



## **HEALTH AND SAFETY POLICY**

This policy must be read in conjunction with the following NWCSG Policies:-Moving and Handling Policy, Fire Safety Policy

Approved \_\_\_29/03/2012\_\_\_\_\_

Reviewed June 2016

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## **POLICY STATEMENT**

“Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and to others who may be affected by their activities”. (Health and Safety Executive)

The North West Children’s Support Group (NWCSG) recognises that they owe a duty of care to those who work as volunteers with them and to the children and young people who use their services.

Therefore as far as reasonably practicable; the NWCSG will provide:

- safe equipment
- a safe and healthy environment
- safe substances
- information, instruction, supervision and training for volunteers

NWCSG holiday leaders will

- carry out risk assessments of holiday venues and activities
- ask all volunteers to give written confirmation that they have read and understood the risk assessments
- take preventative action to remove or control risks
- have effective health and safety arrangements in place, including arrangements to cover emergencies
- provide adequate first aid equipment
- provide trained First aiders

NWCSG volunteers are expected to

- ensure their own health and safety, and that of others
- attend all pre-holiday training
- carefully read key policies and risk assessments appropriate to the particular holiday and ask if unsure about anything
- cooperate with the holiday leaders to uphold the health and safety arrangements that are made
- not misuse or interfere with equipment

The NWCSG has a system in place for reporting all accidents, even when no injury or damage is caused, (sometimes known as “near misses”).

This ensures that similar accidents can be avoided, and that there is information available for possible insurance claims or legal proceedings.

Accident records will comply with data protection legislation, which means that they will be kept confidential and that personal details will only be made available to those who need to know.

The NWCSG has risk reduction measures in place with regard to Moving and Handling (see Moving and Handling Policy)

The NWCSG has a fire safety management system in place (see Fire Safety Policy)

References

Health and Safety Executive - [www.hse.gov.uk/voluntary](http://www.hse.gov.uk/voluntary))

NSPCC [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

## **NWCSG accident procedure**

This procedure aims to provide detailed guidance to holiday leaders and volunteers on what to do if an accident (including a 'near miss') occurs in connection with the work of the NWCSG.

Following this procedure will ensure that NWCSG responds effectively to all accidents, that any necessary medical help is made available to the person concerned and that steps are taken to prevent further accidents where possible. It will also ensure that all accidents are properly recorded.

This procedure applies to all volunteers who witness an accident suffered by a child, young person or adult in connection with the work of NWCSG. It also applies to volunteers who have suffered minor accidents that they are in a position to report themselves.

The appropriate steps should be taken whenever an accident occurs that could result in injury, regardless of whether anyone has actually been hurt. This helps to ensure that the NWCSG is able to take adequate preventative action to avoid a repeat of the accident.

### **In case of accidents involving children and young people**

Clear the area of other children

Comfort the child and call for a Nurse/First Aider and a holiday leader immediately.

Nurse/First aider to assess the severity of the injury

If it is clear that emergency medical help is needed, dial 999 for an ambulance

Refer to the child's medical form to check if parental consent has been given to administer treatment and to check for allergies.

Nurse/First aider to administer appropriate treatment

If driving the child to the hospital, one person should drive and at least one other person should supervise/comfort the child.

**Accident Report Form**, to be completed by one of the holiday leaders and signed by the child's Parent or Guardian, must be stored in the appropriate holiday accident file

If a copy of the form is requested by parents a copy of Page 1 **only** should be provided.

Investigation to be carried out by holiday leaders to determine the cause of the accident and to put measures in place to avoid repeat of incident.

### **In case of major injuries sustained by volunteers or other adults**

Clear the area of other people, apart from those directly involved with looking after the injured person.

Send for the Nurse/First aider and a holiday leader immediately.

If it is clear that emergency medical help is needed, dial 999 for an ambulance.

If the person has been seriously injured but there is no need for an ambulance, take him/her to the nearest Accident and Emergency department immediately.

Inform the person's next of kin or another person of his/her choice.

Check the Helper application form for any known allergies or medical requirements. Make a careful note of these and take it to the hospital with the injured person.

An accident form should be completed within 24 hours by one of the holiday leaders assisted, if possible, by someone who witnessed the accident. A confidential copy of the form should be kept in the accident file.

### **In case of minor injuries sustained by volunteers**

If there is any doubt that the injury is anything more than minor, ask the Nurse/First aider to examine the injury, administer first aid and assess whether a medical opinion is needed.

If the injury is minor but first aid is needed, Nurse/First aider to provide this.

Offer the volunteer who has sustained the injury the opportunity to rest, accompanied by another helper if necessary.

If medical attention is needed, inform the holiday leaders immediately.

If immediate medical attention is needed, assist the injured person to attend the Accident and Emergency department,

At the earliest opportunity (and within 24 hours) an accident report form should be completed. Ideally the volunteer who suffered the injury should do this. If this person is not able to complete the form someone who has witnessed the accident, if possible, should complete it.

Pass the form to the holiday leaders so that an investigation of the accident can take place.

The form should be signed by the person who has completed it and by one of the holiday leaders. A confidential copy should be kept in the accident file.

## **Accident Reporting Procedure**

Accident reports must:

- be written clearly in black ink using the NWCSG Accident Report Form (see below)
- contain fact not opinion
- contain as much information as possible about the accident
- give details of witnesses
- be completed by a holiday leader if injury to a child or major injury to a volunteer or other adult has occurred**
- be signed by one of the holiday leaders in the case of minor injury sustained by a volunteer
- provide the name and address of the person who has had the accident and the person completing the form (if different)
- be completed as soon as possible after the accident.

## **NWCSG ACCIDENT REPORT FORM-CONFIDENTIAL**

Name of injured person  If under 18, date of birth/age:  Date and time of accident:
Contact address and phone number of injured person:
Injured person's relationship to NWCSG (delete as appropriate): Service user / volunteer / other (please specify)
Nature of accident and, if someone was injured, the nature and extent of the injury:
Name(s) of first aiders and type of first aid given:
Details of events after the accident (including help given to injured person, whether he/she carried on with the session, went home, went to hospital etc):
Details of parents/family/next of kin informed
Signature of Parent/Carer  Signed Date
<b>A COPY TO BE RETAINED IN NWCSG RECORDS</b>

# NWCSG ACCIDENT REPORT FORM PAGE 2 CONFIDENTIAL

Name and contact details of person completing form (if not the injured person)

Signed

Date

Location of accident (e.g. if in a building, where in the building):

Events leading up to the accident (e.g. How did it happen? What activity was taking place? What was the injured person doing?):

Names and contact details of witnesses to the accident:

Name(s) of individual(s) who dealt with accident (other than first aider):

**A COPY TO BE RETAINED IN NWCSG RECORDS**

**COPY (PAGE 1 ONLY) REQUESTED BY PARENTS? YES / NO**