

People Health and Safety policy statement

It is the policy of People to provide safe and healthy working conditions for all its employees. It regards the promotion of health and safety measures and accident prevention as a mutual objective for management and employees at all levels.

People requires all staff to co-operate in establishing and maintaining safe and healthy working conditions and to avoid any action which may adversely affect the health, safety and welfare of others or themselves.

The Health and Safety Officer for People is the Chief Executive. The overall management of Health and Safety is delegated to a designated officer, currently the Finance and HR Manager.

People will ensure that it always has an appointed person for First Aid at the People Centre who has attended Emergency Life Support training.

Competent persons have been identified and trained for each area of People's work. They are responsible for carrying out risk assessments on an annual basis for each area. Together they meet as People's Health and Safety Working Group three times a year. Health and Safety is also a standing item on the agenda of People Management Team meetings and issues relating to health and safety may also be raised at any other team meeting.

People provides a non-smoking working environment in all offices and venues, which all staff are expected to abide by.

Detailed health and safety guidelines have been drawn up for each area of work and are covered during the new staff induction programme:

- Home visits
- Groups and premises
- The People Centre (comprising Cabin 1¹ and Cabin 2²)
- The People Pre-school (established January 2015)
- Resources
- Travelling and working away from the People Centre
- Scottish office (Eric Liddell Centre, Edinburgh)
- Training and qualification activities

The guidelines can be found in the Health and Safety Procedures (below).

¹ Cabin 1 is the first modular building in the car park at the Northfield Close entrance to the Oxford Academy

² Cabin 2 is the second modular building in the car park at the Northfield Close entrance to the Oxford Academy

Peep Health and Safety Procedures

1. Recruitment/Home visits including home programmes

For the guidance of home visitors:

- Always leave at the Centre the Peep Reference Number for each family you intend to visit, together with the time you expect to be back. Contact the Centre when your visits have finished or other number as agreed prior to the start of the visit.
- Always carry an attack alarm.
- Be careful about security; if you feel at all uneasy do not enter the house.
- If you feel uneasy about a dog, ask for it to be put into another room.
- Be courteous at all times. Remember you are a guest in people's home.
- Caution is needed when drinking hot drinks in the presence of young children.
- Relay any concerns to the relevant Project Manager
- In rural areas, mobile phones may not always have good reception. Advise your manager if you know this is likely to be the case before you go out to a visit and if possible take a second phone on a different network.

All staff doing home visits are trained in the use of the Verbal Alarm Code for Home Visitors which is to be used with they find themselves in a potentially threatening situation. They are also issued with guidelines for personal safety published by the Suzy Lamplugh Trust.

2. Groups

2.1 Responsibility for children in groups, and appropriate provision

- Peep Practitioners are issued with Early Learning Centre Choke Hazard Testers.
- It is made clear to parents/carers that they are responsible for their children at all times.
- Peep Practitioners are aware that they may in any session have children aged from 0-5 years.
- To ensure maximum supervision, Peep staff should avoid leaving the group session, e.g. a Peep Practitioner or Assistant should not take a child to the toilet.

2.2 Group premises

Peep has a Competent Person who is responsible for health and safety in group premises. It is the responsibility of this person to ensure that:

- owners of premises carry out regular health and safety checks
- a risk assessment of the premises is carried out in relation to their use by Peep which is checked and updated annually or as necessary. This risk assessment takes the following into account:
 1. In situ equipment
 2. Electrics – their use by Peep staff
 3. Shelving and storage
 4. Flooring
 5. Emergency exit and access
 6. Doors and windows

- 7. Substances
- 8. Heating arrangements

Where a Peep Practitioner is working alongside a member of staff from a partner organisation which provides the venue, then no separate People risk assessment is needed. Any concerns regarding the venue should be passed to a People Project manager or competent person.

Before groups can start running, the premises are checked to make sure that they are accessible to everyone and clean.

