

INSIGHT SOCIETY
Supporting Young Blind & Visually Impaired People
A Non-Profit Making Company Limited by Guarantee

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INSIGHT SOCIETY
HEALTH AND SAFETY POLICY
EFFECTIVE FROM 21st AUGUST 2021

To Be Completed by Project Supervisor or Company Director in the Presence of all New Employees, Volunteers, Sub Contractors, Members, Clients and Participants.

We confirm that the importance of Insight Society's Health and Safety Policy has been explained and a copy of it, in the preferred format(s), has been given to new stakeholder.

Signed on behalf of Insight Society

Print Name

Role of Signatory Director / Employee / Volunteer / Contractor / Other

Signed by Stakeholder

Print Name

Role of Stakeholder Employee / Volunteer / Participant / Member / Other

Date

Insight Society's Health & Safety Policy is available in the following formats:

Printed & Large Print

Word and PDF

HTML (Web Site)

Podcast

Audio Book

INSIGHT SOCIETY HEALTH & SAFETY AT WORK POLICY (1)

The Health and Safety of all our Service Users is a vitally important undertaking and one which the directors of Insight Society accept responsibly and professionally. Regular training and review of the policy will form part of our high-quality care practices.

Introduction

At Insight Society, our overriding aim is to create a safe and healthy environment for the stakeholders who take part in the activities that we organise. We aim to identify and analyse all areas and activities which could cause potential harm, ill-health, or injury. Through written induction procedures, staff meetings and supervision, we consult with the staff and volunteers on matters affecting their health and safety, as well as providing information in maintaining and using equipment safely and responsibly. In providing the best working environment possible, we assess and ensure that staff are competent to carry out tasks to a high standard and to provide training to enable them to do so.

At Insight Society, we adhere to specific legal requirements such as the Health & Safety Act 1974. Additionally, we seek guidance from Public Health England and our Local Health Protection Health Teams.

Named Persons

Overall and final responsibility for Health and Safety lies with the directors of Insight Society . Other members of staff and some volunteers assumes the day to day responsibility and as such their roles includes:

- updating the Health & Safety policy to respond to particular circumstances (including those related to Covid-19 or other major developments)
- ensuring staff are conversant with the policies and procedures and apply them to their practices
- to attend training and cascade the information down to the staff
- to advise staff on good health & hygiene practices
- to ensure that all stakeholders help to maintain a healthy environment when they are
- taking part in activities controlled by Insight Society
- to discuss and resolve any issues raised

Risk Assessment/daily checklists

Alongside the whole nursery risk assessment, staff carry out daily checks to ensure that possible risks are negated, these include things such as garden checks, clearing spillages/debris and ensuring that fire exit are not blocked. The risk assessment sheets are signed by staff, dated and kept in an accessible file in their rooms.

INSIGHT SOCIETY

Health and Safety Policy (2)

Staff

The staff also have a responsibility in creating a healthy environment and to this end they are expected to:

- co-operate and work within health and safety guidelines
- not interfere with health and safety safeguards
- take reasonable care of their own health and safety
- report all health and safety concerns to their manager or a director
- To report and where possible remove any hazards in the nursery
- carry out their work responsibly both for themselves and others, ensuring that their rooms are safe
- know where all fire extinguishers, fire points and first aid facilities are located and to be familiar with the fire policy and emergency procedures
- ensure that visitors are made aware of fire exits and assembly points

Creating a Service User Safe environment

In creating a safe environment, we want our Service Users to become independent, staff help them to develop their self-help skills and empower them to learn to be responsible for their own hygiene. Discussions take place regularly to educate the Service Users in washing their hands before and after eating, using the toilet and after playtime; songs, stories and posters are used to help the Service Users to remember 'hygiene rules'. We recognise the importance of staff being good role models to support the Service Users in adopting good health & safety knowledge and awareness, through circle time discussions and good hygiene practices.

At Insight Society we ensure that staffing arrangements are in place, observing the correct participant-staff ratio for each room. Staff and volunteers are deployed to ensure that we meet the needs of the Service Users and that they are well supervised.

Insurance

Insight Society has an Insurance Policy through Directline Insurance which includes Public and Employers' Liability. A copy of the certificate is displayed in the entrance. The insurance is renewed every September.

INSIGHT SOCIETY

Health and Safety Policy (3)

Annual safety checks

To ensure that we are in full compliance and maintaining a safe environment, the nursery complies with external safety checks: PAT tests, checks on our electricity, gas and fire alarms are conducted by external companies. All certificates for installation and servicing are kept in the appropriate Health and Safety folder.

