

**The Sensory Hive LTD**

**Health & safety Policy**



**Policy statement, organisation, arrangement and policies**



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| Date:  22/10/22 | The Sensory Hive LTD | Address: Weyman Avenue, L35 2YW |
| Review Date:  22/10/23 | Ref: H&S Policy version 1 | Assessor: Hayley Peden |
| No amendments: 30/1/24  Review Date: 30/1/25 | New Ref/Version:  H&S Policy version 1 | Signed: Hayley Peden |
| Amended on: 19/2/25  New review date: 19/2/26 | New Ref/Version: H&S Policy version 2 | Signed: [Hayley Peden](mailto:hayley@thesensoryhive.co.uk) |
| Amendments:  New review date: | New Ref/Version: | Signed: |

**HEALTH AND SAFETY POLICY STATEMENT**

**THE SENSORY HIVE LTD**

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives, and becomes an integral part of everything we do.

**Our Statement:**

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of ‘business as usual’.

**Consultation and communication:**

Whilst every employee and contractor has a personal responsibility to control and minimise risks present in their own activities; we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the company policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

* Allocating responsibilities for health and safety to our employees, suppliers and business partners as appropriate to the nature of each activity.
* Providing an adequate budget and resources for health and safety management.
* Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
* Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
* Ensuring people are empowered to raise health and safety concerns with the management team.

**Competent workforce - our commitment is to:**

* Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
* Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
* Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

**Risk management - our commitment is to:**

* Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies.
* Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety.
* Devise an emergency action plan for our organisation.
* Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work related ill-health developing.

**Hayley Peden, Christopher Billington, Emma Jamieson**

**Directors**

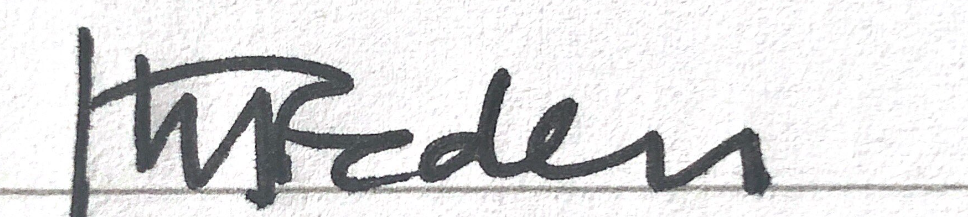
**HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES**

**Health and Safety Scope of The Sensory Hive Ltd.**

**Organisational Scope to Support the Policy**

The Sensory Hive Ltd have provided a scope to support the policy and we will endeavour to:

* Provide adequate control of health and safety risks arising from our work activities.
* Consult with and engage our employees and contractors on matters affecting their health and safety.
* Ensure that safe plant and equipment is suitably maintained.
* Ensure that all employed people can handle and use substances safely.
* Provide information, instruction and supervision for employees and contractors as appropriate.
* Ensure that all employees and contractors are competent to do the work, and provide adequate training as needed for the situation.
* Prevent accidents and cases of work related ill health.
* Maintain safe and healthy working conditions with the provision of suitable welfare facilities.
* Review and revise this policy as necessary or at regular intervals whichever comes first.

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**Signed:** [**Hayley Peden**](mailto:hayley@thesensoryhive.co.uk)

**Position: Director**

**Overall responsibility**

The overall responsibility for health and safety in the organisation belongs to:

|  |  |
| --- | --- |
| **Name** | Hayley Peden |
| **Position** | Director |

It is the responsibility of the above person to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are implemented, monitored and are operating effectively.

Health and safety management in The Sensory Hive LTD will be the responsibility of Hayley Peden who will:

* Develop a clear overall policy.
* Allocate responsibilities for managing safety at the appropriate levels.
* Develop and implement a health and safety plan for individual projects where appropriate.
* Check the implementation and effectiveness of each plan through a monitor and review system.
* Ensure all hazards are identified and risk assessments carried out to help design systems of work that minimise and/or control risk where appropriate.
* Provide supervision for all persons where there is a shortfall in experience or competence, young people and trainees.
* Review, monitor and audit the whole process continually, as necessary or sooner when the activity or conditions change that affect the risk with an aim to making continuous improvement.

