



Health & Safety Policies for UK BUTTERFLY - Child In Need LTD No. 8676364

The policy of UK BUTTERFLY – Child In Need is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees, volunteers, members and users of the Shapla Community Hall.

In particular we seek to ensure that the Centre is both accessible and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the staff team and the management committee.

This policy was updated in March 2014.

§1

Disclosure and Barring Service (DBS) - An information guide to DBS checking for community groups and organisations.

Introduction

Many community groups and organisations run services for children and adults for which it is important to safeguard children and adults against abuse and neglect. One of the ways of doing this is to check whether prospective volunteers and employees have a criminal record which makes them unsuitable for running particular activities and services for your group.

§2

Health and Safety

Health and safety in a community group means all the ways that users/ members of groups think about the welfare of volunteers, members, participants, and the general public. It is about working together as a group to make sure you have done everything you can to prevent avoidable accidents and protect people from getting hurt.



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§3

Health and safety and the law

The main piece of formal legislation that sets out health and safety requirements in law is the Health and Safety at Work etc Act 1974. This governs legal health and safety requirements for any organisation that uses any paid workers or controls any premises. It contains specific requirements aimed at protecting people who are doing paid work. This includes, “as far as is reasonably practicable”, providing:

- ⌚ safe equipment;
- ⌚ safe substances;
- ⌚ necessary information, instruction, supervision and training;
- ⌚ a safe and healthy workplace;
- ⌚ a safe and healthy working environment.



§4

What can you do to avoid accidents?

Before planning the activities the Board meeting is required. To avoid people getting hurt over the activities it is useful to consider at the meeting:

The place the activity will take place – consider:

- ⌚ Are there any hazards that could be removed or warn people about?

For example: On our activities when we had hired the room for fitness for children we found boxes just inside the door. We decided to move these out of the way so that people don't trip over them as they come in.

The people who will be taking part – consider:

- ⌚ Do the participants have any particular needs that would make them more likely to hurt themselves?

For example: We run Saturday activities for Polish families. We know that there is a football match coming from a local club. We might decide we need permit holders badges for Polish families who drive so that the number of people will be able to park their cars next to the centre.

We run a regular classes for older children (age 7-11) in our community hall. We decided to run one – off toddlers session in the same venue. We might decide to have a look around to see if there is any “child-proofing” we could do to the hall, such as removing heavy or breakable items that children might pull over onto themselves.



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The equipment that we will use – consider:

- ⌚ Are there checks we could do to make sure that the equipment is in good working order
- ⌚ Do people need any particular skills or knowledge to enable them to use it safely?

For example:

- We use a hot water boiler every Saturday at our wellbeing group – before each session a check is needed - cable and plug before it's going to be used. We need to make sure there are no bare wires or burnt patches. Also we need to make sure that anyone who will be using it understands how it works, and the precautions they need to take to keep themselves and others safe when using it. You could get some of this information from the instruction manual that comes with the hot boiler

The activity itself - consider:

- ⌚ Is there anything about the activity we are running that could lead to someone becoming injured?
- ⌚ We need to think if we could change the activity to reduce this risk, or give people information that will help them to keep themselves safer

For example:

We are planning an exercise class for your members. We know that quite a few of members have medical conditions such as bad backs. To make sure the activity is suitable, we find a teacher who is able to run gentle activities for people with limited movement.

In this case we need to write down the decisions we make so that we can refer to them later. If, in exceptional circumstances, we need to provide evidence that we have taken care to avoid people becoming injured, having a written record of our decisions can help. We could either take note of our decisions in the minutes of the meeting in which we have the discussion, or as a separate risk assessment.

§5

How can we help keep people well and comfortable?

Important: Health and safety is not just about avoiding accidents. It is also about making sure people have what they need to stay well. We need to think about what we will need to provide to make sure that people who are affected by your activities are taken care of well.

For example, if we are running an event that people will be at for several hours, it is important to make sure there are toilet facilities and drinking water available. We need to make sure our venue isn't too hot or cold, and that there is adequate space to comfortably accommodate the people who will be coming. If there are things people will need that we are not providing, it is useful to include this in our publicity. For example, if the activity goes over lunchtime and you are not catering, we need to invite people to bring a packed lunch.

§6

Do volunteers need any training?

In the day to day running of our group, we need to find out/ judge whether something is unnecessarily dangerous.

