Molly's Gift
HEALTH AND SAFETY POLICY

This policy is in force until further notice from:	Summer 2026
This policy must be reviewed by no later than*:	Summer 2027
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CONTENT

Statement of Intent 4
Organisational Responsibilities for Health and Safety 4
Molly's Gift 6
Employees 6
Staff with Special Responsibility 7
Special Obligations of Any 1-1 7
Children 7
Visitors and Other Users of the Premises 8
Accident Reporting, Recording & Investigation 9
Communicable Diseases 9
Activity Safety 9
Drugs and Medication 10
Electricity at Work 10
Fire Safety 10
First Aid 11
Hazardous Substances (COSHH) 12
Housekeeping, cleaning and waste disposal 12
Jewellery 12
Manual Handling 13
Noise at Work 13
Personal Protective Equipment (PPE) 14
Playground / Play Equipment 15
Risk assessments 15
Camps trips and off-site activities 15
Camps Security 16
Smoking 16
Staff Consultation and Communication 16
Training and Development 17
Violence/Personal Safety of Staff 17
Glossary of Health and Safety Terms 17

Statement of Intent

This is a Statement of Organisation and Arrangements for the Camps. In accordance with the Health and Safety at Work etc. Act 1974 and in line with Molly's Gift s organisational vision, it is the policy of Molly's Gift to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, children, visitors, and other persons who may be affected by the Camps's or activities. The successful implementation of this policy requires the full support and active co-operation of all staff and children of the camps.

Molly's Gift and its Camps are committed to:

- Providing a safe and healthy learning and working environment.
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from activities.
- Ensure safe working methods and providing safe working equipment.
- Providing effective information, instruction and training for all staff as appropriate.
- Monitoring systems and prevention measures frequently to ensure effectiveness.
- Reviewing policy and practice to ensure continuous improvement.
- Ensure adequate staff and student resources including welfare facilities exist throughout the organisation to secure positive staff and student wellbeing.
- Ensuring adequate resources are made available for Health and Safety issues, as far as is reasonably practicable.

Failure on the part of any Camps employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Organisational Responsibilities for Health and Safety

Health and Safety Management of Camps requires Camp Staff to work together to that ensure health, safety and wellbeing objectives are achieved.

To achieve compliance with the above statement of intent, roles and responsibilities are clearly defined at each level, as detailed in this policy.

Organisation Chart Overview

Leandra Welband

Camp Lead/Safeguarding lead/SEND lead

Activity leads

Activity Assistants /1-1's and SEND support/Chef

Molly's Gift

Molly's Gift (which delegates responsibility to Camp leads) will ensure that:

- A clear written policy is created and maintained that promotes positive attitudes towards Health and Safety in Staff, Students and Visitors.
- Practices in relation to Health & Safety are monitored and reviewed regularly in camps, through formal visits, informal visits, requests for support and external auditing
- Systems are in place to assess significant risk, which are fully implemented to ensure safe working practices are adopted.
- The Health & Safety policy is reviewed annually, or sooner if there are any significant changes.

Employees

All Camps employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Camp lead or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to their Camp lead or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on Camps premises.

Staff with Special Responsibility

The local camps will state the names of staff and roles who are responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control. (Chef)
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc. Where these risks cannot be eliminated then a suitable and sufficient risk assessment will be conducted to manage that risk. (Chef)
- Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the camps, on the activities and equipment for which they are responsible. (Camp Lead)
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and children to avoid hazards and to contribute positively to their own health and safety. (Camp Lead)

Special Obligations of Any 1-1

In addition to the general responsibilities of employees, outlined above, 1-1's are expected to:

- Raise any health and safety concerns outside their control related to the SEND lead.

- Exercise effective supervision of children and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Know the particular health and safety measures to be adopted for the child they are withto ensure that they are applied.
- Give clear instructions and warnings to children as often as necessary; (this may be something that overlaps into behaviour policy and, or plan.

