

Safety Policy

Kedleston UK Ltd believe that the welfare and safety of children, staff and visitors is of paramount importance at all times.

The Director takes responsibility for ensuring that the organisation follows the set policies and procedures which cover health and safety. The Managing Director/CEO takes overall responsibility.

RISK ASSESSMENTS

Risk assessments are carried out on all aspects of the building and facility. Before an outing staff will undertake a risk assessment of the place being visited.

Each organisation is responsible for carrying out risk assessments on all areas of concern that could be potentially harmful to employees, visitors and children, these risk assessment forms are kept in the Health & Safety file used for reference and reviewed and checked regularly.

The stages of a risk assessment are as follows:

- Recognition – identifying the hazards that are present
- Evaluation – decide who might be harmed
- The risks – evaluating the extent of the risk involved
- Control – introduce the measures to combat/reduce the identified risks
- Record any significant findings
- Monitor and review the situation

ANNUAL RISK ASSESSMENTS

Annual Health and Safety Audits are carried out and certificate; these certificates are to be made available if required by OfSTED or the HSE.

Some examples are:

- Portable Appliance Testing (PAT testing is carried out on all small electrical equipment i.e. computers, kettles etc).
- Gas checks (CORGI)

ELECTRICAL APPLIANCES

Any faults must be reported to the responsible individual immediately. If in doubt, switch off the appliance and DO NOT USE.

Please ensure that electrical leads do not trail in such a way as to be dangerous.

Unplug radios, kettles, washing machines etc when not in use.

Never place anything containing water on top of electrical appliances.

RIDDOR

If an accident happens in the work place and a member of staff, visitor or young person is sent to hospital for further medical treatment resulting in an absence from work for more than 3 working days contact the Company Workplace health and Safety Advisor followed by the local environment health unit who will advise you on how to fill in your RIDDOR form and what procedure to take.

Note in all staff accidents they must be logged on an accident form and witness accounts taken. If any forms are sent to RIDDOR detailed events must be recorded.

CAR PARKING

It is essential that great care be exercised when moving cars

Please look around you before moving off

If there is an entrance and exit gate; these are to be used appropriately at all times.

FIRE SAFETY

The young people and staff have regular fire practices which are logged in the fire drill report form. Each room should display on the wall the fire procedure explaining what to do in the event of an emergency. All staff are encouraged to make themselves and others aware of the exits and procedures. All fire equipment is tested annually.