For example, we need any specialist knowledge to tell that a pile of boxes just inside a door could be a trip hazard. However, there may be some cases in which more information than just "common sense" is needed to run an activity as safely as possible.

There may be activities that our group would like to organise that require specialist knowledge and skills in order to keep it as safe as possible. If we do not have anyone in our group who has this specialist knowledge, we will need to either organise training for an existing member, or find a new volunteer who is competent to run the activity.

For example, when we run activities ex. Drama classes and there is no person who can lead it we might decide to send volunteer/ volunteers on a training course in ex. 'Drama in education'. When they come back, they have good ideas about improving the safety of the



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activity, that you would not previously have thought of.

§7

What will you do if there is an accident?

There is one person present in the venue over the activities who is qualified First Aider and speaks Polish. This person is responsible for taking charge in an emergency situation.

If we organise events or activities, it is important to have at least 2 trained first aiders. It is sensible, if possible, to train more than one person, so that there is likely to always be one trained person available. We will ensure that there is always a first aider present.

Also signposting to first aid point is important and the info needs to be in Polish and English

When an accident happens, it is important to keep a record that we can refer to later we need to.

We are going to keep an accident book, where we write down every accident, who was hurt, how they were hurt, and what you did to treat them (if anything).

§8

Fire safety

Regular procedures include checking that fire exits and escape routes are clear, that smoke alarms are working, and that fire extinguishers are present.

We need to keep the list of people who are present in the building. We ask them to put their name on a list as they enter a building, and cross it out when they leave. Also they need to put time. This way, if there is a fire at your event, we have a list of people who are at our event, and can check whether everybody has been evacuated safely.



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§9

Equipment

Before every use of equipment we need to go followa procedures for checking its safety, such as always checking the cables, plugs and connections for bare wires, frayed cables, burnt patches etc before use. It is important to think about whether we have any equipment that could be hazardous if not used correctly, and put processes in place for ensuring it is used by a competent person.

§10

Dangerous Substances

If we use any dangerous substances, we need to ensure that they are used appropriately and are stored safely. Volunteers have a legal responsibility to do this, but it is also an important part of general duty of care. More information about Control of Substances Hazardous to Health (CoSHH) is available from the Health and Safety Executive.

§11

Responsibilities

We always need to make sure that our group meets its duty of care. In most cases. It will be our management committee, as they are legally responsible for the actions of your group. This includes :

Chair – Teresa Wojtyła

Vice Chair – Alamgir Miah also First Aider

Members: Krzysztof Marcinkowski – First Aider, Fire Aider



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Justyna Wodniczak

Agata Delsaint

§12

Regulated activities

- Work with children and vulnerable adults, including voluntary roles, must be done by someone who has had an enhanced criminal record check (Disclosure and Barring Service check).
- When we are providing food and drink, we have a general responsibility to ensure that it is safe to eat and complies with the requirements of the Food Safety Act.



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Appendix 1: Health and Safety Policies

Health and Safety policy 1: UK BUTTERFLY – Child In Need LTD

Statement of intent

1. The policy of the UK BUTTERFLY – Child In Need LTD is to provide and maintain safe and healthy working conditions and environment for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the UK BUTTERFLY – Child In Need LTD lies with the management committee. This responsibility will be delegated to a named volunteer for each event or activity. This volunteer will be responsible for ensuring that this policy is upheld.
2. For our monthly management committee meetings the responsible person is: Teresa Wojtyła
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.
4. Day to day responsibility for ensuring this policy is put into practice at Shapla Community Hall is delegated to the Lead Volunteer on any given Saturday. This will be stated on the Saturdays's rota.
5. All volunteers have a duty to:
 1. co-operate with the committee on health and safety matters
 2. not interfere with anything provided to safeguard their health and safety
 3. take reasonable care of their own and others' health and safety
 4. use equipment correctly in accordance with training and instructions
 5. report all health and safety concerns to an appropriate person.