**Named Responsibilities**

The following persons have been named as having responsibilities to assist in the delivery of this health and safety policy:

|  |  |
| --- | --- |
| **Name** | Hayley Peden |
| **Position** | Director |
| **Area of responsibility** | Fire and lighting testing and drills, inspecting the office for slip and trip hazards, performing risk assessments, water running/flushing (legionella), updating and maintaining logs, general H&S of staff. |

|  |  |
| --- | --- |
| **Name** | Liberty Perry-Donnelly |
| **Position** | THERAPY CENTRE ADMINISTRATOR  AND OT ASSISTANT |
| **Area of responsibility** | Fire and lighting testing and drills, inspecting the office for slip and trip hazards, performing risk assessments, water running/flushing (legionella), updating and maintaining logs, general H&S of all employees, contractor and the general public. Monitoring and updating the SLAs for statutory compliance testing. |

It is the responsibility of the above person/people to ensure that their named duties are carried out diligently in support of this health and safety policy.

**Training**

Induction training will be provided for all new starters; further training will be provided, that relate to competence and activities and will include site specific inductions on project sites. Training may be delivered in any of the following formats:

* Toolbox talks
* Individually from a manager, an expert from outside the organisation, a client, managing director or another representative who will be considered suitable.
* Instructor led training on a pre-booked session covering a specific need.
* E-Learning

The training process is the responsibility of Lyndsey Walmsley who will be responsible for keeping training records and the prompting of refresher training. The company has identified the following activities as requiring training:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Training Description** | **Delivery Mechanism** |
| Company Inductions | Cover all aspects of the company | In-house |
| Moving and Handling | Moving and handling including the use of equipment eg hoists | In-house (outside agency) |
| First Aid inc paediatric First Aid | First Aid inc paediatric First Aid | E learning |
| Fire Marshall Training | Fire Marshall Training | E learning |
| Positive Handling | Positive Handling | E learning |

**Information, Communications and Consultation**

If at least one person is employed either the health and safety law poster (What You Need to Know) should be displayed or each member of staff should be provided with a copy of the equivalent pocket card.

Health and safety information and support is available from Hayley Peden (Director), CPD online.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures will be given to them by their immediate line manager.

**Accidents, First Aid and Emergencies**

All accidents and near misses will be reported to Hayley Peden or Liberty Perry-Donnelly who will be responsible for the keeping of records and reporting accidents, diseases and dangerous occurrences to the enforcing authorities. When required by a risk assessment, health surveillance will be provided for employees as part of the risk management process. Health surveillance records will be kept by Hayley Peden who will notify the employees of any issues that they need to be aware of in terms of worker health.

The following action is to be taken in the event of the following emergencies:

|  |  |
| --- | --- |
| **Emergency** | **Action** |
| Fire Alarm | Evacuate the building by the nearest fire exit door and assemble on the grass verge near the entrance gates.  Fire Marshalls to collect registers and perform checks at the muster point.  Fire Marshalls to sweep the building in 2.30mins.  Fire Marshalls to investigate the fire panel.  If false alarm, reset and retune. Log the incident/call MVP to inform.  If actual fire, call 999 and liaise with Emergency Services. |
| Fire Marshalls | Hayley Peden  Liberty Perry-Donnelly  Donna Johnson  Nicole |
| Other emergencies i.e. gas release, bomb scare, electrical failure, structural failure, risks from neighbouring businesses, adverse weather considerations, etc | Evacuate the building by the nearest fire exit door and assemble on the grass verge near the entrance gates.  Fire Marshalls to collect registers and perform checks at the muster point.  Fire Marshalls to sweep the building in 2.30mins.  Fire Marshalls to investigate the fire panel.  If false alarm, reset and retune. Log the incident/call MVP to inform.  If actual fire, call 999 and liaise with Emergency Services. |

First Aid provision has been made by CPD online or first employer and the following first aiders may be contacted if first aid is required:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Aider** | **Location** |  | **Contact Details** |
| Hayley Peden | Centre |  | 07725130794 |
| Liberty Perry-Donnelly | Centre |  | 07831554054 |
| Donna Johnson | Centre |  | 07563670789 |
| Nicole Jaroz | Centre |  | 07981931986 |

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## **Monitoring and Auditing**

Monitoring and auditing will be undertaken as appropriate with an aim to make continuous improvement.