Children

Children will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the Camps and, in particular, the instructions of staff given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Visitors and Other Users of the Premises

- Where facilities are shared, the camps will ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers.
- The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to Camps premises / workplaces.
- All visitors to the Camps must comply with the Camps's Health and Safety Policy and procedures.
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the reception /office.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on Camps premises, the visitors will be escorted to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person. If the incident is of a serious nature or fatal Leandra Welband and the enforcement authority must be contacted immediately.
- Adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
    a) Visitors are alerted to the establishment's Safeguarding procedures including fire procedures.
    b) Visitors adhere to the Camps's 'No Smoking' Policy.
    c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
    d) Visitors record their presence on the premises in the appropriate logbook.
    e) Where applicable, visitors are provided with and wear an identification badge.
    g) Visitors are accompanied or authorised to enter the premises.
    h) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
    i) Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk unless authorised.

j) Visitors report all accidents, incidents and near misses to the host.
k) Visitors wear protective clothing that is supplied, when necessary.

Accident Reporting, Recording & Investigation

The Camp lead/ SEND lead/First Aiders/Safeguarding lead will be notified of all accidents on the premises. This will be at least weekly for minor accidents and immediately for anything more serious. All accidents are entered in the Accident book, which is completed by the member of staff supervising the person or person involved in the accident or a member of the first-aid team.

For more serious accidents or if the employee/child is not able to return to camps for more than 7 days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, Leandra Welband should be notified to give guidance and an accident/investigation form completed along with witness statements.

RIDDOR reportable accidents should be reported online via the HSE website www.hse.gov.uk after advice from the Health and Safety Advisor.

Communicable Diseases

Due to the age and number of children present in camps it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled “Guidance on Infection Control in Campss and other Childcare Settings”.

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in campss, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

Activity Safety

Including out of camps learning activity/trips etc

Camp Leaders are required to undertake suitable risk assessments for each aspect of their activity that consider appropriate health and safety matters.

All leaders of out of camps activities must complete full risk assessments, in line with Camps polices, in consultation with the senior leaders. This includes but is not limited to any trips/bus travel, off site activities.

Drugs and Medication

The local arrangements are as follows:

- Parent/carer requests for medicines to be administered to their children must be received in writing using a form available from the camp lead.
- Only prescribed medication will be allowed to be administered.
- Non-prescribed medication must be administered by a parent or guardian of the child concerned.
- Appropriately qualified/ trained first aid staff will administer medication.
- Medicines will be secured in a medical cabinet or lockable medicines fridge.
- The amount of medication and the time given must be recorded and the form signed by the member of staff who has administered the medication. Parents will be notified if medication is administered.

This process will be overseen by a nominated member of the Senior leadership team (camp lead/SEND lead/Safeguarding lead at the camps.

Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Staff and children may not bring their own personal electrical appliances into the camps unless they have had the earth-bond and insulation checked by a competent person.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

The Camps should appoint a “Responsible Person” (SEND lead) who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties.
These include:

- Holding and reviewing an Emergency Evacuation Plan.
- Ensuring appropriate procedures are in place to call and liaise with the local Fire and Rescue Service.
- Ensuring that Personal Emergency Evacuation Plans (PEEPS) for staff or children with impaired mobility have been completed.
- Ensuring that Fire wardens have been appointed at the Camps.
- Organising and recording fire drills.
- Ensuring appropriate fire safety records are being maintained.
- Ensuring that staff have received appropriate fire safety training for their position.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

First Aid

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However Molly’s Gift have decided that because they provide a service for others, including children and staff they will consider them when making their assessment of first aid needs. Advice and guidance are provided in the HSE document L74 “First Aid at Work”.

A first aid assessment of needs for the Camps has been undertaken by the Camps SEND lead A copy of the completed assessment is located in an appropriate location on site. This can be accessed by relevant and required persons. This assessment determines an appropriate level of first aid cover for the Camps**.**

It is usually necessary to ensure that there is at least one first aider available at all times.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid or equivalents. *(Whichever is deemed most appropriate)*. This training will be monitored and refresher training provided at the required intervals.

Details of the nominated persons with first aid responsibilities are on prominent display around the Camps site.

The Camps shall ensure that appropriate first aid equipment is suitable located and maintained around the Camps site as determined by the first aid needs analysis.

Any accidents requiring first aid must be reported using the accident reporting procedure.

Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The Camps will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually. The material safety data sheets must also be kept up to date and stored with the risk assessments.

A COSHH assessment can be obtained by contacting the Camps's chef.

Housekeeping, cleaning and waste disposal

At the end of the day on a day -to-day basis, staff will:

- Ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- Ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.
- Dispose of glass and sharp objects safely.
- Tidy away any toys, items used so they are safely stored.

