



# The **Daffodil** Project CIC

## **Health and Safety Policy**

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## 1. Policy Statement

The Daffodil Project CIC is committed to providing a safe, secure, and supportive environment for all children, staff, volunteers, and visitors. Health and safety are of paramount importance and underpin all operational and educational activities carried out at the centre. We recognise our legal duty under the Health and Safety at Work Act 1974 and all subsequent legislation, and we aim to promote a culture where health and safety are embedded in daily practice. All members of staff are expected to be proactive in identifying and addressing risks, and we commit to providing ongoing training, policies, and support to uphold the highest standards.

### Key points:

- A safe environment for all stakeholders is a top priority.
  - The policy adheres to the Health and Safety at Work Act 1974.
  - Everyone shares responsibility for maintaining health and safety.
  - Regular reviews and updates ensure continual improvement.
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## 2. Responsibilities

Responsibility for health and safety lies with the Director, Managers, all staff, and external contractors. The Director retains overall responsibility for implementing this policy. Managers are tasked with ensuring that staff understand their duties, carry them out properly, and are supported with adequate resources. All staff must follow protocols, attend training, and report hazards or concerns without delay. Volunteers and visitors will be made aware of key safety procedures relevant to their time on site.

### Key points:

- Director holds ultimate responsibility.
- Managers ensure implementation and staff compliance.
- All staff are responsible for adhering to safety protocols.
- Volunteers and visitors receive relevant safety briefings.

## 3. Risk Assessments

Risk assessments are a fundamental part of maintaining a safe environment at The Daffodil Project CIC. They are carried out regularly to identify potential hazards, assess the likelihood and severity of harm, and determine appropriate control measures. Individual risk assessments are completed for each child, especially where additional needs or behaviours present specific risks. Activity-specific assessments are also completed for animal care, cooking, gardening, and sensory activities. Risk assessments are reviewed frequently and immediately after any incident or change in circumstances.

### Key points:

- Risk assessments are conducted for children, activities, and environments.
  - Each child has an individualised risk assessment.
  - Activities like animal interaction and cooking are risk-assessed in detail.
  - Assessments are reviewed regularly and after incidents or changes.
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## 4. Fire Safety

Fire safety is a critical element of our operational planning. We maintain clear evacuation procedures, conduct termly fire drills, and ensure that all fire exits are accessible and clearly marked. Fire extinguishers and alarms are installed, tested regularly, and maintained in accordance with British Standards. Staff receive training on fire procedures and know their responsibilities in the event of a fire, including leading evacuations and accounting for all children and staff. Fire safety procedures are displayed prominently throughout the premises.

**Key points:**

- Fire evacuation plans are in place and practiced each term.
  - Fire equipment is tested and maintained regularly.
  - Staff are trained in fire safety protocols.
  - Fire exits are always kept clear and signposted.
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## **5. First Aid**

First aid provision at the centre is designed to ensure that injuries or health incidents are responded to swiftly and effectively. A minimum of one qualified First Aider is present at all times, with all staff required to undergo basic paediatric first aid training. First aid kits are located in key areas across the site, and their contents are checked and replenished monthly. All accidents are recorded and reported in line with our incident reporting procedures, and parents/carers are informed of any injury sustained.

**Key points:**

- At least one qualified First Aider is always on-site.
- All staff complete paediatric first aid training.
- First aid kits are available and routinely maintained.
- Injuries are recorded and communicated to families.

## **6. Accident and Incident Reporting**

All accidents, incidents, or near misses at The Daffodil Project CIC must be reported, recorded, and investigated promptly to ensure a safe environment for children, staff, and visitors. We maintain a comprehensive Accident and Incident Log and ensure all staff are trained to respond effectively. Serious injuries or safeguarding concerns are escalated to the Director and, if necessary, reported to RIDDOR, Ofsted, and/or local safeguarding authorities. Our goal is to learn from every event and take immediate steps to reduce the likelihood of recurrence. Communication with parents and carers is also prioritised to ensure transparency and appropriate follow-up care.

- All accidents/incidents are recorded in the official log immediately
  - Serious injuries are reported to Ofsted and RIDDOR where applicable
  - Parents are informed of any incidents involving their child
  - Investigations are conducted to identify causes and preventive action
  - Near misses are tracked and treated with equal seriousness
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## **7. Training and Supervision**

The Daffodil Project ensures that all staff receive regular, up-to-date training in all aspects of health and safety relevant to their role. This includes statutory training such as first aid, safeguarding, manual handling, fire safety, and mental health awareness. Staff are closely

supervised during induction and probationary periods, and regular supervisions and refresher training are used to maintain high standards. Volunteers and placement students are not left unsupervised with children until they have completed induction and demonstrated understanding of health and safety practices.