Auditing and monitoring will be the responsibility of Hayley Peden and will instruct a list of representatives to support the process.

**Plant and Work Equipment**

It is the policy of The Sensory Hive Ltd to use properly selected and maintained plant and equipment.

It is the responsibility of Hayley Peden, Emma Jamieson and Christopher Billington (Directors) to select work equipment (whether hired or company owned) and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme review is the responsibility of Hayley Peden, who will identify all equipment that requires maintenance, arrange for the maintenance and then check that it has been completed. It is the responsibility of the site supervisor to check that all tools have been adequately maintained before use onsite, (whether hired or company owned).

If defects are found with any plant or work equipment these should be reported to Hayley Peden, for action. The machinery must be taken out of action and the supplier called to perform the necessary maintenance.

**Hazardous Substances**

All hazardous substances will be identified and assessed for risk and checked that they are safe to use prior to purchase. All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work and communicated to relevant people who are likely to use the product.

Assessments of hazardous substances will be reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work for using hazardous substances will be Hayley Peden.

**Storage and Handling**

Storage will be designed so that items are stable in storage and that shelving or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of Hayley Peden as appropriate.

Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity/project. Handling risk assessments and the design of safe systems will be the responsibility of Hayley Peden as appropriate.

**GENERAL RESPONSIBILITIES**



**General responsibilities of the Employer:**

1. Make the workplace safe and without risks to health.
2. Ensure plant and machinery are safe and that safe systems of work are set and followed.
3. Ensure articles and substances are moved, stored and used safely.
4. Provide adequate welfare facilities.
5. Give information, instruction, training and supervision necessary for health and safety protection.

**Consultation responsibilities of the Employer:**

Consult employees or safety representatives on health and safety matters including:

* 1. Changes in procedures, equipment or ways of working.
  2. Arrangements for getting competent people.
  3. Providing information on likely risks and dangers.
  4. Measures to reduce or remove the risks.
  5. The overall health and safety plan.
  6. The health and safety consequences of introducing new technology.

### Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all staff are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including manual handling.

### Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

### Health and safety is discussed regularly at staff meetings, keeping staff up to date with current legislation.

* As a small business, we choose to consult our workers directly. We involve them in the writing, implementation and review of Risk Assessments and in making decisions which shows that we take their health and safety seriously.
* We provide training on the use of new pieces of equipment or technology, and any updates regarding general Health and Safety.
* Young people are likely to need more supervision than adults; this helps us to get a clear idea of their capabilities and their progress in the job. It will also help us monitor the effectiveness of their training and will help identify where any additional adjustments may be needed.
* Users are made aware of health and safety issues through discussions, planned activities and routines.

**The Employer must:**

Assess the risks. Make arrangements. Record the findings.

* All risk assessments will be reviewed every 6 months.
* Daily checks are made for hazards indoors and outside, and in our activities and procedures.
* Daily checks are recorded and acted upon if necessary.

Draw up a health and safety policy statement.

* Our Health and Safety Policy is reviewed annually or sooner, if required.

Appoint someone competent.

* Hayley Peden - ‘Health and Safety for Managers’ Certificate

Co-operate with other employers.

* The directors will co-operate with contractors or other service providers who use The Sensory Hive, sharing our H&S Policy and risk assessments, other policies and procedures.

Set up emergency procedures.

* Fire policy, risk assessment and emergency and evacuation procedures are all in place.
* Fire Risk Assessment is reviewed at least annually.
* A copy of our evacuation procedure is next to each exit.
* We carry weekly fire alarm testing and emergency lighting monthly.
* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are explained to new members of staff, volunteers and parents/carers and practised regularly at least once every six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment.
* Fire Wardens are on each shift.
* A Service Level Agreement is in place with KMBC to ensure that we meet all Statutory Compliance regarding fire testing and servicing of the fire alarm, firefighting equipment and emergency lighting.
  + Fire Fighting Equipment: The council arrange for an annual inspection of firefighting

equipment and will carry out all necessary repairs or replacements.

We do monthly visual checks that all appliances are in assigned locations

and have not been discharged.