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General arrangements

1. The main activity of UK BUTTERFLY – Child In Need LTD is to organise social activities and support for the Polish community. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. UK BUTTERFLY – Child In Need LTD may also run regular events at the same venue or using the same equipment, such as our monthly committee meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.
3. We will have a trained first aider present at all events which are open to the public.
4. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer or employee will run an event or activity on their own, and at least three volunteers or employees should stay at an event until it is finished and the last attendees have left.
7. UK BUTTERFLY – Child In Need LTD will buy/hold Public Liability Insurance

Risk assessment

1. Risk assessments of our weekly venue will be carried out annually by the committee. Responsibility for observing the decisions made in the risk assessment lies with all volunteers.
2. The committee will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.
3. Risk assessments of each activity will be carried out by the volunteer who is planning that activity. That volunteer is responsible for liaising with the Lead Volunteer in charge to ensure hazards are dealt with as outlined in the risk assessment.



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First aid and accidents

1. The First Aid Box for Shapla Community Hall will be brought to the session by the Lead Volunteer. The management committee is responsible for checking the contents every quarter.
2. Every Lead Volunteer will have up to date first aid training.
3. All accidents are to be recorded in the Accident Book. The book is located in the first aid box.

Behaviour management

1. Young people will be met and inducted by two Lead Volunteers before coming to Saturday's session.
2. Young people displaying abusive or violent behaviour will be asked to leave the session.

Reasonable level of risk

1. We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of young people's/children's growth and development. We therefore aim to protect young people/ children from unnecessary and high risk, and provide guidance and support to help young people manage some risk for themselves.

Food & drink

We can sell or provide free food and non-alcoholic drinks as long as:

1. All profits go to the organisation
2. We ensure food is prepared in a hygienic manner and complies with the Food Safety Act.

Crèches & Childcare services

Crèches and other childcare services are covered by the Children Act. Crèches are defined by National Standards as:



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“facilities which provide occasional care for children under eight and which are provided on particular premises on more than five days a year. They need to be registered where they run for more than two hours a day, even when individual children attend for shorter periods. Some are in permanent premises and care for children while parents are engaged in particular activities, e.g. shopping or sport. Others are established on a temporary basis to care for children while their parents are engaged in time-limited activities, e.g. a conference or exhibition.”

As a rough guide, if crèche.....

- ⌚ lasts for two hours or less in any one day, or
- ⌚ is at a one-off event (lasting no more than 5 days)

... we do not have to register with Ofsted Early Years. For one-off events where the crèche will last more than two hours, we need to contact the council’s Creche Information Service in advance for guidance.

All other crèches have to be registered.

Responsibilities

1. Safety Officer

1.1 UK BUTTERFLY – Child In Need LTD Committee delegates overall responsibility for health and safety in the Resource Centre to Krzysztof Marcinkowski as Safety Officer.

1.2 The Safety Officer should ensure that the Management Committee receives regular reports on health and safety issues, and may call a special meeting of the Management Committee where a health and safety matter requires the Committee’s urgent attention.

1.3 The Safety Officer is responsible for ensuring that the Centre has adequate cover under the Employers’ Liability Act 1969 and Public Liability insurance.

1.4 The Safety Officer is responsible for this policy being carried out. In his absence Alamgir Miah is responsible.



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1.5 The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.

1.6 The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

Review

This policy will be reviewed every year

Date...1.03.2014.....

Signature (Director) Aleksandra Marcinkowska.....

Signature (Chair).....Teresa Wojtyła.....



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Appendix 2

Employees and Volunteers

2.1 All employees/ volunteers have the responsibility to develop, within the team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.2 All volunteers are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the Safety Co-ordinator and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.

Front-desk workers

The Front Desk worker is responsible for the health and safety of Centre users and must ensure that they are trained to use equipment (whether for hire or for use in the Centre) correctly and safely. The worker should be aware of the particular needs of disabled users.

General arrangements

Accidents

- The Appointed Person responsible for taking charge in an emergency during public opening hours is the Front Desk worker. At other times, the Appointed Person is Teresa Wojtyła or, in her absence, Justyna Wodniczak or Agata Delsaint (according to availability).
- A trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.
- The Appointed Person responsible for maintaining the First Aid box is the Safety Officer.
- The Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.
 - All volunteers have a duty to be familiar with the First Aid manual and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All employees should be aware of the recommended procedure for the



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treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.

General Fire Safety

- The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.
- All volunteers have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
- The Front Desk worker is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.
- The 'Back Office' is not fully accessible and should not be used by people with visual or mobility impairment. Other, accessible, areas of the centre should be used by staff and members of the public with visual or mobility impairments. All members are staff should be aware of this and enforce this policy.
 - The Front Desk worker is responsible for checking that escape routes and exits are clear and fire extinguishers in place each day while opening up the Centre.
- There will be a joint fire drill once a year. A form will be completed by each organisation after the drill noting evacuation time and any problems encountered.