- Staff undertake mandatory and role-specific H&S training
  - Training includes safeguarding, manual handling, fire safety, etc.
  - Supervision is ongoing, especially during induction or when new risks arise
  - Volunteers are never left alone with children until fully trained
  - Training records are logged and reviewed regularly
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## 8. Premises and Equipment

We are committed to providing a safe, secure, and clean environment through regular maintenance and inspection of the premises, indoor areas, outdoor spaces, and all equipment used. This includes animal enclosures, sensory play areas, mud kitchens, trampolines, and cooking equipment. We conduct daily checks, termly reviews, and ensure that any repairs or replacements are actioned promptly. All equipment is chosen for its safety features and appropriateness for children with additional needs.

- Daily premises safety checks are carried out
- All equipment is suitable for SEN children and well-maintained
- Outdoor and indoor areas are risk assessed regularly
- Repairs and replacements are logged and prioritised swiftly
- Animals and their enclosures are checked twice daily

### 8.1 Legionella Management

The Daffodil Project CIC recognises the potential health risks associated with Legionella bacteria in water systems. Although the risk in small community settings is generally low, the organisation has a duty of care to ensure water systems are properly managed to prevent the growth of Legionella.

All hot and cold water outlets, tanks, and associated pipework will be maintained in accordance with the **Health and Safety Executive's Approved Code of Practice L8 (Legionnaires' disease: The control of Legionella bacteria in water systems)**.

Control measures include:

- Carrying out a **Legionella risk assessment** of the premises and reviewing it annually, or sooner if systems change.
- Ensuring hot water is stored at **60°C or above** and distributed at a minimum of **50°C** at outlets.
- Ensuring cold water is stored and distributed at **20°C or below**.
- Regularly **flushing infrequently used outlets** (e.g., taps, showers, hosepipes) to prevent stagnation.
- Keeping clear records of checks, temperatures, and maintenance activities.
- Using competent contractors for any work involving water systems.
- Immediately reporting and investigating any concerns related to water quality or suspected Legionella risk.

#### Summary:

- Legionella risk assessment annually.
- Hot water  $\geq 60^{\circ}\text{C}$ , cold water  $\leq 20^{\circ}\text{C}$ .

- Flush unused outlets regularly.
  - Keep monitoring records.
  - Use competent contractors for water system work.
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## **9. COSHH (Control of Substances Hazardous to Health)**

To ensure children's and staff's safety, we strictly manage and control all substances that may pose a risk under COSHH regulations. Cleaning products, gardening chemicals, animal treatments, and any other hazardous substances are stored in locked cupboards away from children. Only trained staff are authorised to use these materials, and safety data sheets (SDS) are maintained on-site for all chemicals. Risk assessments are completed for each substance and reviewed regularly.

- All hazardous substances are stored securely and clearly labelled
  - Safety Data Sheets (SDS) are available and reviewed regularly
  - Only trained staff handle COSHH substances
  - COSHH risk assessments are completed for all applicable items
  - Children are never exposed to unsafe substances
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## **10. Manual Handling**

Staff may be required to lift children, move animals, carry supplies, or set up equipment as part of their role. We ensure all staff are trained in safe manual handling techniques, particularly in relation to working with children with additional needs or behaviours that may involve physical support. Risk assessments are carried out for any manual handling tasks, and equipment such as trolleys or lifts are used wherever possible to reduce physical strain.

- Staff receive manual handling training appropriate to their role
  - Children are only lifted when absolutely necessary and with correct technique
  - Risk assessments are in place for handling animals and equipment
  - Lifting aids are used when appropriate to reduce injury risk
  - Staff are supported to report pain or concerns related to handling
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## **11. Emergency Procedures**

We have robust emergency procedures in place to respond swiftly and appropriately to situations including fire, medical emergencies, lockdown, missing children, or extreme weather. Fire evacuation drills are held each term, and all exits are clearly signed and accessible. Staff are trained in how to respond calmly and ensure children's safety in emergencies. We have clear communication systems in place to alert emergency services and inform parents or carers without delay.

- Termly fire drills and emergency procedure rehearsals are conducted
  - Staff are trained to respond to fire, medical, lockdown, and missing child scenarios
  - Emergency exits are checked daily and kept clear at all times
  - Parents are contacted immediately in case of any serious emergency
  - Emergency kits and first aid supplies are available on-site
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## **12. Monitoring and Review**

Health and safety is not static. At The Daffodil Project, we commit to the ongoing monitoring, evaluation, and updating of this policy and all related procedures. Termly audits are conducted, and we encourage all staff to contribute to a culture of continuous improvement. Feedback from children, families, and professionals is welcomed and used to guide changes. This policy is reviewed at least annually, or sooner if significant changes occur.

- Termly H&S audits are conducted by the Health & Safety Officer
- Policy is reviewed at least annually or after major incidents
- Staff are encouraged to report concerns or suggest improvements
- Parent/carer feedback is considered during reviews
- Updates are shared with all staff and stakeholders

**Signed:**

Magdalena Van De Voort



Director, The Daffodil Project CIC

**Date:** Jan 2025