



Health & Safety policy

April 2020

Health and Safety at Work Act, 1975

Statement of The Laughter Specialists Charitable Trust Health and Safety Policy

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PART ONE

General Statement of Policy, Duties & Responsibilities

Introduction

The Laughter Specialists Charitable Trust recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors and users of its services to its premises and places of work under the Health and Safety at Work Act 1974, and other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers.

It is the policy of the Laughter Specialists Charitable Trust to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation's premises and places of work ("the Premises") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel during Laughter Specialist events and visits to hospitals, schools and other premises.
- Take all steps to make sure the health and safety rules and expectations of schools, hospitals and any other venues visited are observed and followed.
- Encourage all persons who work or volunteer to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of equipment and systems of work that are safe.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health & safety of the general public or other persons that may arise for the Charities activities.



Particularly children and young adults including those at risk through illness or special needs in schools and hospitals.

- This policy will be reviewed annually by the trustees.

Statutory Duty of the Group/Organisation

The Laughter Specialists Charitable Trust will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers, visitors, to its premises, hospitals, schools and other venues it visits to:

- Make workplaces safe and without unreasonable risks to health
- Ensure equipment and machinery are safe and that safe systems of work are set and followed
- TRAINING - Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Charity will:

- Assess the risks to health and safety of its volunteers/workers and make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Health and Safety Officer - Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities when necessary if not provided by the schools hospitals and venues we visit.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of the Workers

Volunteers and other personal of The Laughter Specialists Charitable Trust.

Employees also have legal duties, and the Organisation requests non-employed (voluntary) workers also to observe these. They include the following:

- To make sure they are aware of the contents of this safety policy and comply with this policy.
- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with The Laughter Specialists Charitable Trust on health and safety
- To use work, safety and hygiene items provided by either The Laughter Specialists Charitable Trust, it's contractors or the hospitals and schools we visit correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.



- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by The Laughter Specialists Charitable Trust.
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PART TWO

Organisation of Health and Safety

Responsible person

The Laughter Specialists Charitable Trust Trustees will appoint a health and safety officer (someone 'competent' to deliver its health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety in an organisation. Either a member of the board of Trustees or a senior officer).

An internal person may need training to develop an up-to-date knowledge of health and safety, in both the short and long term

The Responsible person to have a broad overview of Health and Safety matters.

- To keep the Organisation's Health and Safety policy and procedures under review
- To conduct safety tours of the premises and review safety of Laughter Specialists visits and procedures
- To ensure that risk assessments are carried out.
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled
- To report to the Management (Trustees) Committee on their performance of these responsibilities.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Groups/Organisation's premises, or at any other place of work however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.



Hygiene and Waste Disposal

- **Working in Hospitals – hygiene**

Please let yourself known to a member of the play team or senior nurse on the ward (dark blue uniform) when you arrive and ask if there are any rooms/children you should not be going in to or see.

- **Isolated patients**

Barrier room signs are now in place. If hand washing and apron/gloves is ticked on the notice, then hands are washed before gloves are put on and again when gloves are removed. Aprons and gloves should be taken off in the room just before you leave, and hands washed before exiting.

If the sign shows a mask is to be worn, the cubicle door should remain closed so probably best to miss these patients, also hard to sign with a mask on!

Props and instruments should not be taken into barrier rooms, but you can entertain and sing from the door.

- **Unaccompanied patients**

You should only visit a patient who has someone present (parent/carer/play team/nurse/HCA), if they pop out please can you wait outside the room until their return, maybe say you will come back later if they are just going up the corridor.

- **Cleaning**

Instruments and props are cleaned before going on to a ward and between each ward, if touched by a child, they should be cleaned between each patient. A clinical wipe (green packet) should be used to clean.

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Risk Assessment

- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Significant change in work carried out
 - Observing trends on the accident form
 - Changes in staff
 - Any reason that makes the original assessment not valid



GENERAL RISK ASSESMENT for Visits of Laughter Specialists

Hazards	Risk groups	Action
Driving and parking on venue grounds – risk of accident	Laughter Specialist and all users of venue grounds	Only drive and park in designated areas. Take due care and attention. Be aware of children in area. At all times follow the instructions of the operators of the venues (Hospitals, Schools other premises)
Unloading and setting up equipment – risks from dropping or mishandling	Adults & children who volunteer to unload & help. The Laughter Specialist.	Do not allow children to help. Adults warned about weight or difficulty of objects. Entertainer to take due care.
Unloading and setting up equipment – risks from dropping or mishandling	Adults and children who volunteer to unload and help and to the Laughter Specialist.	Do not allow children to help. Adults warned about weight or difficulty of objects. Entertainer to take due care.
Prop boxes and bags and equipment – risk of tripping and banging into.	Public, Staff and all users of venue. Children at venues particularly schools and hospitals.	Place in safe areas out of passageways when unloading. Entertainer present and able to supervise when setting up and performing.
Electrical equipment, leads, amplifier, mic stand, risk of tripping & electrocution or shock	Laughter Specialist, children and adults who touch equipment	All equipment tested and checked. Only the Laughter Specialist allowed to set up equipment. Children allowed to use mic only when closely supervised by entertainer.
Props used in show – scissors, juggling props, spinning plates and sticks – risk of dropping or sticking	Laughter Specialist, children and adults who use equipment	Laughter Specialist experienced and qualified to use props and equipment. All use by children and adults supervised. All equipment designed to be safe (E.G. blunt scissors, soft juggling balls, bendy, blunt sticks)
Balloons – swallowing, shock or latex allergy	Young children or anyone with latex allergy	Always ask about latex allergy when giving away balloons & check if it is acceptable to use balloons. (Some children & adults have a fear of balloons) Do not inflate near faces of persons or give to children under 3 or anyone likely to place in mouth. Instruct children & adults not to place balloons in mouth.

As far as is reasonably practicable all risks have been reduced.