

Health & Safety Policy

A. STATEMENT OF INTENT

1. Littlehampton Child Contact Centre is committed to ensuring the health, safety and welfare of its volunteers and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as is reasonably practicable. In particular we will, so far as is reasonably practicable, provide:

- a. Premises which are well maintained and in a safe condition
- b. Environments that are safe and without risk to health
- c. Equipment and systems of work that are safe and without risk to health
- d. Arrangements to identify and assess/minimise risk to volunteers and others who may be affected by our activities
- e. Sufficient information, instruction, training and supervision to ensure the health and safety of volunteers and others who may be affected by our activities
- f. Adequate facilities and arrangements to enable volunteers to be consulted on any matter relating to their health, safety and welfare whilst at work

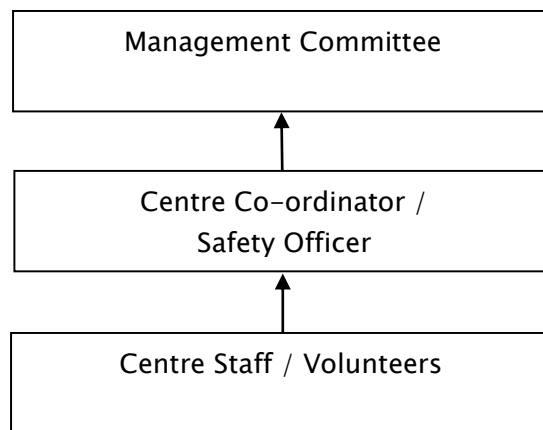
2. The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and, if necessary, revised to reflect any changes in organisational or legislative requirements.

B. ORGANISATION

Littlehampton Child Contact Centre operates within Littlehampton Baptist Church who have overall responsibility for the safety of their premises.

The successful implementation of this policy requires total commitment from all volunteers within the organisation. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions.

1. Line of Reporting



2. Health & Safety Responsibilities

Management Committee

- a. Responsible for ensuring that this Health & Safety policy is followed by all volunteers.
- b. Responsible for approving any action recommended by risk assessments undertaken by the Centre Co-ordinator or Safety Officer.
- c. Responsible for investigating any accidents with Centre Co-ordinator/Safety Officer that have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Centre Co-ordinator / Safety Officer

- a. Responsible for co-ordinating Health & Safety matters for the organisation.
- b. Responsibility for ensuring this policy is put into practice at the Centre.
- c. Responsibility for carrying out risk assessments as appropriate including an assessment into the risk associated with pushing and pulling of loads.
- d. Responsibility for reporting the findings of risk assessments to the Management Committee who will also approve any action required to remove or control risks.
- e. Responsibility for ensuring the action required is implemented and that these actions have removed or reduced the risks.
- f. Responsibility for reviewing risk assessments annually or when the work activity changes, whichever is soonest.
- g. Responsibility for checking that new equipment meets health and safety standards before it is purchased.
- h. Responsibility for recording all accidents, incidents, near misses and cases of work-related ill health in the accident book and for reporting accidents under RIDDOR – the Team Leader is the nominated person for this in the absence of the Co-ordinator/Safety Officer.

- i. Responsibility for investigating accidents, incidents, near misses and cases of work-related ill health for the organisation following the investigation procedure and will act on findings to prevent a recurrence.
- j. Responsibility for providing induction training for volunteers and consulting with volunteers on Health & Safety issues.

All Centre volunteers (including those mentioned above)

- a. Responsibility for co-operating with others on health and safety matters.
- b. Responsibility for not interfering with anything provided to safeguard their health and safety.
- c. Responsibility for taking reasonable care of their own health and safety, complying with any rules or regulations in place and any safe systems of work.
- d. Responsibility for using equipment in accordance with instructions and training provided, not intentionally damaging or recklessly interfering with anything provided for the health and safety of themselves or others
- e. Responsibility to check that workplace precautions continue to work effectively to reduce risk.
- f. Responsibility for reporting on all health and safety concerns to the Centre Co-ordinator, Safety Officer or Management Committee as appropriate.
- g. Responsibility for reporting any accidents, incidents, near misses and cases of work-related ill health to the Centre Co-ordinator/Safety Officer or, in their absence, the Team Leader.
- h. Responsibility for following regulations regarding security.
- i. Responsibility for ensuring that any visitors and users of the Centre are made aware of emergency procedures and are supervised during an emergency evacuation.
- j. Responsibility for undertaking training as required.