Hygiene

- Safety Officer is responsible for ensuring that the toilet and sinks are cleaned weekly and that the rubbish bins are emptied weekly.
- All employees are responsible for washing up cups and plates.

General cleanliness

- The Safety Officer is responsible for ensuring that floors and work surfaces are cleaned weekly.



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- The Front Desk worker is responsible for keeping public areas tidy and for cleaning up any dirt or spillages.

Floors, gangways and position of furniture & equipment

- Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.
- The Front Desk worker is responsible for all public areas, the Maintenance & Cleaning worker for staff areas.
- Nothing should be stored in the area of the toilet directly adjacent to the central heating and hot water boilers.

Safe Practices

- All volunteers should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.
- The Front Desk worker should ensure that users behave in a safe manner and, in particular, ensure that children do not cause hazards for themselves or others.
- All employees should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys.

General welfare

- The Safety Officer is responsible for measures to enhance the general welfare of staff and users, including measures such as temperature, ventilation, general noise levels, and lighting in the Centre.
- The Front Desk worker should ensure that users are aware of the law banning smoking in enclosed work premises.



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Hazards

Electricity

- Main switches are in the services cupboard in the lobby. This cupboard must be kept bolted.
- All volunteers have a duty to be aware of the procedure for Electric Shock Action. In the event of a user or visitor suffering an electric shock, the Front Desk worker is responsible for dealing with the emergency.
- The Safety Officer should ensure that Electric Shock Action notices are in place.

Gas

- Main switches are in the services cupboard in the lobby. The tap next to the red meter will cut off the supply only to the Shapla Community Hall.
- All volunteers have a duty to be aware of the procedure for Gas Leaks. In the event of a leak, the Front Desk worker is responsible for handling the situation.
- The Safety Officer should ensure that the gas boilers are serviced annually.

Equipment and Machinery

- Equipment used by groups inside the Centre

- The Safety Officer is responsible for checking electrical cables, plugs and connections.
- The Front Desk worker is responsible for ensuring that users know how to use equipment correctly and when to ask for help. The Front Desk worker must check that groups are using the equipment safely and are not causing potential hazards to other users and visitors or to staff.
- Equipment must be used and serviced or cleaned in accordance with the manufacturers' instructions,



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Equipment in staff areas

- The Officer is responsible for checking electrical cables, plugs and connections and other equipment.

Dangerous Substances

- The Safety Officer is responsible for carrying out a COSHH assessment of all substances in use or stored in the Centre and for ensuring that all employees are fully aware of listed substances. UK BUTTERFLY – Child In Need LYD does not currently use or store any notifiable Major Hazard substances.

- The Safety Officer should maintain full details of the usage, storage, disposal, components, hazards and First Aid measures (including Product Safety Data Sheets where appropriate).

Personal Safety

- The Safety Officer is responsible for developing procedures and staff training to ensure the personal safety of staff while on duty in the Centre, while locking and unlocking the premises and while carrying cash to and from the bank.
- The Safety Officer is responsible for locking-up hall and to ensure that lighting in the lobby, in the external passageway and at the front of the building are kept in good order.

Sample Risk Assessment

Venue

Community hall example risk assessment

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Varnished	Could be slippery when	Staff,	Put out a sign warning people when the floor