* + Fire Alarm/Emergency Lighting: The council arrange for a contractor to service the fire

alarm panel and devices (call points, smoke detectors etc.) twice a year and carry out quarterly comprehensive testing of emergency lighting. All testing information is

recorded in the logbook. Training can be offered to site staff.

We sound / test the fire alarm on a weekly basis (whilst checking

different call points during each weekly test). Undertake fire evacuations twice a year.

Carry out a monthly function test of the emergency lighting units. The site must

maintain the logbook in this respect.

* Advice on emergencies such gas release, bomb scare, electrical failure, structural failure, risks from neighbouring businesses, adverse weather considerations are in our Business Continuity Plan and online at https://www.protectuk.police.uk/
* We follow all government guidelines and advice regarding pandemics and have a Covid-19 risk assessment in place.

Provide adequate first-aid facilities.

* Named first aiders are in the policy above.
* We will always have a first aider on site and their name will be on the foyer doors for everyone to see.
* First aid kit posters are displayed next to the box in the kitchen office area.
* We have a full stocked first aid box located in the kitchen reception area which complies with the Health and Safety (First Aid) Regulations 1981. (incl information leaflet, assorted sized sterile plasters of various sizes, sterile eye pads, triangular bandages, safety pins, unmedicated wound dressings of various sizes, disposable gloves. It is regularly checked and re-stocked as necessary.

Make sure that the workplace satisfies health, safety and welfare requirements.

* *Welfare facilities*

We have a number of toilets and washbasins, drinking water and a space for staff in the private office where they can eat and rest.

Lockers are provided for their belongings.

We have a no smoking or vaping policy in site.

Staff have been trained in Safeguarding, Equality and Diversity.

* *A healthy working environment*

The workplace is cleaned regularly, the working temperature is set to never go below 16 degrees when people are on site, there is good ventilation, suitable lighting and the right amount of space and seating for staff.

Water Hygiene (Legionella): The council arrange for a contractor to visit site to take water temperatures (monthly), de-scale any showers on site (quarterly), carry out water sampling and clean the water system (annually) and service any thermostatic mixture values (annually). All testing information is recorded in a logbook which is provided and must be kept on site. Awareness training is provided periodically.

We carry out weekly flushing of any outlets (showers / taps etc.) which are not used on a regular basis. Site to maintain the logbook in this respect.

Pest control is in place (quarterly visits)

* *A safe workplace*

We have well-maintained equipment (using PUWER and LOLER)

All equipment and materials are stored or stacked safely to prevent them accidentally falling or collapsing

There are no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned.

Staff have been trained in Manual Handling and the Directors are trained in Positive Handling Techniques.

The building is secured with Mag locks and CCTV. Key pad locks are on the kitchen and office doors.

A Service Level Agreement is in place with KMBC to ensure that we meet all conditions for Statutory Compliance:

* + Fire Fighting Equipment
  + Water Hygiene
  + Fire Alarm/Emergency Lighting
  + Gas Boiler Servicing/Fan Convectors**:** The council arrange for a contractor to carry out an annual boiler service and checks in accordance with appropriate Gas Safety and the H & S Regulations. Annual service to fan convectors.
  + 5 Year Electrical Hardwire Test: Every five years the council will arrange for a contractor to carry out a hard wire electrical test to test all fixed wiring and distribution boards. A report is produced, and the council will work with the site to interpret any technical aspects and advise on remedial actions
  + PAT Testing (electrical tests on portable appliances - assumes circa 60 appliances on site):The council will arrange for a contractor to carry out annual testing of portable electrical appliances.
  + Roller Shutters: The council will arrange for a contractor to service all roller shutters on an annual basis.
  + Lightning Protection: The council will arrange for a contractor to service the lightning protection equipment on an annual basis.

Make sure that work equipment is suitable for use.

