



Health and Safety Policy

Mountain Movers believes that the health and safety of our service users is of paramount importance.

Mountain Movers is a safe and healthy place for all service users, committee and trustee members.

We make our setting a safe and healthy place for service users, committee, trustee members and any outside visitors and volunteers by assessing and minimising the hazards and risks.

We identify risks taking into account who is at risk, the likelihood of the risk happening, and the severity and possible impact of the risk.

We put procedures in place to ensure that any risks that are identified can be minimised or eliminated - these procedures are regularly reviewed to ensure that they remain effective.

*Where the term “parent” is used, this refers to any adult who is the legal responsible adult/guardian for any minors who are attending Mountain Movers activities with them.

Aim

We aim to make all service users, committee members and trustees aware of health and safety issues and to minimise the hazards and risks.



While Mountain Movers is not responsible for the health and safety provision of Rhos community centre, we do liaise with the community centre caretaker to ensure that it meets our needs.

Mountain Movers trustees are responsible for each aspect of the policy which adheres to the 1974 Health and Safety act. All service users, committee members and trustees are made aware of safety rules and practises when they join Mountain Movers and our policies are available to view.

Any off-site visits with our service users includes both children and their parents. The parents are reminded that it is their responsibility to be with their children at all times and all off-site visits are assessed and their health and safety policies checked. Children are the sole responsibility of their parents at all times.

When we select outside contractors we ensure they adhere to health and safety policies and that our service users, committee and trustees are aware of these policies.

Violence and abuse towards service users, committee members or trustees is not accepted and a strict policy of reporting issues and dealing with them is adhered to. Incidents and accidents are reported to and recorded by a committee member or trustee.

All service users, committee members and trustees complete a form every week with medical needs, allergies and emergency contact numbers available.

Health and Safety

At Rhos Community Centre for Swansea Valley activities, we use the door facing the carpark driveway as our general entrance and exit door.



The following procedure applies to this entrance:

- The main door is to be kept locked at all times;
- A wireless doorbell has been installed by the building owners for Mountain Movers (please ring this bell and someone will grant you access);
- Once entered into the building please sign in at the door, detailing time and number of children with you.

When leaving the building (even for a short period) please ensure someone:

- Knows you are leaving (for fire safety reasons);
- Is available to lock the door behind you.

Unaccompanied young persons wishing to leave the building - if your child wants to leave the building without you, please note this is completely at the parents' discretion and for them to be satisfied with all safety risks. Parents are always ultimately responsible for their children's safety.

There is a carpark next to the hall and we ask all our service users to be aware of their children at all times.

Mountain Movers is a no-smoking environment. Please do not smoke either in the building or close to the entrance doors. This includes vaping and e-cigarettes. Alcohol, illegal substances and what are known as "legal highs" are strictly banned from any Mountain Movers activity and any member found in possession or under the influence of said drugs and/or alcohol will be asked to leave immediately and have their membership terminated.



We ask that hot drinks are only consumed in a safe and sensible manner and that care is taken not to place them within a child's reach or in any other place which may cause harm to someone. Mountain Movers takes no responsibility for the consumption of hot drinks. This is at the service users' own risk.

The committee and trustee members make sure that any unknown person who may seek entry to the building is stopped and assessed as needing to enter the building before they proceed.

Fire emergencies

Rhos Community Centre adheres to its Fire Safety policy and we are aware of the policy, including testing of alarms and evacuation procedures.

A number of trustees and committee members have completed Fire Marshal training.

The centre has fire equipment in prominent areas and they all have clear instructions.

The main door and the fire doors are easily accessible and kept clear at all times.

Fire extinguishers and other fire-fighting items are provided by Rhos community centre.

If a fire is detected within the building the fire alarm should be sounded to alert everyone present.

Remember that there are other rooms in the building as well as the hall.

