



**Pimlico Toy Library (PTL)**  
133A Lupus St  
London SW1V 3EN  
Registered Charity: 1157856  
Tel/fax: 020 7834 3356  
e-mail: [ptlcharity@gmail.com](mailto:ptlcharity@gmail.com)

## **HEALTH & SAFETY POLICY**

Pimlico Toy Library is committed to establishing and maintaining safe working conditions for its staff, volunteers and service users. It is our policy to do all that is reasonable and practicable to reduce risks and hazards and prevent personal injury.

### **Responsibilities**

Responsibilities for health and safety fall to both the organisation and Pimlico Toy Library (PTL) representatives which include employees at PTL (which are defined here as permanently employed staff and those temporarily employed or contracted) as well as volunteers and trustees. Pimlico Toy Library has a responsibility, insofar as is reasonably practicable:

- To provide and maintain safe and healthy working conditions, taking account of any statutory requirements;
- To assess the risks to the health, safety and welfare of employees; volunteers/trustees, service users and visitors whilst they are on the premises;
- To provide information, operational policies and procedures, training, instruction and supervision to enable employees and volunteers to perform their work safely and efficiently

All employees (permanent, temporary and contracted staff) and volunteers have a duty while at work:

- To take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions;
- To co-operate with PTL in ensuring all statutory and other requirements are complied with;
- To observe the provisions of this policy;
- Not to intentionally interfere with, or misuse, anything provided for health, safety or welfare

Pimlico Toy Library's Co-ordinator is responsible for ensuring the implementation of health and safety policies and procedures, and the Trustees have overall responsibility for the health and safety matters of the charity.

Pimlico Toy Library provides instruction and training to ensure the health and safety at work of its employees and volunteers, and to raise awareness of PTL's health and safety policy and their shared responsibility for health and safety. Clear policies and procedures are in place for staff and volunteers.

Parents/carers have responsibility for their child/children at all times when attending the Toy Library and/or using the Toy Library's services and resources.

### **First Aid**

Co-ordinator Maggie Harper and Toy Librarian Sheila Martin are trained first aiders. A First Aid kit is available on site at all times and is kept out of reach of children.

### **Risk assessments**

Risk assessments are carried out at least annually. Westminster City Council undertake checks to comply with asbestos, water, fire, electrical and lighting matters. Fire extinguishers, safety lights and water temperature are checked regularly by Westminster County Council. PTL pays for electrical appliance testing annually.

Regular fire drills are carried out and all visitors at play sessions must sign in to the attendance register.

In the event of an accident, PTL has an official accident book which records how, when, and where the incident occurred.

If any off-site events are planned, risk assessments (including testing the journey, visiting the location and talking to staff) are carried out on case by case basis to understand the specific requirements of each event. Some on-site events will also entail a risk assessment carried out by PTL or the visiting organisation.

### **Our facilities**

The Toy Library is kept safe and clean. Windows and doors are kept suitably secured and floor surfaces are checked regularly to ensure they are clean and dry. Electric sockets in the play areas are kept covered.

PTL has a mandatory policy that all toys are cleaned after use and are checked regularly to ensure they remain in good order. If this is found not to be the case they are removed from circulation.

PTL has a policy that everyone must wash their hands on arrival at a play session.

Bathroom facilities are checked regularly and cleaned as needed throughout the day. Towels are changed regularly and cleaned by professional launderers.

A first aid kit is located by front door of the play room and a Health and Safety Poster is located in the PTL Office.

### **Sickness**

As outlined in the membership agreement form, children or parents/carers who are ill or infectious are asked not to attend the Toy Library.

### **Contact details**

If you have any questions or would like to discuss any Health & Safety issues please contact Maggie Harper on 020 7834 3356 or [ptlcharity@gmail.com](mailto:ptlcharity@gmail.com) or the Chair of

Trustees, Max Stanford at [mtr.stanford@googlemail.com](mailto:mtr.stanford@googlemail.com).

PTL monitors the latest legislation in order to keep abreast of and adhere to recommended practice. The latest legislation is: *A Final Report on Implementation of Health & Safety Reform 24 March 2015*). PTL has reviewed this report to check compliance with its recommendations.