

# Thurrock Council

## Disabled Children's Short Breaks and Outreach Service Sunshine Centre, Hannah's Place and Befriending

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### Health and Safety Policy

#### Policy statement

The Disabled Children's Short Breaks and Outreach Service complies with the Thurrock Council policies regarding health and safety. This can be found on the council's intranet by searching health and safety under documents and form, or in the corporate health and safety policy folder.

The Centre Manager undertakes annual health and safety and environmental monitoring.

Thurrock Council and all its employees are committed to taking all reasonably practical action, in safeguarding service users and staff from injury and hazards, to prevent damage to property and actively promote the health and safety of service users and employees through positive strategies.

Employee participation in the establishment and maintenance of a safe and healthy environment will be encouraged. Thurrock Council provides necessary information, instruction, and training to enable them to carry out appropriate health and safety responsibilities.

#### Health and Safety roles and responsibilities

The Centre Manager is responsible for the implementation of Thurrock Council's policy both in the Centre and on trips.

In the absence of the Manager, the responsibility will fall to whoever is taking the lead on the group or session.

All employees, volunteers and trainees have the responsibility to cooperate with the Manager to achieve a safe and healthy work environment for themselves and others.

Whenever a staff member becomes aware of a health and safety issue it is their responsibility to make it known to the Manager at the earliest opportunity.

All accidents and incidents should be reported within guidelines. All incidents and accidents should be recorded during the session in which they happened or in extreme situations at the earliest convenience. Sheets should be signed by parent/carers and member of staff involved. The Manager should be informed of any circumstance requiring medical intervention.

The Manager will appoint named people to take responsibility for first aid and fire marshalling. Appropriate training will be given for these responsibilities.

#### Training and information

Managers will ensure as far as possible training needs are met.

Health and Safety training will be recorded on individual's files.

In the specific area of working with disabled children there may be a need to provide care needs training for one-to-one care of a child. In these cases, specific training will be sought and certification and competency frameworks will be put in place to ensure staff are competent to carry out identified care needs.

Training should include:

- fire safety (fire marshal)
- accident reporting systems and requirements
- moving and handling
- first aid
- behaviour support training

## **Document review**

It was last reviewed by Lauren Riddick and Laura Hayden – September 2023.