

Health & Safety Rules

Safety Officer

The safety officer for the Parent Engagement Service Parent Views Count is Jasvinder Hayre.

In her absence, matters needing urgent attention should be referred to Marian Webb, ADSC and Line manager Tel: 0121 550 5271.

Opening and Closing Times

- Parent Views Count Coordinator can be contactable on the mobile throughout the day, in evenings in case of an emergency.
- Parents can come and work from the Parent Engagement office, with prior notice ensure their safety and to ensure they are not left alone in building.
- In the interest of safety no one person is to be left alone in the building.
- There are no exceptions unless agreed by Barnardos Parent Engagement Coordinator.

Personal Safety

Statement of Intent

The following Statement of Intent relates to the significant effects of aggression such as intimidation, harassment, sexism, racism etc. inherent in our everyday work.

All of these situations come within the current Health and Safety at Work legislation and the project accepts its responsibility to provide a working environment for its staff which is as safe and healthy as is reasonably practical.

Statement of Support

This project recognises and accepts:

- a. Actual violence and aggression and the potential for such is an inherent feature of our work experience.
- b. The risk to staff/Parents can be minimised by support, training and practical security arrangements (see the following sections).

- c. A “safe” situation for one member of staff/parent may be ‘unsafe’ for another. An individual staff/parent member’s perception of the situation is therefore crucial and must be taken into account.
- d. Incidents of aggression or violence have an emotional impact in addition to any physical harm. It can leave staff feeling de-skilled, threatened and suffering reduced self worth.
- e. Staff/parents are free to take whatever appropriate course of action they feel necessary in threatening situations, to ensure their own personal safety.
- f. The use of mobile phone is encouraged if staff/parents feel they may be entering a vulnerable situation.
- g. If you are unsure in a given situation please speak to the Parent Engagement Coordinator who will complete a risk assessment form with you.

First Aid

The First Aid box is located in the main offices. Staff will be aware where the closest one to them is. Used materials should be replaced as soon as possible and contents checked regularly. The Project Administrator will do this.

Fire Precautions

The fire officer is Debbie Southwood, Service Manager SPACE. Fire extinguishers are located in prominent areas in the building.

- a. A drill should be held every 6 months, check that extinguishers are in place monthly and the fire alarm is tested weekly.
- b. In the event of a fire please assemble outside of the building if it is safe to do so.
- c. The procedures to be followed in the event of a fire are to be displayed throughout the building. All members of staff must make themselves familiar with these procedures.
- d. Fire doors must be kept closed at all times other than for necessary supervisory work reason. They must not be wedged open or left open for reasons of convenience or ventilation. At the end of the day please check that all doors are closed.
- e. Fire blankets/extinguishers must not be removed except for emergency or practice use. The discharge of any extinguishers must be reported promptly and replacement obtained by the Building Officer.
- f. This is a non-smoking building. All service users/visitors should be made aware of this.

General Housekeeping

- a. All passageways and exits must be kept clear of obstruction.
- b. Domestic waste should be placed in the bins provided. Sharp objects and broken glass should be securely wrapped before disposal.

- c. Household cleaning materials must be kept in the cupboard in the kitchen.
- d. Hazardous cleaning substances such as bleach should not be used or stored in the building.
- e. All spillages must be cleaned up as soon as possible and warning notices displayed where appropriate.

Electrical Equipment

- a. Plugs and leads should be checked before the use of any electrical equipment.
- b. An 'out of order' notice should be attached to any defective equipment. Do not attempt to effect repairs unless qualified to do so.
- c. After use, switch off equipment and unplug (do not unplug computers, printers or file server).

Kitchen Equipment

- a. Do not touch electrical switches with wet hands.
- b. The kettle must be switched off and unplugged before being filled.
- c. Tea towels and wet cloths must not be left to dry over the cooker.

Accidents

- a. All accidents and near misses must be reported to the Parent Engagement Coordinator.
- b. Form P800 must be completed by the Coordinator
- c. For accidents resulting in an event causing an over 3 day injury, form P801 must also be completed. Contact also has to be made as per Barnardos Investigation Report

Hazards

If you discover a hazard, take immediate remedial action, if possible, and report it to the Coordinator.

Where appropriate complete a Hazard Report Form P766 (located on Bart\Forms\H&S) and pass on to the safety officer.

Visitors and Contractors

All visitors and volunteers must sign in and out of the book, which is located in the lobby..

Staff are to politely and professionally confront anyone acting suspiciously within the SPACE. All concerns should be reported to the Service Manager or Coordinator.

Visitors and contractors must be notified of any risks to their safety or health which they face whilst on the premises. Responsibility rests with the member of staff receiving visitors or liaising with the contractor. Any unsafe act or omission by a visitor or contractor must be reported immediately to the safety officer.

Terrorist Incidents, Gas Leak, Flooding etc

Procedures are as of fire to the building. Alarm will be sounded and staff will make their way quickly but safely to the meeting point outside of the building.

Control of infectious diseases

It is the responsibility of individual staff/volunteers/parents members to inform the Coordinator if they have contracted any infectious diseases. The Coordinator will then do an assessment of the situation, deciding if it can be controlled in the work place or if it would be safer for the worker to remain home.

In case of service users a similar assessment will be carried out. Additionally workers will use the appropriate equipment if it is necessary to do so, e.g. gloves, aprons etc.

To aid staff in their work the information and procedures associated with infectious diseases will be added to the Local Safety Rules.

This policy works in corporation with:- Child Protection Statement (1), Complaints Form, Complaints Policy, Confidentiality and Data Protection Statement, Constitution, Expenses Procedures, Health & Safety Rules, Safeguarding Vulnerable Adults Policy, Interim Terms of Reference, Mission Statement and Promoting Equality/Valuing Diversity Safeguarding Procedure.

Parent Views Count
13/05/10

Signed: Nazia Nazir (Joint Chair)

Signed: Kristin Sanders (Joint Chair)

Date: 27th May 2010