Hygiene

Insight Society maintains a rigorous standard of hygiene particularly in the classrooms, toilets and kitchen. In light of the coronavirus (Covid-19) a new hygiene and infection control policy was created.

Physical Environment & Service Users' health

At Insight Society we continually strive to create an environment that is not only a richly stimulating learning environment but also a place that promotes good health. The nursery is cleaned daily, the rooms are well ventilated and are kept at a recommended temperature. The Service Users are encouraged to play outside throughout the day – this encourages further learning in an outdoor environment, to get some fresh air and to promote gross motor skills.

Exercise equipment

Insight Society takes great pride in the exercise equipment that is available to the Service Users, both in the rooms and in the garden. Insight Society ensures that any unsafe, worn out or damaged equipment is either repaired or replaced. All equipment is cleaned on a regular basis. Records are kept of the equipment purchased, date and price.

Fire Evacuation

Insight Society have procedures in place (in conjunction with the operators of all premises that we rent and operate from) to safely evacuate Service Users, staff, and users if there were to be a fire (see main Fire safety policy)

Policy to Exclude Service Users

We have a duty to safeguard Service Users and staff's health and welfare. Service Users, volunteers and staff who are not well or healthy enough to be at work will be excluded.

Sun Safety

At Insight Society we understand how harmful the sun can be and that some Service Users (especially the younger ones) are vulnerable due to their delicate skin in the summer precautions are taken to limit the risks of sunburn and skin cancer later on in life (see full sun safety policy).

INSIGHT SOCIETY

Health and Safety Policy (4)

Dietary needs/allergies

We ask Service Users caregivers about any dietary needs that all Service Users may have. We have a list of Service Users and their dietary needs and allergies; information to this end is displayed in each of the rooms. All Service Users have table mats, but the Service Users who have identified allergies have a red mat, indicating caution when serving food.

COSHH

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Insight Society complies with the COSHH regulations 2002 and is responsible for:

- identifying all substances which need a COSHH assessment
- undertaking COSHH assessments
- ensuring that all relevant employees are informed about COSHH assessment
- checking that new substances can be used safely before they are purchased
- ensuring that equipment is stored safely and securely
- checking that all cleaning products are stored in an out of reach of Service Users cupboard.

Notifying Public Agencies of infectious diseases or food poisoning

Insight Society is legally required to notify certain agencies of specified infectious diseases under the Public Health (Control of Disease) Act 1984 and the Public Health (Infectious Diseases) Regulations 1988. We are also required to inform government agencies including Public Health England of certain illnesses, as soon as possible or within 14 days of the illness, under the EYFS (2017). Some of the diseases which have to be notified include:

- Acute meningitis
- Food poisoning (more than 2 cases)
- Diphtheria
- Infectious bloody diarrhea
- Measles
- Meningococcal septicemia
- Other outbreaks of food poisoning

INSIGHT SOCIETY
Health and Safety Policy (5)

- Mumps
- Rubella
- Smallpox
- Tetanus
- Tuberculosis

RIDDOR

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

Insight Society is not required to report all accidents which result in an injury; RIDDOR stipulates that all serious injuries must be reported to the Health and Safety Executive (HSE), these include:

- injuries & ill health involving employees
- injuries involving Service Users
- dangerous occurrences

Injuries and ill health involving employees:

Under RIDDOR, the directors of Insight Society must report the following work-related accidents, including those caused by physical violence or if an employee is injured:

- accidents which result in death or a specified injury
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days)

Reportable specified injuries include, for example, fractures, amputations, serious burns, assault of a teacher by a pupil on school premises. Reportable occupational diseases: when we receive a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure such as carpal tunnel syndrome, tendonitis or work-related dermatitis.

Injuries to Service Users and visitors who are involved in an accident at Insight Society, or on an activity organised by the company are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity

INSIGHT SOCIETY
Health and Safety Policy (6)

- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment). If a child injured in an incident remains at nursery, is taken home or is simply absent from nursery for a number of days, the incident is not reportable.

A full copy of the HSE guidelines are available at: <http://www.hse.gov.uk/pubns/edis1.htm>

We are required to inform the Local Authorities covering the various premises that we operate from of particular incidents that involve vulnerable Service Users, especially if they are financing their engagement with Insight Society or living in Local Authority Care.

Policies

There are further policies in place that help contribute towards creating a healthy environment for all the users at the nursery such as:

Accident & Incident Policy

Medication Policy

No Smoking Policy

Fire Safety Policy

Copies of the above and all policies are shared with Service Users and other stakeholders on request.

**The Health & Safety Policy was approved by the Directors of Insight Society on
27th August 2021**

Ian V Fellows

Ian V Fellows – Company Secretary