* Equipment is spot checked daily. This is logged and signed.
* Thorough checks take place monthly and are recorded. Any defective items are removed, repaired or replaced.
* Staff are trained in how to make equipment safe such as swings, fixtures and fittings (tightening bolts and carabiners)
* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the centre.
* All materials — including paint, sand and glue — are non-toxic. Sand is clean and suitable for children’s play.
* There is a cleaning schedule on place for the thorough cleaning of equipment.
* All electrical equipment is PAT tested by an appointed contractor by KMBC.
* Portable hoist is serviced 6 monthly and changing table are serviced 12 monthly under PUWER and LOLER

[***Provision and Use of Work Equipment Regulations 1998 (PUWER) (hse.gov.uk)***](https://www.hse.gov.uk/work-equipment-machinery/puwer.htm)

[***Lifting Operations and Lifting Equipment Regulations (LOLER) (hse.gov.uk)***](https://www.hse.gov.uk/work-equipment-machinery/loler.htm)

Prevent or adequately control exposure to substances.

* We tell workers about the health effects of products they use when cleaning the centre.
* We train and supervise workers to make sure they are using and disposing of cleaning products in the correct way (in sluice room sink), along with how to maintain and clean equipment safely;
* We use controls to reduce their exposure levels to as low as possible (Cleaning products are purchased from reputable cleaning suppliers who specialise in milder detergents, vacuuming instead of brushing to reduce dust; personal protective equipment (PPE))
* All cleaning products are correctly labelled and stored safely in the Sluice Cupboard which Is locked.
* Keep Out sign on sluice room door
* All necessary HSE Direct Advice Sheets are included in the shared drive.

Protect against flammable or explosive hazards, electrical equipment, noise and radiation.

* PAT testing is in place.
* No flammable substances should be brought on site.

Avoid hazardous manual handling operations.

* Staff have been trained in Manual Handling and the user of lifting equipment eg hoists.

Provide health surveillance where appropriate**.**

* Weekly staff meetings are held along with monthly staff supervision.
* Surveillance will be put into place where necessary.

Provide free, any protective clothing or equipment.

* Disposable face masks, shields, gloves and aprons are on site.

Ensure that appropriate safety signs are provided.

* Safety signs for safe use of the equipment are displayed around the play areas.
* Other signs erected include:
* CCTV Surveillance
* Fire Safety, Plans and Evacuation Procedures
* COSHH
* Health and Safety Law
* First Aiders on site
* No Smoking
* Keep out sign on Sluice room door

Report certain injuries, diseases and dangerous occurrences.

* Accident and Incident Books are kept in the kitchen office area; Staff are trained in completing these.
* Keeping records of incidents helps us to identify patterns of accidents and injuries, so we can better assess and manage risk in our workplace.
* Records must also be kept for insurance purposes.
* We protect people's personal details by storing records confidentially in a secure place.
* Systems are in place for reporting these to the Manager/Directors.
* All workplace injuries, near-misses and cases of work-related disease are reported to the HSE where required. This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.

[***Reportable incidents - RIDDOR - HSE***](https://www.hse.gov.uk/riddor/reportable-incidents.htm)

[***How to make a RIDDOR report - RIDDOR - HSE***](https://www.hse.gov.uk/riddor/report.htm)

**COVID-19**

**There is no specific health and safety legislation for COVID-19. However, the general requirements in the Health and Safety at Work, etc. Act (1974) and the Management of Health and Safety at Work Regulations (1999) will apply. Employers will need to make their workplace COVID-secure. They must ensure that they consider the following:**

* Risk assessments that include the risks of COVID-19. These risks must be managed.
* Cleaning and hygiene within workplaces to reduce the risks of transmission, e.g. hand-washing facilities and sanitiser.
* Social distancing within the workplace.
* Protection of vulnerable workers in higher-risk groups, e.g. older males and those with existing health conditions.
* Providing Personal Protective Equipment (PPE), e.g. masks.
* The health and safety of employees working from home, as they still need to be protected by law.
* Reporting under RIDDOR, where an employee has been diagnosed or has died as a result of occupational exposure to COVID-19.

**General responsibilities of Employees:**

1. Take reasonable care for health and safety.
2. Co-operate with your employer.
3. Correctly using work items.
4. Not interfere with or misuse anything provided.
5. Report all hazards, defects or concerns.
6. Use all facilities for the purpose provided.

**Monitoring and Review**

The effectiveness of this Health and Safety Policy will be monitored continuously through routine inspections, audits, and incident reporting. The policy will be formally reviewed at least annually, or sooner if there are significant changes to legislation, working practices, or following a serious incident, to ensure it remains relevant and effective.