

Health and safety policy

This is the statement of general policy and arrangements for:
Wolves Play Café Community Interest Company

Lisa Stallard
 (Director/Co-Founder) has overall and final responsibility for health and safety

Helen Stallard
 (Director and Play Leader) has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	LStallard/HStallard and facilitators	Carry out dynamic risk assessments on hazards Ensure any hazards are highlighted by signs and labels Ensure all staff and members of the public are made aware of hazards Follow infection control prevention measures
Provide clear instructions and information and adequate training to ensure staff are competent to do their work	LStallard/HStallard and facilitators and Host spaces	Undertake briefings with staff and facilitators involved in delivering activities Ensure partnership agreements/meetings are in place with host spaces Routine review of procedures at quarterly meetings of WPC Board of Directors
Engage and consult with employees on day-to-day health and safety conditions	LStallard/HStallard and facilitators and Host spaces	Undertake briefings with staff and facilitators involved in delivering activities Ensure partnership agreements/meetings are in place with host spaces
Implement emergency procedures – evacuation in case of fire or other significant incident.	LStallard/HStallard and facilitators and Host spaces	Ensure partnership agreements/meetings are in place with host spaces Make members of the public aware of muster points during initial registration Ensure registers are completed for each visitor to Wolves Play Café, to be used in event of emergency Have first aid kit available and first aider available. Be familiar with local emergency locations and numbers
Maintain safe and healthy working conditions, e.g. extreme weather conditions	LStallard/HStallard and facilitators and Host spaces	Daily check of equipment to ensure resources used for sessions are fit for purpose by facilitators Appropriate cleaning of resources after every session Daily check of local weather forecasts to plan for possible need for cancellation of session

Signed: 	Lisa Stallard	Date: 07/09/2019, 04/03/2020, 09/09/2020, 27/01/2022, 31/01/2023, 23/01/2024
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Next review scheduled for: **January 2025** or if there a change in circumstances, near-miss or accident occurs.

Health and safety law poster is displayed	in Policy Folder
First-aid box is located:	In host venue and WPC equipment box, c/o Play Leader
Accident book is located:	In host venue and WPC equipment box, c/o Play Leader

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>