On a weekly basis the following are applicable:

- Children are the responsibility of their parents or carers at all times. During talking time, when adults may be involved in a task or discussion, the Peep Practitioner and Assistant (if present) need to be actively aware of the safety of children.
- Premises are checked to make sure that they are clean, roomy, adequately ventilated and heated in cold weather, and that there are accessible toilet facilities.
- Peep Practitioners check before the session that furniture is safely stacked, and warn parents, carers and Group Assistants of any 'out of bounds' areas for children. Each Peep group has access to a first aid box, both in free-standing groups and in pre-school settings. First aid boxes contain dressings, a triangular bandage, and plastic gloves for use by staff, parents and carers. Any medication given to children is the responsibility of the parent or carer.
- People staff should be familiar with the fire regulations, emergency procedures and practices in the Peep Centre (both Cabins), and in all those premises not belonging to People in which they work. Peep Practitioners should draw the attention of all those present at group sessions to the regulations, and ensure that in an emergency, all those attending their group exit efficiently. Peep Practitioners are to keep accurate records of those present.
- Peep Practitioners should fill in an accident record sheet and ensure that it is given to the designated officer with responsibility for keeping accident records. (See attached list)
- Incidents in groups should be recorded on incident forms, kept in registers for later collation and review at the Centre.

2.3 Group agreement

- No running
- Keep hot drinks away from young children. Hot drinks should not be placed on the floor or left unattended where young children can reach them. Additionally, practitioners need to follow the policy of the Children's Centre or any other venue they are working in with relation to hot drinks.
- Recommendation that children take their shoes off (if appropriate)
- No climbing on furniture
- Kettle to be used and stored out of reach of children

3. Peep Pre-school

The following risk assessments are carried out by competent persons annually at the Peep Pre-school: personal health and safety, COSHH, fire risk. The risk assessment takes into account personal safety of both staff, children and families using the premises.

Fire alarms are tested weekly. A visual inspection of the fire blanket is made weekly and visual inspection of fire extinguishers is carried out monthly. All checks must be recorded in the Fire Log Book.

Peep has nominated keyholders for the Peep Pre-school.

An accident book is kept on the premises and all accidents involving staff or families should be recorded on a separate sheet.

Children are the responsibility of the Pre-school staff at all times according to the staff to child ratios set by Ofsted. General rules about health and safety are:

- no running
- care when handling hot drinks (keep away from children – never leave on floor)
- no climbing on furniture
- kettle to be used and stored out of the reach of children
- all scrap materials used should meet the Peep Scrap health and safety guidelines
- computer and photocopier/printer to be used and stored out of the reach of children

A ladder is kept on the premises and should be used for accessing the fire alarm panel, light fittings and high shelves in the store room.

A minimum of 2 staff must be in the premises for it to be open to the public. Anyone on the premises at other times on their own should ensure that their manager or another member of staff knows that they are there.

4. Scottish Office (Edinburgh)

The following risk assessments are carried out by competent persons annually at the Peep office at the Eric Liddell Centre, 15 Morningside Road, Edinburgh, EH10 4DP: personal health and safety, COSHH, fire risk. The risk assessment takes into account personal safety of both staff and visitors using the premises. An accident book is kept on the premises and all accidents involving staff or visitors should be recorded on a separate sheet.

Further details of health and safety procedures for the Scottish Office are detailed in a separate document.

5. Resources

5.1 Contents of play-packs

- Packs should be appropriate for intended age range with regard to health and safety
- Manufacturers' age recommendation must be regarded as important
- Age for which a pack is suitable must be clearly labelled on the pack

5.2 Lending to families

Families are asked to sign the Disclaimer Form when they first borrow books or a pack from Peeple:

We hope you will borrow books, toys, mobiles and other items to take home with you. Please take care of them and return them in a good, clean condition, ready for others to use.

We have taken great care in choosing safe things that you can borrow. However, it is up to you to make sure that they are used safely. Peeple and its workers take no responsibility for any accident or damage to persons or property that may result from the use of any item borrowed from the project.

