

MTCA Health & Safety Policy

Health & Safety Policy for Midlands Tamil Cultural Association

The governing body of the Midlands Tamil Cultural Association (Hereafter referred as MTCA) recognizes the importance of health and safety and welfare of all members including the Administrative members, Academic members, Parents and students during our school hours at our designated premises or carrying out the activities representing our supplementary school or the association outside school hours anywhere else.

MTCA comply with the health and Safety at Work Act 1974 and the Education (School Premises) Regulations 1999, and we proactively work on ensuring health and safety measures at our association and each member of the association is undertaking following responsibility.

- Appoint Health & Safety lead during Annual general meeting or Extra Ordinary members meeting upon the invitation of the President & Secretary.
- Enabling and maintaining a safe environment.
- Taking reasonable care for the health and safety of everyone including themselves, visitors and the premises.
- Reporting all accidents, incidents, which have caused injury or damage or may do so in future.
- Undertaking relevant health and safety training when required to do so by the Health & Safety Lead. Any member who disregards safety instructions or recognized safe practices will be subject to disciplinary procedures.

MTCA has appropriate insurance cover including public liability cover to support the BAU process.

Responsibilities of the registered Health & Safety lead:

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the MTCA. The registered person will ensure that:

- A copy of the current Health and Safety At work poster is displayed in our official website.
- All members receive information & updates on health and safety matters, and receive training where necessary.
- The Health and Safety policy and procedures are reviewed regularly.
- Implementation of the health and safety procedures across MTCA.
- Resources are provided to meet the standards and responsibilities of MTCA.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the Board & the members

The board members are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The hired premises are used by and solely available to the MTCA activities during opening hours
- All the necessary equipment is safely and securely stored to meet the health and safety standards.

- Children are only allowed in the Reception office, Sports hall & Kitchen without adult supervision.
- A working telephone contact is always available on the premises.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.

Security

Children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During School hours all external doors are kept locked, with the exception of fire doors which are alarmed. A member of the community is available to monitor the entrances and exits to the premises throughout the session.

All visitors to MTCA must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the Health & Safety Lead, in consultation with the board members and parents.

Equipment

All furniture and required equipment are kept clean, well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken equipments are disposed of promptly. We ensure that any flammable equipment is stored safely.

Food and Personal hygiene

Members of MTCA maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- Toilets are cleaned regularly and soap and hand drying facilities are always available.
- Members are educated in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Parents ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on Children and Adults) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Resource levels

Resource ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Compliance with Health & Safety Policy of the hired premises:

MTCA acknowledge the responsibility and liability of implementing practically feasible health and safety policies and procedures guided by the hired premises and government directives. The board and the Health & Safety lead take responsibility of discussing with relevant authorities & third parties (if necessary) to improve best practices at MTCA in terms of health and safety standards.

Document Owner and Approval

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The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

The policy was approved by

K. Siva Yogaiswaran.

on 26.3.25

and is issued on a version controlled basis under the signature of Mr K. Siva Yogaiswaran (President)

K. Siva Yogaiswaran.

Sign

This draft is subject to approval of the board and the members of the Midlands Tamil Cultural Association and to be confirmed during the third term.