



<h1>PROJECT SAFE PRACTICE POLICY</h1>

<u>INTRODUCTION</u>									
INTRODUCTION & RATIONAL	<p>SSG Activities is a high-quality provider of activities and activity-based opportunities which offers services to wide range of bespoke projects across a varied customer base. Each SSG Activity project accesses the wide range of different types of activities in a unique blend to suit different customer outcomes, venues, participants and structure for delivery resulting in SSG Activities delivering many different project designs.</p> <p>To support the SSG Activities operational team in the successful execution of these different projects, a standardised and consistent framework has been created which will collate all the information relating to project safe practice standards.</p>								
PURPOSE & USAGE	<p>The purpose of the SSG Activities safe practice policy is to clearly outline the SSG Directors’ expectations relating to ensuring safe practice standards are maintained and monitored within the delivery of projects.</p>								
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SSG ACTIVITIES – PROJECT SAFE PRACTICE POLICY

GENERAL SAFE PRACTICE STATEMENT AND ARRANGEMENTS

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for all our employees and to provide such information, training and supervision as they need to achieve this. We also accept responsibility for the health and safety of other people who may be affected by our activities.

Overall and final responsibility for health and safety in the organisation is that of the Director(s) of SSG.

All employees have a responsibility to co-operate with SSG senior management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Wherever anyone notices a health and safety problem that they are not able to put right, they must immediately inform an appropriate person.

Consultation between management and staff is provided by regular internal staff meetings.

Safety training is the responsibility of the Senior Leadership Team. No one should undertake any task unless they have received adequate training and are deemed competent to undertake such a task.

An annual inspection and review of all aspects of health & safety will be carried out by the senior staff of the organisation.

The company will maintain records of all accidents and incidents which occur in connection with work. All accidents and incidents must be recorded whether treatment is given or not. A copy of the entry of any serious occurrences should be forwarded to the Directors. The Directors will acquaint themselves with the requirements to report relevant incidents/accidents to the appropriate authorities.

No solvents, solutions, tablets, etc. must be given to any person unless directed by a registered medical practitioner and with the consent of the parents/guardians.

The senior staff on site will ensure that all staff, participants, and visitors are aware of the evacuation procedure in the event of a fire and that fire procedure notices are displayed prominently in all venues used by the company, whether permanent or temporary. All exits are to be kept clear when a venue is occupied. Any problems which occur during Fire Drills, should be reported to the responsible person.

Where children are present and being supervised by SSG staff, at least one member of the team must be a fully qualified Paediatric First Aider.

All SSG roles of employment are to be risk assessed to identify any areas potentially requiring support or additional resources. A separate 'Lone Worker' policy outlines procedures to minimise health and safety risks to employees in that situation. These policies, procedures and risk assessments are reviewed annually or when a new role is established.

Risk assessments (including manual handling), covering all regular and occasional activities, will be carried out and regularly checked and updated if necessary. The management will ensure consideration is given to those with special needs, in line with the host organisation. Copies of such assessments will be readily available and will be brought to the attention of all concerned.

The management team will ensure all members of staff are advised of correct lifting techniques. No one should attempt to lift/move/carry anything that is beyond his/her capability.

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All visitors to site must report to the senior staff to ensure that they are known to be in or around the building.

Staff must ensure that wet floors do not present a hazard and that trailing flexes are appropriately made safe.

All waste material must be disposed of safely in the containers provided. Waste receptacles must be kept clean to minimise the accumulation of dirt and disease.

All materials and equipment stored must be stacked safely.

Staff must not use chairs to stand on to reach above head height - step stools or ladders must always be used.

All electrical equipment on the premises must be checked before use for damaged leads, loose connections and other faults.

Prior to any session, the senior staff on site must perform the safety check list to ensure the venue is safe for use.

The use of and/or charging of e-cigarettes is prohibited on any programme, course or during working hours at SSG. This covers every area of the company, including business support, and will be deemed a breach of health & safety policy and result in disciplinary action if a staff member is found to contravene this rule.

The use of tobacco (cigarettes, cigars etc) is prohibited on any programme, course or during working hours at SSG. There is no smoking on any site that SSG may be using in the short or long term.

SSG are committed to developing a healthy, safe working environment.

