

## Health & Safety Policy (including outings)

### Policy Statement

The Trustees of the Red Hen Project acknowledge and accept responsibility for ensuring safe and health working conditions, and safe systems of work. This will be ensured through the proper implementation of the policies outlined in this policy.

### Links to other policies

- Home visits & lone worker policy
- Risk Assessment policy
  
- King's Hedges Educational Federation policies;
  - Health & Safety policy, including the recording and reporting of accidents and incidents.
  - First Aid policy
  - Fire routine
  - Cambridgeshire County Council Guidance for schools and other establishments on the use of images.

### Introduction

The Red Hen Project will follow King's Hedges Educational Federation policies and procedures relating to health & safety, this includes;

- First Aid
- Office safety
- Fire safety
- Recording and reporting of accidents and incidents
- Guidance on the use of images

***The Red Hen Project will adhere to the guidelines in 'Safer Food Better Business' (Food Standards Agency) with regards to storing and preparing food.***

All employees have a general responsibility for work activities within their control. Therefore, it is their duty to ensure that the health and safety policy arrangements that have been made are implemented through working practice.

All employees are required to ensure that they keep themselves aware of the projects health and safety policies and carry out their duties in a safe and responsible manner in accordance with them.

The Red Hen Project - Health & Safety Policy (Inc Outings)	Version No: 1.0
Registered Charity Number: 1072190	Last review: 30 <sup>th</sup> September 2016

## Procedure

### 1.0 Outings

The Red Hen Project believes that visits and outings play an important and enriching role in the programme of activities that we provide for families.

A member of staff will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the member of staff will write to the venue requesting all relevant information and a risk assessment statement where available.

The Red Hen Project will make every effort to involve families in the planning of a visit or outing. Staff will explain to families the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

On outings, parents remain responsible for their own children at all times. Staff will explain to families what to do in an emergency, including designating a suitable meeting point.

The Red Hen Project will ensure that all outings are inclusive, and that families with disabilities and/or cultural requirements are included.

#### 1.1 Parental Consent

No less than two weeks before a proposed visit or outing, The Red Hen Project will send a letter and a Visits and Outings Form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any additional costs involved, an outline of any journey involved and the mode of transport being used, as well as approximate arrival and departure times.

Parental consent will be obtained for Red Hen staff to take photographs during the outing, which may be used on our website, Facebook page, or in promotional material

#### 1.2 During visits and outings

Children will remain the responsibility of their parents/carers at all times.

The key member of staff will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health & Safety policy. A first aid trained member of staff will be in attendance

A designated member of staff will keep a mobile phone with her/him at all times and the number will be circulated to all parents/carers on the day of the outing.

# THE RED HEN PROJECT



A list of all members of staff, adults and children participating in the visit or outing, will be left in The Red Hen office.

Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport. Harnesses, seat belts, booster seats and airbags are fitted where needed. Maximum seating will not be exceeded.

Essential equipment will be taken and should include

- First aid kit.
- Mobile Phones for staff members
- Copy of risk assessment.
- Any relevant polices to be referred to.
- Plastic bags.
- Bucket and paper towels.
- Register.
- Emergency contact details for staff members
- Accident/incident log.

This policy was adopted at a meeting of The Red Hen Project Trustees	
Held on	<b>30<sup>th</sup> September 2016</b>
Date to be reviewed	<b>During 2019/20</b>
Signed on behalf of the trustees	
Name of signatory	Lesley Ford
Role of signatory (e.g. chair)	Chair