



<p style="text-align: center;">Health and Safety Policy POSCH (Parents and Carers of Special Children)</p>
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POSCH takes seriously the welfare of volunteers, members, participants, and the general public. This policy outlines how POSCH will work together as a group to make sure everything is done to prevent avoidable accidents and protect people from getting hurt.

POSCH does not run or hold premises and does not employ more than 5 people. However it acknowledges that is good practise to ensure that all reasonable endeavours are made to ensure the safety of all associated with POSCH.

This is the statement of general policy and arrangements for:		POSCH(parent and carers of special children)
Andrea Hobbs- Chair		has overall and final responsibility for health and safety
POSCH board of trustees		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents by managing the health and safety risks in the workplace and community	Coordinator, Anita Reeves, any lead Parent Carer Champions and all Trustees	Gain any relevant external risk assessments and complete risk assessments in the absence of these. Regular Health and safety audits for small groups Trips and visits procedures
Prevent work related ill health by managing the health and safety risks in the workplace and community	Coordinator, Anita Reeves, any lead Parent Carer Champions and all Trustees	Home working and lone working policy including relevant risk assessments
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work	Coordinator, Anita Reeves and all Trustees	Volunteer pack and induction training. Ongoing supervision and regular monitoring of front line practice. Basic level first aid training and location of external premises first aid equipment/delegated person
Engage and consult with employees and volunteers on day-to-day health and safety conditions	Andrea Hobbs Chair Anita Reeves Coordinator	Update policies and risk assessments regularly, regularly update information on first aid and fire procedures in community premises Accident procedures and recording protocol.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Not required currently	Awareness of any evacuation and fire procedures being implemented in used buildings/premises.



Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances	Andrea Hobbs Chair Anita Reeves Coordinator	Manual handling and lifting, transporting equipment safely and premises risk assessments
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2. Risk management

Community buildings

POSCH deliver much of their support in external premises or community buildings. To ensure that volunteers and staff are aware of any risks and the procedures for fire and accidents, any available external risk assessment and information relating to fire and evacuation should be sought. Where this is not available a completed risk assessment should take place by the member of staff/volunteer designated to do so (see appendix for risk assessment template) If building has an identified first aid person, this information along with where the first aid box is kept should also be sought.

Always follow premises arrangements for fire and evacuation procedures.

Trips and visits

Any arranged trip or visit should include the request for the venue's risk assessment and first aid and fire procedures.

Any purchased transport such as coach hire or taxi travel should also require this information from the company being hired.

Any children or young people being transported will do so along with their parents or carer, who ultimately will be responsible for their child. Any child or young person requiring an individual risk assessment or specific requirements must be negotiated prior to any trip or visit taking place.

Any equipment being transported must be done safely and this will form part of the ongoing risk assessment of volunteers and staff.

First aid

Any staff or group leaders/volunteers will have basic first aid awareness as far as this is possible and achievable within POSCH funding. The location of any premises designated first aid personnel should also be sought as well as the location of any first aid equipment. In the case of any instances requiring first aid, the child's parent or carer will take responsibility for undertaking any immediate first aid actions and may be assisted by the group leader/volunteer only as requested by the parent. The parent must be present and give consent at all stages of intervention. In any instance requiring medical attention, the parent or carer for the child will consent to call



emergency services if needed. All accidents will be recorded in the 'accident book' and this will require the signature of any parent or carer present.

Working from home

All considerations are made to the safe working environment of staff and volunteers. Staff and volunteers undertaking POSCH task or duties at home will ensure that do so safely and without risk to themselves or others. Use of computers and electrical equipment will be one of the main issues and all staff and volunteers should ensure that they do so without any possibility or strain to the eyes or any part of the body associated with sitting at a desk or computer. Also that the set-up of any equipment used is not dangerous or likely to cause accident, for example trailing wires or falling.

3. Monitoring and compliance

Health and safety will form one of the standing agenda items on the trustee board agenda.

Health and safety policy will be reviewed every 12 months.

All volunteers and staff will undergo a proper induction and be given all of the necessary information, policies and forms needed to perform their role safely.

Date approved: October 2017 Date of next review: October 2019



Health and safety Risk Assessment Form

Date of assessment.....

Person completing assessment

Place or activity being assessed

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping needed, eg on spillages. Arrange for loose objects on second floor to be removed.

