policy and to provide Kids on Track with appropriate risk assessments.

Health and Safety Procedures and Guidelines

Risk Assessment

Kids on Track will liaise with the Facilities Manager at the venue to ensure it meets health and safety standards as defined by the Health and Safety Executive (HSE).

Kids on Track will carry out risk assessments for each activity and these will be reviewed annually. In each risk assessment Kids on Track will:

- Identify hazards, i.e. anything that may cause harm
- Decide who may be harmed, and how
- Assess the risks and take action
- Make a record of the findings

The risk assessments should demonstrate clear evidence that access for those with disabilities, Special Educational Needs (SEN) and behavioural concerns has been reviewed.

An example format for Kids on Track Risk Assessments is included in appendix 1.

Food Hygiene

Anyone handling food will comply with all food hygiene guidance including:

- Washing hands before and after handling food
- Keeping all surfaces clean
- Using knives under supervision - counting out and back in again
- Keeping raw food separate from cooked food Storing food appropriately
- Cooking all food thoroughly
- Checking all ingredients for allergens
- Checking none of the ingredients is out of date

- Supervising children when taking things in and out of ovens

Anyone leading a Cooking or Healthy Eating activity will be asked to read and comply with the following guidelines.

[Personal Hygiene](#)

[Food Storage and Preparation](#)

[Food Allergies](#)

[Cleaning](#)

Equipment Maintenance

Any equipment owned by Kids on Track will be regularly checked to ensure it is safe to use.

Accident Reporting

It is a legal requirement for all accidents to be reported and investigated. All accidents are recorded on the accident form (See appendix 2). Blank forms are available at all events and reports are kept for a year. It is the responsibility of the activity leader to ensure that this form is completed and given to the Chief Executive. The Operating Committee will discuss any accidents and take action where required.

Any incidents that require the staff member / volunteer to take 7 days or more off work, or that require a hospital visit, will be reported following the government's requirements for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (<https://www.hse.gov.uk/riddor/report.htm>).

There will be a qualified first aider and first aid box on site during all events / activities. This will contain:

- Ice packs
- Plasters
- Bandages
- Triangular bandages
- Scissors
- Tweezers
- Sterile Wipes
- Tape
- Disposable gloves
- Face masks
- Hand sanitiser

It will be the responsibility of the activity leader to make sure the first aid box is fully stocked.

Consent Forms

All those participating in Kids on Track activities (camps, after school clubs, outreach programmes) will have completed a consent form. These will detail contact details, allergies, medical details, emergency contact details and consent for storing and using data.

Consent forms will be kept for 7 years after contact with the child has ceased in line with GDPR

Basic Fire Procedure

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate, the following steps will be taken:

- The activity leader will be alerted
- The activity leader will activate the fire alarm
- A member of the Kids on Track team will only use the fire extinguisher if the route is blocked or it is a small fire which can be safely handled
- All children will be escorted from the building to the assembly point using the nearest safe exit
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation until the Fire Officer states it is safe to do so
- The register will be taken and all children and staff accounted for
- If any person is missing from the register, the emergency services will be informed immediately
- The activity leader will contact parents to ask them to collect their children. If the register is not available, the activity leader will use the emergency contacts list (which is kept off site)
- All children will be supervised until they are safely collected

If the fire occurs during a camp at Farleigh:

- Assembly point is the grass next to the astro;
- The Fire Officer will check the alarm and try to establish the location of the fire but only where it is safe to do so
- The Fire Officer will contact emergency services if appropriate and contact Tim Lee Elliott
- A nominated member of staff will collect the working file providing that this does not put anyone at risk
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so, and check no children are in the grounds

Good Housekeeping

A basic requirement for ensuring the health and safety of all people is an organised, tidy workplace. It is everyone's responsibility to ensure good housekeeping. This includes but is not limited to:

- Keeping floors, passages and stairs clear of goods, obstructions and trailing leads
- All rubbish must be cleared away regularly
- Broken glass or other sharp objects must be disposed of carefully and never left exposed in a wastepaper bin
- To gain access to high shelves, using 'kick stools' or secure step ladders and never climb on boxes or chairs
- Spilt liquids should be cleared up immediately. A 'wet floor' sign should be used to inform users of the hazard
- Make sure that fire exits are not blocked and that fire doors are not wedged open
- Always use a good lifting technique when manoeuvring heavy objects

It is the responsibility of all members of staff / volunteers to report any potential hazards to the activity leader.

Violent Attack

Anyone attending a Kids on Track event who is subjected to a violent attack either physical or verbal should report it to the activity leader or Chief Executive and complete an incident form. The report should be discussed at the next Operating Committee meeting and appropriate action taken

Stress at Work

Any member of staff or volunteer who is feeling stressed as a result of working for Kids on Track should report it to the Chief Executive Officer. Stress could be a result of the following:

- Work overload
- Long hours
- Poor communication
- Lack of clear objectives
- Dealing with a difficult disclosure from a child
- Dealing with behavioural issues
- Bullying
- Harassment

Anyone suffering from stress will be provided with additional support.

Lone Working

All Kids on Track volunteers or staff members are advised to work in pairs wherever possible; however there may be times when this is not possible. Staff / volunteers should adhere to the following guidelines:

- Always make sure that a member of the Operating Committee knows where you are when working or volunteering for Kids on Track
- All meetings / events should be logged on the calendar

- Meetings should be held in a public place
- Notes should be taken on any discussions
- Always make sure that Kids on Track has an up to date mobile number for you, keep your mobile charged and have it on you at all times
- Do not give out your home address to any of the Kids on Track children / families
- Stop the meeting immediately if the child or young person appears to be under the influence of drugs or alcohol or particularly agitated for any reason
- Always follow the Kids on Track code of conduct as laid out in the Volunteers or Mentoring Handbooks

COVID-19 PROCEDURES

Please see separate COVID-19 Policy

Training

All members of the Operating Committee will receive First Aid training every three years.