I understand that Peeple and its workers take no responsibility for any accident or damage to persons or property that may result from the use of any item borrowed from the project.

Signed:

5.3 Scrap/ recycled materials

Peeple offers scrap materials for families to take home, and recommends that it is used under adult supervision.

The following points should be considered when selecting quality scrap from the scrap store for use in the Peeple project:

a) choking

- check small items with a **choke hazard tester**
- avoid polystyrene chippings which can block a child's airway if swallowed
- dispose of any polythene bags used to contain scrap items
- fluffy, furry items where fibre is loosely fixed can cause throat irritation, coughing or choking

b) toxicity

- beware of coated items where the coating can be rubbed or sucked off
- beware of painted items where the paint can be chipped or sucked off
- some types of old sponge and rubber can disintegrate into small particles which can be swallowed

c) wounding

- avoid items with sharp edges
- avoid long sticks
- avoid items with pointed ends
- some items can snap, splinter or shatter during play
- never consider glass or rusty items
- be wary of rigid items with small gaps where children could pinch fingers or trap their tongues

6. Training and qualification activities

This section refers to training delivered by Peep staff and freelance trainers for professionals working for other organisations and to Peep Practitioners offering parent/carer accreditation as part of their Learning Together programme delivery.

6.1 Peep training for professionals (delivered through the Peep trading subsidiary Peep Learning Ltd)

Peep will do its utmost to ensure that venues are safe for learners and trainers through the use of the venue checklist form. Trainers are requested to check that the venue meets health and safety requirements prior to commencement of training. In the event that those requirements are not met, the trainer should consult with the Training Manager and not proceed with the training unless the venue can be made safe.

For in-house training carried out under training agreements with local authorities, health and safety shall be the responsibility of the local authority and Peep shall bear no responsibility.

6.2 Parent/carer accreditation

Peep will do its utmost to ensure that venues are safe for learners and those delivering Peep courses to parents/carers. This will be achieved via guidance to practitioners and verified during Peep Internal Quality Assurance delivery visits. Peep practitioners working for other organisations should report concerns to their own employer, following their own policies and procedures. Freelance trainers working for Peep should notify the venue of concerns where possible and inform Peep. If there is any doubt about safety, courses should be cancelled until concerns are resolved.

7. Travelling and working away from the Peep Centre

Peep staff may travel throughout the UK on Peep or Peep Learning Ltd (PLL) business, for example to deliver mentoring, training or attend meetings. Peep has conducted a risk assessment to identify the risks involved in travelling and working away from the Peep Centre and guidelines will be issued to new staff if relevant to their job.

The guidelines cover:

- travelling by car
- travelling by public transport
- travel by cycle
- Personal safety (risk of attack)
- Hotels and B & B accommodation
- Working in non-Peep venues
- Overall safety of the journey and stress reduction

Peeples requires all staff who travel on Peeples (including PLL) business to read the more detailed guidelines provided by the Suzy Lamplugh Trust e.g. "Personal Safety at work for you" and hold a discussion about personal safety issues with their manager or the Finance and HR Manager.

8. General workplace health and safety (all buildings and all staff)

- Care is taken that computer monitors, chairs, desks and lighting all comply with regulations and are appropriate for the people who use them.
- All staff receive basic Display Screen Equipment (DSE) training. Those who use DSE (i.e. computers) for 5 or more hours a week are required to undertake further training and complete an annual risk assessment. Peeples is responsible for ensuring appropriate equipment is provided and employees are expected to follow advice on correct use of the equipment and report any problems that arise in using the equipment promptly so that appropriate action can be taken to resolve the problem.
- Equipment and storage in all premises, especially in the kitchens and the toilets, must comply with Health and Safety regulations.
- Portable electrical appliances are tested annually (heat generating appliances) and bi-annually (computer equipment etc.).
- An account of all accidents should be entered in the Accident Book. There is an Accident Book in each separate building.
- Manual handling training is carried out for all new staff and volunteers. Peeples is responsible for risk assessments and ensuring appropriate equipment is provided (see below). Employees are expected to follow advice on correct use of the equipment and report promptly any problems (including those relating to health or injury whether at work or outside work) that arise in lifting and carrying at work so that appropriate action can be taken to resolve the problem.
- Appropriate storage is provided, avoiding regular use of shelving above head height.
- Approved trolleys should be used for carrying heavy items.