Any volunteers failing to comply with these principles will be subject to disciplinary action.

C. ARRANGEMENTS

1. Emergencies

Fire and evacuation

All volunteers will know the evacuation routes and procedures outlined below and will be reminded of these at the beginning of each contact session.

- When a fire is discovered dial 999. The Centre telephone is located with the Co-ordinator or Team Leader and an additional phone is in the church office
- Press the Fire Alarm button located in the main entrance
- All persons to be evacuated from the building

- A copy of the register is to be taken by the person on the reception desks
- The telephone is to be taken by the Co-ordinator or Team Leader
- The Assembly Point is on the grass in front of Littlehampton Library
- The priority is to evacuate everyone from the building rather than to fight the source of fire

Fire exits: apart from the entrance door for Resident parents (Main Door) and the entrance door for Non-Resident parents (Car Park Door), there are also push bar fire exit doors in the small (waiting) room and in the lounge.

Fire extinguishers: fire extinguishers are located at both entrances to the building and in all rooms, except the main hall; there is also a fire blanket in the kitchen.

Telephone contact: all resident parents to be contacted by phone to inform them of the situation.

2. Security of Volunteers and Centre users

The Centre Co-ordinator/Safety Officer is responsible for ensuring that a security risk assessment is undertaken and implemented for the Centre volunteers and users.

Staff should request identification from any visitor they do not recognise and appears suspicious and should call the police if unsure.

The last person to leave the premises must ensure that the windows are closed, appliances and lights are switched off, doors are locked and alarm is set.

3. Illness, contagious and infectious diseases

To limit the possibility of an outbreak of infectious disease among other children and volunteers it is vital parents inform the centre if their child contracts a transmittable infection or contagion.

If you are having difficulty deciding whether or not to keep your child off for a session, some useful advice/guidance is available via the [NHS Choices website](#)

Category	Disease	Required time to be kept away from the centre (<i>once child is well</i>)
Rashes & Skin	Chickenpox	Avoid contact with other people for at least 5 days from the onset of the rash and until all blisters have crusted over. The child is not to return to the centre until all the blisters have dried and crusted over.
	German Measles	7 days from onset of rash
	Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment
	Measles	4 days from onset of rash
	Scabies	Until treatment completed
	Scarlet Fever	Until clinically recovered after appropriate treatments have been given

	Verrucae	None
Diarrhoea & Vomiting	Diarrhoea & Vomiting	Until diarrhoea and/or vomiting have settled (48 hours from last episode)
	E.Coli / Dysentery	Until clinically fit and no diarrhoea for at least 2 days
Respiratory	Whooping Cough	21 days from onset of typical paroxysmal cough OR 5 days from commencing antibiotic treatment
Others	Conjunctivitis	Until the child is completely well
	Glandular Fever	Until advised by GP that no longer infectious
	Hand, foot and mouth disease	Until clinical recovery
	Mumps	Until swelling has subsided (7 days min.)

Do I need to keep my child off school?

Whooping Cough 48 Hours after commencing antibiotics	Chicken Pox Until all spots have crusted over	Conjunctivitis No need to stay off but school or nursery should be informed	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever No need to stay off but school or nursery should be informed	Hand, foot & mouth No need to stay off but school or nursery should be informed
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies Until after first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek No need to stay off but school or nursery should be informed	
Impetigo Until lesions are crusted & healed or 48 Hours after commencing antibiotics	Flu Until recovered	Head Lice No need to stay off but school or nursery should be informed	Threadworms No need to stay off but school or nursery should be informed	Tonsillitis No need to stay off but school or nursery should be informed	



Certain diseases are statutorily notifiable under the Public Health (Control of Diseases) Act 1984 and Control of Infection Regulations 1988. It is the responsibility of the Doctor concerned to carry this out.

3. Accidents

A First Aid box is located in the kitchen and in the church office.
The nearest defibrillator is on the corner of the Council buildings

All accidents, incidents, near misses and cases of work-related ill health are to be reported to the Centre Co-ordinator (or nominated person in their absence) and recorded on an accident form. The Centre Co-ordinator or other nominated person is responsible by law for reporting serious accidents, diseases and dangerous occurrences under RIDDOR.
(See the *Section 2 - Health and Safety Responsibilities* for duties relating to the investigation of accidents).

Reviewed and approved: August 2026
Due for review on or before: August 2027