Volunteers will receive a Handbook and will be briefed prior to each event about their health and safety responsibilities.

Monitoring

After every event / activity the Operating Committee will hold a debrief and will discuss any health and safety concerns

The Health and Safety Policy will be reviewed annually and approved by the Trustees.

Insurance

Kids on Track will always have adequate insurance to protect the workers and volunteers. This will include:

- Public liability
- Employee liability
- Trustee liability
- Cyber and data cover

Any external contractors running activities will need to demonstrate that they have adequate insurance.

Date agreed by Trustees: October 2024

Next review Date: October 2025

Signature of Chief Executive Officer: Victoria Strong

APPENDIX 1 – Sample Risk Assessment

Date: 22 July 2020

Assessors: Caroline Yates / Sara Falk / Georgie Bateman

PART A – Hazard Identification and Risk Assessment

Ref	Hazard (area/activity)	Potential Harm (and to whom)	Required Control Measures	Risk Level High / Med / Low	Persons Responsible
1	Attending the session Hygiene Social Distancing Etiquette	Volunteers Children	<ul style="list-style-type: none"> All to wash hands for 20 seconds on arrival in the kitchen; Social distancing of 1m+ to be maintained; Polite behaviour to be enforced at all times so that instructions can be heard and safely followed; Ensure that warm water, soap and towels (disposable) are available. Tie back long hair. Disposable aprons should be worn 	Low	All
2	Environment	Volunteers Children	<ul style="list-style-type: none"> All surfaces to be cleaned and disinfected between sessions All hot surfaces (hob, oven) to be used under adult supervision; Protective kit (eg: oven gloves) should be worn; All cupboards and drawers to be kept closed 	Low	DY, vols
3	Utensils	Volunteers Children	<ul style="list-style-type: none"> All utensils to be used by one person only in any session; All utensils to be cleaned between sessions All chopping boards to be used for a single purpose to avoid cross-contamination 	Low	All
4	Accidents and Spills	Volunteers Children	<ul style="list-style-type: none"> Any spillage to be reported to an adult and cleaned up immediately Any accident to be reported to an adult and appropriate measures taken A First Aid kit should be kept in the kitchen and all volunteers should know where it is located Cuts etc. are covered with waterproof adhesive dressings 	Medium	All

			<ul style="list-style-type: none"> • Fire blanket kept in the area and volunteers should know how to use it. • No obstacles in walkways and regular cleaning of floors • Prompt maintenance of defects • Paper towels to be used on small areas of water-based contamination 		
5	Food	Volunteers Children	<ul style="list-style-type: none"> • Food should be kept in accordance with guidelines to avoid cross-contamination 	Low	All
6	Hot surfaces liquids / Burns, scalds		<ul style="list-style-type: none"> • Lifting lids off pans & kettles, moving hot tins, dishes and water to be restricted to adults only. • Adequate supervision and safe working procedures in place • Position pan handles not to overhang the edge of the cooker • Ensure adequate space is available around the ovens at all times when handling hot items. 	Medium	All
7	Sharp equipment / Cuts		<ul style="list-style-type: none"> • Controlled storage and use of knives. • Children taught correct techniques for use of knives and use under supervision. • Knives are kept sharp as blunt knives can cause serious injuries. • Wash separately, do not leave in sink 	Medium	All
8	Children with food allergies Inadvertent contact Volunteers not aware of children's allergies		<ul style="list-style-type: none"> • All volunteers are made aware of children who are sensitive to foods and food additives. • Volunteers should be aware of ingredients/food additives present in foodstuffs. • Obvious allergens (eg: nuts) should not be used 	Medium	All

Probability

5	Certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Severity

5	Fatal	Single or multiple fatalities.
4	Major harm	Resulting in major injuries and ill health that are reportable to the HSE.
3	Serious harm	Resulting in significant injuries and ill health including 7-day HSE reportable injuries.
2	Minor harm	Requiring first aid only
1	No Harm	Harm includes injury and ill health.

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Risk Level	Action and timescale
High	Risk control measures must be implemented to reduce the risk as low as is reasonably practicable (ALARP). Action to reduce the risk should be given top priority with senior management involvement. If the risk cannot be reduced, work should be stopped.
Medium	Cost-effective risk control measures should be implemented to reduce the risk to a level that is ALARP within a reasonable time .
Low	The risk is considered acceptable and no additional risk control action is normally required. Cost-effective risk control measures may be implemented to further reduce the risk with lowest priority .

APPENDIX 2 – ACCIDENT RECORD FORM

Accident Record

Record completed by: Name: Address: Postcode: Job title: Tel:		Person who had the accident Name: Address: Postcode: Tel:	
Details of accident: Date:		Time:	
Where did the accident occur?			
Describe the events:			
Witnesses:			
Injuries suffered:			
Actions taken or treatment given:			
<i>(In the event of a head injury, review the child's condition after 15 minutes and then continue to review at 15 minute intervals if you have any concerns.)</i>			
Record completed by: <i>(Signature)</i>		Record read by: <i>(Signature of parent or carer)</i>	
Date		Date:	

This form should be filed with individual child records

Appendix 4 - Emergency Numbers

Tim Lee Elliott	Site Supervisor	Mob 07733 86809 Home 01722 679430
Andover Minor Injury Unit		01264 358811
Andover Police		999 or 01962 841534