9. Fire safety

9.1 Fire safety awareness

All staff will receive a short fire safety awareness training session at the start of their employment which will be reinforced by fire drills every 6 months.

Visitors to the premises attending training or groups or here for a substantial period of time should be made aware of the fire evacuation procedures.

9.2 Fire Evacuation Procedures

Peeples Practitioners and Assistants follow the instructions posted up in the various group premises, with which they should be familiar.

In the Peeples Centre (also known as Peeples Cabins 1 and 2), the instructions are posted on notice boards, by exit doors, in the Training Room and other suitable locations.

In case of fire in the Cabins Building 1:

- If you discover a fire, raise the alarm. A bell is kept at the Front Desk.
- Everyone shuts doors and windows near them¹.
- All leave premises either by the main door or the fire exit door in the Training Room.
- The Fire Marshal, or in her absence, another member of staff, sweeps the cabin to make sure that everyone is out, and then telephones the Fire Brigade from the nearest accessible telephone. Disabled and pushchair access is via the main door. If the other exit is closer or the main door is blocked then staff will assist wheelchair users and visitors with pushchairs to get down the step at the other exit.
- Assemble in the car park at good distance from the buildings. Remain there until advised that it is safe to re-enter the building/leave the site

In case of fire in the Cabins Building 2:

- If you discover a fire, raise the alarm. A bell is kept at the Front Desk.
- Everyone shuts doors and windows near them³.
- All leave premises either by the front door, or by the fire door in the Delivery Staff office next to the Meeting Room.
- The Fire Marshal or in her absence one of the Managers checks that everyone is out, and then telephones the Fire Brigade from the nearest accessible telephone. Disabled and pushchair access is via the main door. If the other exit is closer or the main door is blocked then staff will assist wheelchair users and visitors with pushchairs to get down the step at the other exit.
- Assemble in the car park at good distance from the buildings. Remain there until advised that it is safe to re-enter the building/leave the site

In case of fire at the Peep Pre-school:

- Sound the alarm
- Close doors and windows (if possible).
- Leave premises either by the front door, or by the rear fire exit doors through the garden.
- Disabled and pushchair access is via the main door. If the other exit is closer or the main door is blocked then staff will assist wheelchair users and visitors with pushchairs to get to the other exit and get down the step.
- The manager if present, or another member of staff checks that everyone is out, telephones the Fire Brigade from the nearest accessible telephone, and notifies the People Centre in Oxford.
- Assemble on grass outside the front of the building well away from the building.

In case of fire at the Eric Liddell Centre:

- *Staff to follow guidance of the Eric Liddell Centre*

9.3 Fire risk assessment

³ In the event of suspicious packages, doors and windows should be left open.

A fire risk assessment of both Cabins, the Peep Pre-school and the Scotland office will be carried out once a year by the designated officer or a proxy for remote offices (see attached list). A fire precautions log book is kept in each separate building.

9.4 Emergency Plan

An Emergency Plan is displayed on the notice boards of both Cabins which includes details of how to identify the mains supply for electric, gas and water. A copy is also kept off the premises by the designated officer (see attached list).

10. Suspicious packages and bomb threats

If a suspicious letter or package is found, staff must not approach or touch it under any circumstances. It should be reported to a Fire Marshal or Peep manager, who will:

1. Ensure that everyone vacates the premises.
2. Advise that there is no need to close windows and doors.
3. Ring 999 and report the situation.

11. Personal safety and wellbeing

11.1 Not working alone

For reasons of personal safety, situations where a sole person is working in either of the Peep Cabins should be avoided. The Locking Up and Personal Security Policy sets out Peep policy and procedure in relation to working alone.