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MANAGING AND CONTROLLING RISK

SSG take the safety of everyone involved with the organisation and its projects very seriously and ensure all actions are taken to reduce any risk of harm coming to anyone.

While SSG recognises that risk exists in all elements of life, due to the nature of the activities we offer some have potential greater levels of risk without careful planning and consideration over the correct method of delivery. SSG undertake risk assessments for all identifiable elements of each project to ascertain the risk versus benefit of undertaking activities in the environment where the project is based.

A risk assessment is a systematic examination of activities, venues, environments, equipment and resources for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures must be taken to reduce the risk to an acceptable level.

When undertaking a risk assessment, any identified risk should have a clear method statement that allows operational staff to effectively manage the potential risk presented.

SSG identifies that for activities and venues which are used regularly, a standard basic risk assessment may exist as certain elements will not change; however, these risk assessments should be reviewed for each new project to ensure it remains relevant for the specification of that project. In the event new projects are designed for delivery, a new risk assessment should be completed for that project, including all elements involved in that specific project that may pose a hazard.

When activities and venues are used regularly, it is advised a 'standards check list' is created so an effective risk review can be completed each time the project is active. This is a document the Lead Instructor/Project Lead can complete before and during the project to ensure risk management standards are being quickly assessed and monitored, providing evidence to management that the risk management process is being appropriately used.

All standards check lists need to be recorded for evidence purposes.

Risk assessments and related standards check lists should be updated whenever there is a significant change to any aspect of the project as well as being periodically reviewed for continued effectiveness.

SSG have a standardised risk assessment document which must be used for all project risk assessing. Once completed, this is signed off by a Director or Senior Operations Manager. All retired versions of risk assessment must be kept for record purposes in an archive.

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ADMINISTRATION OF FIRST AID AND MEDICATION TO PARTICIPANTS

Our aim is to provide and maintain safe and healthy working conditions, supply appropriate equipment and systems for all our employees and participants, and to provide such adequate information, training and supervision as needed for this purpose beyond government (HSE) expectations.

Overall and final responsibility for first aid in the organisation, is that of the Director(s) of SSG. A nominee will then lead on behalf of the company.

All employees have a responsibility to co-operate and adhere to the relevant policies and procedures put in place to achieve a healthy and safe workplace. All staff with a current and valid first aid qualification must accept that they need to take reasonable care of themselves and others.

Wherever anyone notices a problem with first aid that they are not able to put right, they must immediately inform their line manager, who in turn informs the first aid nominee.

Achieving and then updating first aid training and knowledge is the responsibility of the employee.

If an employee's job role states a requirement for holding a first aid qualification, they are expected to source the next available course and then request their manager's approval to book themselves onto it.

No one should undertake any task related to first aid unless they have received adequate training and are deemed competent to undertake such a task.

An annual inspection and review of first aid policies and procedures will be carried out by the nominee of the organisation.

SSG will maintain a centralised system to log, review and file all accident report forms which occur in connection with work. All incidents, including near misses, must be recorded whether treatment is given or not. All completed accident forms should be submitted into the centralised system, forwarded to the department management and/or the named nominee for review and possible further action (i.e. follow up or report to RIDDOR). It is the responsibility of the nominee to be the point of contact for SSG and any relevant authorities should there be any need.

Any programme or activity involving participants under the age of 18 years and organised solely by SSG must have a suitably qualified first aider staffed. For programmes not involving participants under the age of 18 years, the requirement for specific qualified staff will be subject to a risk assessment and sound justification will need to be provided to the nominee for not staffing first aid trained staff. Where possible, following the same practice as for under 18s programmes/ activities will always be advised.

Appropriately trained staff will always carry their first aid kit with them as part of their uniform.

At no point will any SSG employee provide or administer medication unless written consent has been submitted by the parent or guardian of a minor (under the age of 18 years) and counter signed by the first aid nominee. This will only then allow prescribed medications to be administered if clearly labelled, including full name and directions on amount(s) to be taken. The senior staff on site will ensure that all staff, participants, and visitors are aware of where they can gain access to first aid and first aid resources. This must be done at the first point of contact with the participant(s).

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SSG office will have a central first aid box/bag situated within the business support department. This can only be accessed by the trained employee within the Department.