In the event of an emergency:

- All users will be asked to:



- Take their child(ren) and calmly leave the building following the nearest unobstructed route (remaining calm is especially important in the presence of small children who may not understand what is happening);
 - Leave all personal belongings where they are;
 - Leave the building by the closest fire exit and assemble inside the children's outside play park.
- The sign-in form will be taken out by a trustee and numbers will be checked to ensure all persons are out of the building.
 - All attendees must remain at the assembly area until they are cleared to either return to the building or leave the premises by the trustees.

If a real fire or other emergency requiring help has occurred the emergency services will be contacted as soon as it is safe to do so. The emergency situation will be reported to Rhos Hall management.

Activities and equipment

We provide equipment and resources that are safe for the ages and stages of the children attending the sessions (minimum age 5 years - i.e. compulsory school age). Whilst we allow younger siblings to attend, we do not cater for them and therefore parents must ensure their safety at all times as some toys and activities will not be suitable or safe for children under the age of 5 years.

The layout of play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any broken items are repaired or discarded.



All materials, including paint and glue, are non-toxic.

We provide furniture which is suitable for children and furniture which is suitable for adults.

In the event of a messy play activity care should be taken when walking nearby as the floor may be wet or slippery.

Illness and first aid

A number of trustees and committee members hold up-to-date first aid training.

We ask parents/carers and children who are unwell not to attend the sessions to ensure that they recover from the illness as swiftly as possible and to prevent the infection of other children and adults.

In the instance of vomiting or diarrhoea, service users, committee and trustees are asked to wait for 48 hours after the last occurrence before attending Mountain Movers.

Although children in attendance at Mountain Movers are under the supervision of their parents, we hold a basic first aid kit for accidents that happen during the session. This kit is placed so that it is easily accessible to adults but out of reach of the children. First aid will only be given to a child with the consent of their parent/carer.

Abandoned child

In the event that a child is left alone at the end of a session with no parent or carer, all reasonable attempts will be made to contact the parents or nominated carers.



Under no circumstances will trustees, volunteers, or committee members look for the parent beyond the premises, or they take the child home with them. The child does not leave the premises with anyone other than the parents or nominated carers.

In the event that parents cannot be contacted within a 30 minute timescale, Mountain Movers will contact the local Police and Social Services to hand over responsibility for the care and wellbeing of the child and for them to locate parents.

Missing child

It must be stressed that children who are in attendance at Mountain Movers are under the supervision of their parents or carers. If a child is found to be missing it is not the responsibility of Mountain Movers to locate them, though any committee members/ trustees present will offer help.

As soon as it is noticed that a child is missing, the group should be alerted so that a search of the building and its surroundings can be carried out and the police alerted if necessary.

Service users will be asked to make sure no other child has also gone astray. Any committee/trustee members present should talk to parents/carers to find out when and where the child was last seen, what they were wearing and record this information. If necessary, the committee/ trustees will be fully prepared to help the police in their investigation.

Food hygiene

Trustees ensure a sufficient number of trustees, committee members, and volunteers hold up to date food hygiene certificates as appropriate to the needs of the charity.



We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. We use reliable suppliers for the food we purchase. Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

Food preparation areas are cleaned before use as well as after use.

We provide hand-washing for children and parents/carers to wash their hands before eating. Waste food is disposed of.

Responsibilities

It is the responsibility of:

Trustees

- As far as practically possible, to ensure service users comply with this policy;
- To ensure that the paperwork is removed on exit during a fire or drill;
- To ensure that activities are attended by volunteers/trustees who have received appropriate training.

All Service users

- To ensure that they know where their children are;
- To fill in the attendance sheet on entering and exiting (for the session) the building;
- To ensure that they do not let any child leave the building without permission;
- Assist and comply with all safety instructions.



Policy last reviewed: June 2023..
Date for next review: May 2024.

Signed:

A handwritten signature in black ink, appearing to be 'CT', written over a light blue horizontal line.

Name: Catherine Tuck
Position: Chair

Reviewed: September 2024

Signed:

A handwritten signature in black ink, appearing to be 'CT', written over a light blue horizontal line.

Name: Catherine Tuck