



Name of organisation: Twistin Tots / Twistin Tikes / Twistin Tinies (thereafter known as “the Employer”)

Purpose of Policy

1. Twistin Tots (the Employer) takes health & safety issues seriously and is committed to protecting the health & safety of its staff, all those affected by its business activities and those attending its classes. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy and does not form part of your contract of employment. This policy may be amended at any time by The Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively. Who is responsible for health and safety?
3. Achieving a healthy and safe workplace is a collective task shared between the Employer and its staff. This policy and the rules contained within it apply to all staff, irrespective of seniority, tenure and working hours; it also applies to volunteers working for the Employer. Employer responsibilities
4. The Employer is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff, people affected by its business activities and customers attending its classes;
 - b. identifying health & safety risks and finding ways to overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit procedures, including in an emergency situation;
 - d. providing and maintaining safe working areas, equipment and systems;
 - e. providing adequate instruction, information, training and supervision to enable staff to do their jobs safely, to avoid hazards and contribute to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who is best to contact in respect of those questions, if you are unsure how to safely carry out aspects of your work;
 - f. providing a health and safety induction to your role including manual handling and lifting;
 - g. promoting effective communication and consultation between staff and Employer concerning health and safety matters – the Employer will consult directly with staff over matters of health and safety;
 - h. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing these changes to the attention of all staff.



5. The Class Leader at each session has overall responsibility for health and safety at classes, while the Employer will take day-to-day responsibility for all health and safety matters.
6. Any concerns about health and safety matters should be notified to the Employer.
Responsibilities of all staff
General staff responsibilities
7. All staff must:
 - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
 - b. co-operate with the Employer generally to enable compliance with health and safety duties and requirements;
 - c. comply with health and safety instructions and rules, including instructions on the safe use of equipment;
 - d. keep health and safety issues in mind and take personal responsibility for the health and safety implications of their own acts and omissions;
 - e. keep their workplace tidy and hazard free;
 - f. report all health and safety concerns to the Employer promptly, including potential risks, hazard or malfunction of equipment, however trivial it may seem; and
 - g. co-operate in any Employer investigation of any incident or accident which has led to injury in the Employer's opinion
 - h. adhere to Hall risk assessments, esp in relation to Covi-19. Staff responsibilities in relation to equipment
8. All staff must:
 - a. use equipment as directed by any instructions given by the Employer or contained in any written operating manual or instruction for use and any relevant training;
 - b. maintain their own equipment on a monthly basis and report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Employer, who will ensure replacements are provided where necessary;
 - c. ensure that health and safety equipment is not interfered with: and d. not attempt to repair equipment unless suitably trained and authorised. Staff responsibilities in relation to classes and customers



9. All staff must:

- a. promptly report any accident at work involving personal injury, however trivial, to the Employer and record details in the Accident Book, and must co-operate with any investigation;
- b. familiarise themselves with first aid facilities at premises used, which will be displayed on the noticeboard at the premises;
- c. follow government guidance on how to deal with an outbreak of Covid-19 and mitigate risks associated with it.

The Owner is responsible for investigating any injuries or work-related disease, and keeping accident records prepared by individual staff members, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR), where required.

Staff responsibilities in relation to national health alerts

10. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to business organisation operations and steps to be taken by staff to minimize the risk of infection. Any questions should be referred to the Employer. Staff responsibilities in relation to emergency evacuation and fire

11. All staff must:

- a. familiarise themselves with fire and evacuation procedures for each hall and what to do if there is a fire. These details will be displayed on the noticeboard in the hall being used for classes;
- b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in the event of an emergency;
- c. ensure that fire notices, fire exits and emergency exit signs are not obstructed or hidden at any time;

12. On discovering a fire, all staff must: a. trigger the nearest fire alarm; b. attempt to tackle the fire ONLY if trained to do so.

13. On hearing the fire alarm, staff must:

- a. remain calm and immediately help to evacuate the building;
- b. leave without stopping to collect any personal belongings and ensure that customers and children at the classes do the same;
- c. stay out of lifts;



d. remain outside of the building until advised if it is safe to re-enter by a fire warden or similar. Risk assessments, display screen assessments and manual handling

14. Risk assessments are simply a careful examination of anything in the workplace that could cause harm to someone. The Employer will assess any risks and consider measures to best minimize risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Staff must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.

15. Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and / or eye test by an optician by contacting the Employer. The Employer will then provide more details and make arrangements if you would like to proceed.

16. Guidance on manual handling (e.g. lifting and carrying heavy objects) is given to staff on joining the organisation and should be adhered to at all times when moving furniture or equipment during classes. Should the requirement for manual handling increase, the Employer will source suitable training for all staff concerned. Non-compliance with health and safety rules

17. Any breach of health and safety rules, or failure to comply with this policy, will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy, up to and including immediate dismissal.

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