All appropriately qualified staff will be issued a basic first aid kit as part of their uniform and this must be signed out and returned complete at the end of employment with SSG. It is the responsibility of the employee to check, maintain and replenish their kit, including meeting the HSE standards for supplies being appropriate and in date.

Employees can source replacement kit through SSG by informing their manager and requesting the replacement. First aid resources will be held centrally and can be accessed by department budget holders through the business support team.

On any programme which includes more than 20 participants, or involves any high-risk activities, there must be a 'Base' First Aid Kit which remains located in the same place and includes specialist (if required) and further supplies.

It is the responsibility of the employee to check the use-by dates on their first aid kit, whilst the stored resources will be checked quarterly through an academic year.

Any misuse, loss or inappropriate non-SSG use of the first aid kit provided will relate to the staff member being charged for the replacement.

Staff will ensure that at all times:

- They have immediate access to their complete first aid kit when on programme.
- They are following the First Aid policy and procedures fully.
- They do not administer any first aid unless they hold a recognised first aid qualification either acknowledged and/or issued by SSG Services.
- In situations where injuries/illness are considered severe and/or involves any form of head injury, the staff member administering the care and first aid for the injured/ill party must consult with another member of staff in a senior position and in the event the ill/injured is under the age of 18 years old their parents/guardians should be informed and consulted at the first reasonable point.
- They are reporting accurately and in a timely fashion on any accident which has happened during their programme.
- Their first aid kit only contains the items found on the contents list.
- All participants are asked to declare any predetermined medical conditions. It is the responsibility of the instructor/Tutor to ascertain this information prior to the start of the session/activity.

All waste (including blood) or used resources must be disposed of safely in the correct containers.

Managers will assess each of their project needs and allocate the appropriate amount of qualified staff and resource to cover any eventuality. Using the following link will support this process: <http://www.sja.org.uk/sja/training-courses/requirements-calculators.aspx>

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If additional or specialist resources are required for programmes due to high risk activity/environment or large numbers, e.g. OAA Residential, these can be signed out by the Project Lead and returned complete. This resource must be used in conjunction with the SSG First Aid Resources process.

The cost to the department for replacement kit/resources can be sourced from the SSG First Aid Resources Price List (App.4)

Administration of Drugs and Medicines is taken extremely seriously within SSG. No drugs/medicine shall be given to a child other than those for whom there is a medication consent form. Parents/carers must complete a medication consent form. This completed form must be given by hand alongside the drugs/medicines to the Project Lead who will be responsible for the administration.

Only drugs/medicines prescribed by a medical practitioner may be administered to children and drugs/medicines must only be administered to the child for whom they were prescribed.

All drugs/medicines must be kept in the original container stating for whom they are prescribed and dosage information and all drugs/medicines must be stored as shown in the original container label.

The actual member of staff administering the dose must sign the medicine record and a record should be made indicating the time & dosage. Parents should sign the medical administration log to confirm that a dosage has been given.

No creams or ointments should be applied to anyone, other than those for which there is medication consent form. Parents should sign the medical administration log to confirm that a dosage has been given.

Unwanted or unused medicine must be returned to the parent/carer for disposal/ongoing use.

In the case of an accident/incident relating to a participant under the age of 18 attending a programme where they sustain a minor injury and/or become a little unwell and requires first aid or additional attention, the parent/guardian must be advised of the incident when they are collected at the normal end of the programme. Where possible, the member of staff who dealt with the incident should speak with the parent/guardian and advise that they obtain further medical treatment if necessary.

In the case of an accident/incident relating to a participant under the age of 18 attending a programme where they sustain a major injury (including any form of head injury) and/or becomes severely unwell (such as sickness), programme staff must advise a senior member of SSG staff and the SSG office need to contact the parent/guardian immediately and the participant will need collecting. Where possible, the member of staff who dealt with the incident should speak with the parent/guardian and advise that they obtain further medical treatment if necessary.

If the injury/sickness is deemed to require immediate medical help (such as unconsciousness, an epileptic fit or broken leg), the Lead Instructor/Project Lead should dial 999 & request an ambulance, in accordance with their first aid training.

- After an ambulance has been called, the Project Lead/Lead staff member must inform the appropriate manager by calling the SSG office so that the parent/guardian can be contacted.
- In an emergency where there is a need to dial 999, the Project Lead/Lead staff member must always stay with the child. A second member of staff must make the calls to the ambulance service and then ring the office.
- The Project Lead/Lead staff member should accompany the child to hospital if the parent/guardian or SSG manager have not arrived on the venue.
- Ensure afterwards that the incident is documented and the copy taken to the office in the end of day report.