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
floor	wet. Somebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries.	volunteers, centre users.	has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around.
Chairs and tables	These can cause clutter and people could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.	Staff, volunteers, centre users.	Clear tables and chairs away before running physical activities such as sports. Ensure all centre user group leaders know how to stack tables and chairs correctly. Put up signs explaining how to stack them correctly.
Electrical appliances	Faulty appliances can cause electrocution, which can cause serious injury and death.	Staff, volunteers, centre users.	Ensure all appliances are checked regularly (at least once a year) by a competent person. Instruct all centre user group leaders, staff and volunteers to check for exposed wires and burn marks on cables or plugs before using appliances.
Outdoor steps and ramps	These are hard, and people could be injured if they trip and fall on them.	Staff, volunteers, centre users.	Have outdoor lighting which is on at all times when the centre is used after dark. Ensure all staff, volunteers and centre user group leaders know that they must keep steps and ramps clear of obstacles at all times.
Hazardous chemicals in cleaning products	Cleaning products contain chemicals that can be harmful if they come into contact with skin or are inhaled.	Staff, volunteers.	All staff and volunteers will be provided with rubber gloves for cleaning. They will also be asked to ensure that the area is well ventilated.
Fire	People could become trapped during a fire, which can be fatal.	Staff, volunteers, centre users.	Smoke alarms are installed in every room. There is a fire alarm alert button by the front entrance and in the hall. Batteries must be replaced as soon as they run out. Smoke alarms must be tested every six months by the caretaker, by pressing the test button on the alarm. All fire exits must be clearly labelled and kept clear and unlocked at all times when the centre is in use. There will be an annual fire drill.

Equipment

Coffee morning kettle example risk assessment

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Kettle sides becoming very hot when boiled	Someone could touch the sides and burn their hands	Volunteers	The kettle will only be used in the kitchen, and only by volunteers. The kettle has a rubber handle, which does not heat up.
Hot water being spilled	Scalding	Volunteers, attendees	The kettle must not be carried from the kitchen when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers should take extra care when carrying hot drinks.
Children pulling hot kettle on themselves	Scalding	Children	Children will not be allowed to use the kettle at any time. The kettle will only be used in the kitchen, where children are not allowed to go.
Damage to electric power cable	Anybody who touches the damaged cable could be electrocuted.	Volunteers, caretaker.	The caretaker will check the full length of the cable, plus plugs and sockets, once a week. This should be noted in the caretaker's records. This should be done when the kettle is unplugged.
Overflowing	Boiling water could land on people, scalding them. Overflowing could also lead to water getting into plug sockets, which can cause electrocution.	Volunteers	The maximum level must be clearly marked on the kettle. If this wears off after time, it should be drawn back on with permanent ink.

Activity

Children's cycling club (in the playground) example risk assessment

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Bikes	Bikes need regular maintenance to keep them safe to ride. If the bikes are not in a good state of repair, a child could be	Children and volunteers riding the bikes.	Bikes will be serviced every six months by a qualified mechanic. The volunteers running the activity will receive training in making safety checks and making basic adjustments to improve bicycle safety. If a

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
	injured by falling off, cutting themselves on sharp parts, brakes failing, etc.		bicycle is unsafe, it will not be used until it has been fixed. A list of safety checks is distributed to all volunteers. All children will be required to wear cycle helmets.
Litter in playground – during activity	Playground could be littered with broken glass, dog mess, litter etc that could cause injury or illness.	Children, volunteers.	Playground to be checked carefully by volunteers before the activity begins, and cleared of any debris.
Cleaning up litter	Hazardous litter could cause injury or illness to volunteers when they are cleaning it up.	Volunteers	Volunteers will receive training in how to safely clear up and dispose of litter, including dog mess and broken glass, and provided with gloves, plastic bags and hand washing facilities.
Slippery ground	Wet ground makes cycling more slippery. Children and volunteers could fall off their bikes and injure themselves.	Children, volunteers.	Activity will stop in heavy rain, snow, sleet or hail. In light rain, children will be asked to cycle more slowly and leave more space between each bike.
Sun	Hot sun can cause sunburn, sunstroke and dehydration.	Children, volunteers.	Children and volunteers will have regular breaks to have a drink in hot weather. Everyone will be encouraged to use suncream and wear long sleeves.
Children being unable to ride	Children may fall off their bikes in the course of learning how to ride.	Children	The activities run will be suitable to the level of the children present. All children will be taught to ride and assessed by a trained volunteer before taking part in general activities. All children will be required to wear cycle helmets.
Abduction	Unknown adults could come into the playground if the gates are left unlocked.	Children	Gates will be kept locked except for at the beginning and end of the activity. At these times, children will be closely supervised by volunteers. No child will be allowed to leave with an adult who is unknown to volunteers, without checking with the child's parent/carer.
Collisions	Children could collide with one another when cycling, causing them to fall off and injure themselves.	Children, volunteers.	All children will cycle in the same direction, unless part of a volunteer run game or activity. Children will be supervised and volunteers will ensure that they do not ride too fast. All children will be required to wear cycle helmets.



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