

## **HIGH DOWN AFTER SCHOOL CLUB**

**Down Road, Portishead, BS20 6DY**

### **HEALTH AND SAFETY POLICY**

#### **Statement of intent**

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, staff and volunteers.

#### **Aim**

Any relevant areas not covered by this policy (for example the compliance of the school buildings from which we operate with health and safety regulations) are covered by the school's Health and Safety policy. The aim of this policy is to supplement the school policy to cover matters specific to the Club.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

#### *Insurance cover*

We are covered by the school's public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board.

#### **Method**

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is the Club Manager, Linda Croshaw.
- She is competent to carry out these responsibilities.
- Whenever an employee of the Club or the school, a parent/carer, visitor or child notices a health and safety problem which they are unable to put right they must immediately inform the above designated person.
- Any issues in regards to the buildings and outdoor areas are reported to a member of the health and safety working party of the school governing body (currently Andreyra Cowan, Heather Kirkpatrick, Denise Major, Ron Stevens and Geoff Smith)

#### ***Risk assessment***

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required

- anything which a child may come into contact with during a session.

Risk assessments are written and reviewed regularly.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- as and when a new risk or change is identified
- reviewed annually

### ***Awareness raising***

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, suitability for work and the storage of potentially dangerous substances.
- 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.
- This and other relevant policies are available on the club website for all parents/carers to read as part of the annual registration process. Hard copies are available upon request.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### ***Children's safety***

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Staff cannot work unsupervised, or carry out regulated activities until a clear DBS check has been received.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present (one of these will have a current 12 hour paediatric first aid qualification). There will always be a recognised Level 3 (NNEB, NVQ 3 in CCLD, Diploma in Pre-school Practice) qualified member of staff on site at all times.
- We work to the suggested staff to child ratio of 1:8 on site and 1:6 offsite, particularly in relation to children in the EYFS.
- Should a child go missing, refer to 'Lost Children Policy'.
- Under no circumstances should a member of staff be at work if under the influence of drugs or alcohol, refer to 'Drugs and Alcohol Policy'.

## ***Security***

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- The personal possessions of staff and volunteers are securely stored during sessions. It is the responsibility of the individual to ensure this is carried out.

## ***Kitchen/Food and Drink***

- Children do not have unsupervised access to the kitchen.
- Most members of staff have an in-date Food Hygiene Certificate.
- All staff follow the guidelines of *Safer Food Better Business* (Obtainable from the Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk))
- The person in charge and the person responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment, which applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in *Safer Food Better Business* obtainable from the Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk) ).
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*).
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times
  - are kept away from hot surfaces and hot water
  - do not have unsupervised access to electrical equipment
- All establishments are advised to follow North Somerset Council's guidelines regarding the food we provide. Particular attention is paid to the new regulations regarding allergen information which came into force in December 2014. Due account is taken of all allergens

notified to us and we operate systems to ensure that children do not have access to food/drinks to which they are allergic.

- All food and drink is stored appropriately.
- Adults take care when carrying hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Breakfast and Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.

### ***Electrical equipment***

- All portable electrical equipment conforms to safety requirements and it is the responsibility of High Down Junior School to ensure they are checked annually by compliance contractors. It is the Club's responsibility to ensure that all such items are made available for testing when requested
- Electric sockets, wires and leads are risk assessed and appropriate safety measures are put into place
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas

### ***Storage***

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### ***Outdoor area***

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times

### ***Hygiene***

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting.
- We have a schedule for cleaning resources and equipment.

- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
  - cleaning tables between activities
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate
  - providing sets of clean clothes
  - providing tissues and wipes

### ***Activities***

- 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 setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### ***Outings and visits***

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- We exceed the standard adult to child ratios when we go on outings.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. Records are kept of the vehicles used to transport children (when appropriate) with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.

- At least one person who holds a current 12 hour paediatric first aid qualification and one person with a level 3 qualification will be present on an outing.
- The Lost Child Procedure is also adhered to during outings.

### ***Fire safety***

- Our emergency evacuation procedures are clearly displayed in the premises, explained to new members of staff, volunteers and parents, and practised regularly at least once every six weeks
- Records are kept of fire drills within the fire drill log book - which includes; date, time, number of children and adults, how long the drill took and comments
- Fire doors are kept closed and emergency evacuation routes are kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places
- Staff are made aware that they are responsible for familiarising themselves with the fire evacuation procedures, keeping door vision panels, evacuation routes, call points and fire fighting equipment unobstructed, keeping the presence of inflammable materials to a reasonable level, storing inflammable materials appropriately and using safe kitchen practices as set out above
- Children are made aware of the emergency evacuation procedures and of the importance of keeping evacuation routes clear
- Registers of staff, children and visitors on the premises are kept in an accessible place so they can easily be collected on evacuation
- Staff have also been briefed on evacuation procedures should the need arise

### ***First aid and medication***

At least one member of staff with current 12 hour paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children and is in line with the guidelines set out in the Early Years Foundation Stage Practice Guidance.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and a contents list is included in the First Aid kit.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- The contents of the first aid box is checked termly by nominated member of staff

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents are informed as soon as possible so that they can make their way to the hospital.

*Our accident book:*

- is kept safely and accessibly
- all staff and volunteers know where it is kept and how to complete it
- is signed by the staff member dealing with the accident and the parent on collection of the child.
- is reviewed at least half termly to identify any potential or actual hazards

#### *Reporting:*

In the case of the following, the school business manager will be notified on the prescribed form and they will in turn notify Priory CS, who will assess the information and if they deem it necessary notify the Health and Safety Executive under RIDDOR:

- Any accident to a child, visitor or member of staff requiring treatment by a general practitioner or hospital
- The death of a child, visitor or member of staff
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Any dangerous occurrence is recorded in our Incident Book. See below.

Ofsted will also be notified where necessary.

#### *Our Incident Book*

- We have ready access to telephone numbers for emergency services, including local police. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property
  - an intruder gaining unauthorised access to the premises
  - fire, flood, gas leak or electrical failure
  - attack on member of staff or parent on the premises or near by
  - any racist incident involving a staff or family on the centre's premises
  - death of a child
  - a terrorist attack, or threat of one
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

*Administration of medication - see Administration of Medication and Sickness Policy*

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clearly visible
- Adults do not remain in the building alone or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.
- All staff complete and keep up to date a health and emergency contact details form.

### **Records**

The following records are kept:

#### Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them, health and emergency contact details for all staff.
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

#### Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- the allergies, dietary requirements and illnesses of individual children
- accidents and medicine administration records
- consents for outings, administration of medication, emergency treatment

#### General

- the times of attendance of children, staff, volunteers and visitors
- incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Building compliance testing records, including fire and electrical safety (*High Down Junior School*).
- Operational procedures for outings..
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children

Reviewed: May 2017