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In the event a participant suffers an insect bite or sting, it is very important that we monitor this closely depending on the insect and sensitivity of the participant. If the affected area starts to swell or blister, call the office to inform the programme coordinator so that the parent/guardian can be contacted. If a child starts to experience or show signs of the following, DO NOT HESITATE - call 999!!!

- Wheezing or difficulty breathing
 - Nausea, vomiting, diarrhoea
 - A fast heartrate
 - Dizziness or feeling faint
 - Difficulty swallowing
 - Confusion or anxiety or agitation.
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- After an ambulance has been called, the Project Lead/Lead staff member must inform the appropriate manager by calling the SSG office so that the parent/guardian can be contacted.
 - In an emergency where there is a need to dial 999, the Project Lead/Lead staff member must always stay with the child. A second member of staff must make the calls to the ambulance service and then ring the office.
 - The Project Lead/Lead staff member should accompany the child to hospital if the parent/guardian or SSG manager have not arrived on the venue.
 - Ensure afterwards that the incident is documented and the copy taken to the office in the end of day report.

SSG ACTIVITIES – PROJECT SAFE PRACTICE POLICY

UNSUPERVISED MOVEMENTS OF PARTICIPANTS

Participants who are in the primary care of SSG must not be left unsupervised at any time for any reason, unless pre-authorized arrangements are in place. This should only occur when there may be a need for participants to move from the activity area to an alternative area during a session when the whole group cannot move together (such as going to the toilet at a non-specified break period).

Any unsupervised movements need to be pre-planned and added to the project's risk assessment.

Participants should only move unsupervised in a minimum group of two persons, if authorized to do so without a staff member. The staff member must ensure they know how many children leave and ensure the same amount return.

Participants must not enter into any high-risk areas unsupervised, such as a car park or where they may come into contact with non SSG staff members.

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USE OF MOBILE PHONES AND TABLETS

To ensure the safety and welfare of children in the care of SSG, there is a personal mobile phone and tablet usage policy which stipulates that personal mobile phones cannot be kept on a person or used during a project for any reason. This includes the mobile phones of participants, staff, visitors and parents who wish to stay for significant periods of time within the setting.

All staff, visitors' and parents' mobile phones will be kept in a secure place during the time they are in contact with participants and will be returned to the owner by the Manager upon departure from the venue.

Staff mobile phones/tablets can only be used during staff breaks or in the staff member's own time, in a suitable location where children are not present.

If a staff member has a personal emergency, family or other significant persons who may need to call while a staff member is working, they must call the SSG office or the Manager who will be able to get a message to the staff member through the appropriate channels. It is the responsibility of staff members to make their families aware of emergency work telephone numbers.

During group outings, nominated staff will have access to the authorised SSG mobile phone, which is to be used for emergency purposes only. Participants' personal information or emergency contact details will not be stored on this phone. If possible, a phone without a camera or video function will be used.

If this policy is not adhered to, disciplinary procedures will be initiated.

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BANNED AND CONTROLLED SUBSTANCES

SSG Services has a policy that no alcohol, drugs or controlled substances may be present in any capacity unless it has been authorised by a Director.

Staff are not permitted to consume alcohol during their contracted hours of work or to care for children if they have consumed alcohol prior to commencing work (including the night before if the effects of the alcohol are still present). Staff will promote positive role models in health and safety practices relating to alcohol and drugs. Should a member of staff be found under the influence of alcohol before or during working hours, they will be immediately asked to leave the premises and told to return home. Thereafter the normal disciplinary procedures will begin. This will ensure that staff are always able to respond appropriately to participants.

The above also applies to all drugs other than those prescribed by a doctor and considered appropriate for intake while working with children. Staff will ensure that all drugs are stored correctly and safely, that a Project Lead/Manager is made aware that this medication is on site and that they can never be accessed by participants

We also have a Safe Care Collection policy for a parent/carer under the influence of alcohol or drugs. In the event that the parent/carer arrives at the project under the influence of alcohol or drugs we will ask that someone comes with the parent/carer to take responsibility of the child/ren before a member of staff gives up his/her responsibility of them. Should this not happen, although we have no legal right to withhold a child from a parent/carer, we do reserve the right to contact any relevant authorities that we may feel appropriate e.g. the police, spouse, etc. Any member of staff feeling under threat should contact the Police. A full written report will be made of the incident.