- There should always be at least 2 people on the premises except in exceptional circumstances
- Good liaison between staff in the two buildings is essential to ensure that the last two can leave at the same time
- If a staff member is working alone in either building then they should ensure that all outer doors are locked.
- If a staff member is the only person left on the premises then they must notify a family member, friend or colleague and inform them as soon as they have left safely

11.2 Incident reporting

Employees must report any incident or worries concerning personal safety to their line manager. A record should be made of such incidents, however trivial. It is only by identifying the circumstances of each incident that preventative measures can be determined.

11.3 Legal proceedings

Where employees have been subjected to violence in the course of their work, Peep will give support, including time off where necessary, but will not subsidise or conduct an employee's own legal proceedings.

11.4 Eyesight

- People will pay for an eyesight test for regular users of Display Screen Equipment (if the employees request it). No reasonable request should be refused and further tests may be requested every two years, or as recommended by a relevant specialist.
- If, after the eye test, spectacles are found to be necessary, then the individual is free to take the prescription to an optician of his/her choice. The employee is responsible for paying for the cost of the spectacles, unless the optician advises that the special spectacles are needed only for DSE work (for example, prescribed for the distance at which the screen is viewed) and not needed in other circumstances.
- If special spectacles are needed (i.e. for DSE work only) People will pay the cost in full of a basic corrective appliance.
- Further and general guidelines can be found in the Health and Safety Executive (HSE) "Working with Display Screen Equipment" leaflet, copies of which are displayed on notice boards.

11.5 Smoking

Smoking is prohibited in all People's working areas.

11.6 Stress

People management takes the issue of workplace stress seriously. If you are stressed about something at work then you should talk to your line manager or the CEO.

The Health and Safety Group will consider the issue of stress in the workplace at least once a year and make recommendations to the Management Team for relevant action including issues of "work life balance".

11.7 Pregnancy

When People has been notified that a member of staff is pregnant, has recently given birth or is breast-feeding, a health and safety risk assessment will be conducted for the member of staff in question, by the competent person responsible for their area of work.

Once the assessment has been completed People will take the appropriate action to ensure that any risks identified are controlled, removed or if possible prevented.

12. Young persons

There are additional Health and Safety requirements concerning the environment that a young person (under 18 years old) can work within. This means that modified risk assessments (to the standard ones completed for People staff) have to be completed with the young person in mind. When a young person starts work in People the responsible competent person will ensure that the young person and the People member(s) of staff they are working with are aware of the additional safeguards/procedures that need to be put into practice.

Designated Officers

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| Health and Safety Officer | Sally Smith, CEO (day to day management delegated to Janet Sly, Finance and HR Manager) |
| Competent Person Cabin 1 | Janet Sly |
| Competent Person Cabin 2 | Lisse Honeyman |
| Competent Person Group Venues | Janet Sly |
| Competent Persons Home Visits | Lisse Honeyman |
| Competent Person Peep Pre-school | Lindsey Hart |
| Competent Person Edinburgh office | Marie Mackenzie |
| Fire Marshals Cabin 1 | Janet Sly |
| Fire Marshal Cabin 2 | Lisse Honeyman |
| Fire Marshal Peep Pre-school | Manager in charge |
| Fire Risk Assessor | Janet Sly |
| Accident Book | Janet Sly |
| First Aid appointed person (Cabins) | Lindsey Hart and Marie Mackenzie |
| First Aid appointed person (Pre-school) | Lindsey Hart (all staff have received training) |
| Emergencies: | |
| Emergency Incident Controller | Janet Sly |
| Deputy Incident Controller | Lisse Honeyman |
| Overall Responsibility | Sally Smith (CEO) |

A copy of People's emergency plan is kept off the premises by Janet Sly, Finance and HR Manager

Policy updated February 2007, October 2009, June 2011, October 2011, December 2014 & Sept 2015

Mobile phones in rural areas amendment July 2012

Pre-school added December 2014

Training and qualification activities added February 2016