Jewellery

The camps guide for parents outlines guidance for the safe wearing of jewellery. Children and students are encouraged to wear only appropriate items of jewellery.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:
Avoid the need for manual handling, so far as is reasonably practicable;
Assess the risk of injury from any hazardous manual handling that can't be avoided; **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.
The SEND lead will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary

Employees are required to:

- Follow appropriate systems of work;
- Make proper use of equipment provided;
- Co-operate with their employer on health and safety matters;
- • Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. The Camps will ensure appropriate training records are maintained.

If a member of staff develops any medical/physical condition, the Responsible Person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Noise at Work

The Control of Noise at Work Regulations 2005 are in place to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in the Camps noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when approximately 2 m apart for at least part of the day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the Camps will:

- Assess the risks to employees;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

There should be consideration given to the effects of hand arm vibration caused by some machinery / tools and an appropriate risk assessment should be carried out. More information and a calculator can be found at:

https://www.hse.gov.uk/vibration/hav/vibrationcalc.htm

Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

PPE should be properly assessed before use to ensure its suitability and must be maintained and stored properly. Employees should be provided with instructions and training on how to use PPE safely and be supervised to ensure the equipment is being used correctly, by their line manager

PPE is defined in the regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the identified risks cannot be reduced by other means.

Subject areas provide children and students, teaching and technical staff with suitable PPE in accordance with their risk assessments. PPE identified for use in a particular situation must be worn when necessary by the identified persons.

Playground / Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. children).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so.

Molly's Gift recognises that it has a duty of care to all children, and this includes ensuring that playground equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis by appropriate staff, before children play on it.

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Risk assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Camps will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment by appropriately qualified and identified staff.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

All risk assessments will be maintained in an appropriate location on site.

Camps trips and off-site activities

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (children) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

No visit will be allowed to proceed unless an visits risk assessment has been completed and the visit has the approval of Leandra Welband.

Camps Security

Specific responsibility for Camp security is not set down in legislation. However, camps security is related to health and safety. Therefore, the camp lead should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and children.

The two principal aspects of security in camp are are the security of camps premises during camps hours and the personal safety of staff and children.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security
- Lockdown due to civil disturbances etc.

Internal/ External Agencies:

- Police – in particular, Crime Prevention and Camps Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

Smoking

The campss are non-smoking sites.

Staff Consultation and Communication

Any matters of health and safety raised by staff shall be communicated to the camp lead.

Training and Development

Molly's Gift are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.
Induction training will be provided to all new employees appropriate to their role.

Violence/Personal Safety of Staff

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within the Camps will not be tolerated. Consequently, a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. The Camp lead/ SEND lead is responsible for undertaking a risk assessment to cover potential violence at work.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures.

Glossary of Health and Safety Terms

Accident

An undesired event resulting in death, injury, damage to health, damage to property or other form of loss

Allergen

Substance causing an allergic reaction in a person who is sensitive to that substance

Appointed Person

A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)

Asbestos

Hydrated magnesium silicate in fibrous form

Compliance

The act or process of fulfilling requirements.

Control of Substances Hazardous to Health - COSHH

Regulations promoting safe working with potentially hazardous chemicals

Designated Person

A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)

Fires

Class A - Fires in ordinary combustible materials such as wood, cloth, paper, etc.
Class B - Fires in flammable liquids and liquefiable solids or electrical fires **Class C** - Fires involving gases.
Class D - Fires involving combustible metals such as potassium or sodium **Class F** - Fires involving cooking oils or fats

Good Practice

HSE definition: Those standards for controlling risk which have been judged and

recognised by the HSE as satisfying the law when applied to a particular relevant case in as appropriate manner. (See Best Practice).

Hazard

Potential for harmful effects

Health & Safety Executive

Organisation responsible for proposing safety regulations through-out the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance

Improvement Notice

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken

Incident (or Near Miss)

A generic term for those events that do not cause significant harm but which might have done so under different circumstances

Manual Handling Operations

Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object

Near Miss

See "Incident"

Policy

A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy

Prohibition Notice

A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

Regulation

A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

Risk

A quantifiable expression of the likelihood of injury or harm resulting from a hazard

Risk Assessment

A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards

Risk Management

The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits

Safe System of Work

A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety

Safety Culture

A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

Ventilation

Movement of air, usually associated with the introduction of fresh air