We endeavour to manage the incident tactfully to ensure that the professional relationship with the family is maintained.

If a senior staff member has any concerns regarding the child's welfare, we would speak to the parent/carer about their child/ren's needs We will ensure that there are two staff present when speaking to a parent so that staff do not jeopardise their own safety in these situations. The participant/s must not overhear any of the conversation.

Management will advise family members and visitors of the requirements of this policy.

All substances considered to be controlled due to being hazardous and/or potentially dangerous must be logged and managed appropriately. These substances must not be accessible to participants without appropriate staff supervision following specific health and safety guidelines. Controlled substances should never be left unsupervised in open access spaces. Any misuse or near miss involving a controlled substance must be immediately reported to the Project Lead/Manager for the project.

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HOT FOOD AND DRINK

The consumption of hot food and/or drinks is not permitted by anyone present at any projects delivered by SSG Services in order to safeguard the welfare of all involved.

Specific exceptions will be authorized by the Director(s) for certain projects. When hot food and/or drinks are authorized to be present within a project there must be a clear operational plan in place to manage this, alongside a relevant risk assessment. Consideration also needs to be made towards the SSG Healthy Living guidance.

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INFLATABLE ACTIVITY SUPERVISION

All staff must complete an SSG training session before supervising inflatable activities.

There must be a complete check of the inflatable using the approved check list before any participants are permitted to get on it.

There must always be the correct number of staff supervising the inflatable, as specified in the guidelines.

Participants should use the inflatables in line with the specified guidelines.

Under no circumstances should any items be taken onto the inflatable.

Staff members are not to get on the inflatable, unless it is to help a child if they are injured or need assistance to get off.

Staff members must always follow the operating procedures of the inflatables and all participants must be informed of the rules of usage before each use; any participant failing to follow the rules will be asked to remove themselves from the inflatable for a period of time. Any participant who repeatedly ignores the rules will be excluded from the inflatable for that day.

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RECORDING AND REPORTING OF INFORMATION

Whenever an incident occurs resulting in a participant, staff member or other person sustaining an injury, an accident report form MUST be completed. If more than one person is involved, a separate form must be completed for each person. If a person sustains more than one injury in one session, a separate form must be completed for each incident.

In the case of the accident relating to a person under the age of 18 attending a programme, the parent/guardian must be advised of the incident upon collection. Where possible, the member of staff who dealt with the incident should speak with the parent/guardian and advise that they obtain further medical treatment if necessary. The parent/guardian should then be asked to sign the accident report form to show that they have been made aware of the incident.

The accident report forms should be handed in to the office at the end of the day in accordance to the current procedure. The accident report forms will then be logged and passed to the Quality & Assurance Director for follow up as required.

Provided there are no further complications, the accident report form should be filed. There is a legal requirement to retain accident report forms for a minimum of 3 years.

As well as for injury, Accident & Incident Report Forms should also be completed for the following:

- **Near Miss incidents** - These are incidents that have not resulted in any injury or damage to either persons or property. The fact that there was no material consequence however does not remove the need to record and report the incident. Often the lack of injury or damage is more due to good fortune than design. Therefore it is essential that these events are identified and controlled before a similar incident results in a more serious consequence.
- **Property Damage incidents** - These are incidents that only result in damage to property with no personal injury being sustained. Examples may include vehicle, equipment, or building damage.
- **Act of Physical Violence** – This term will be used to cover all acts of non-consensual physical violence. The degree or extent of harm suffered is not relevant (e.g. a shove or a push is an act of non-consensual physical violence).
- **Verbal Abuse & Threats of Violence** – All cases of verbal abuse and threats of violence must be reported and investigated.

In addition to SSGs internal reporting system, there is a legal duty (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) to report certain events.

Following any reportable Fatality, Major Injury, Disease or Dangerous Occurrence or following an injury at work which resulted in the injured person being prevented from carrying out their normal duties for **more than** 3 consecutive days, a report is to be sent to the appropriate enforcing authority.