

Health and Safety Policy

Statement of Intent

St Mary's After-School Club believes that the health and safety of children is of paramount importance. We make our afterschool a safe and healthy place for children, parents, staff and volunteers.

Aim

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.

Method

The member of staff responsible for health and safety is Naomi Hull Tracey Wills or Maria Walsh. They are competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- A termly inspection is carried out by the Southern Health & Social Services Trust.

Our assessment covers adults and children;

- Deciding which areas need attention; and
- Developing an action plan which specifies the action required the timescales for action, the person responsible for the action and any funding required.

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

- Daily before the session begins;
- And continually throughout the session and the week.

Insurance Cover

- We have employers' liability insurance. The certificate is displayed in the front foyer.

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 understand their shared responsibility for health and safety.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the After-School Club.
- Health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.

- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with the trust as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not supervise children on their own.
- All children are supervised by adults at all times a ratio of 1:8.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- A buzzer system is in operation
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored in the kitchen during After-School Club session.

Windows

- Safety glass is fitted to windows and doors; and windows above ground level are secure and inaccessible to children

Doors

- We take precautions to prevent children's fingers from being trapped in doors - finger guards are fitted to all doors

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and nonporous.
- There are facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach, in a locked cupboard in the kitchen.
- When children take part in cooking activities, they:
 - Are supervised at all times;
 - Are kept away from hot surfaces and hot water; and
 - Do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- 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 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 before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including, but not restricted to, coats, hats, sun hats, and sun protection cream.

Hygiene

- We seek information from the Environmental Health Department 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 After-School Club which includes play room, kitchen and toilets area. We ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- The toilet area has a high standard of hygiene including hand washing, hand dryers and paper towels.

We implement good hygiene practices by:

- Cleaning tables between activities;
- Checking toilets regularly;
- Wearing protective clothing such as aprons and disposable gloves as appropriate;
- Providing sets of clean clothes;
- Providing tissues and wipes

Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the After-School Club.
- 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 nontoxic.
- 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.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play room and do not place hot drinks within reach of children.
- Snack and meal 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, upon request.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before outings. Staff will also discuss the outing with parents beforehand to allay any worries the parent may have and ensure they are fully aware of the content of the outing.
- At least one of the staff members will hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are completed monthly and clearly displayed at all exit points
- Emergency evacuations are explained to new members of staff, volunteers and parents.
- Records are kept of fire drills

First aid and medication

Staff are required to undertake an approved First Aid course with particular regard to young children and babies, and hold a current First Aid certificate. At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff (the leader or Deputy) and restocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the After-School Club, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents. All other staff will remain with the other children, moving them to another room if appropriate. The other children are kept calm and involved in an activity, although staff will be ready to give comfort and answer questions if necessary. The injured person will be transported to hospital by the emergency services and accompanied by one member of staff until a relative is available. Staff/child ratios will be maintained by having a member of staff above ratios for such an incident or, in cases where the above ratios member of staff is not available, by calling upon a member of the Committee.

Our Accident Book:

- Is kept safely and accessibly;
- Uses one page per accident/incident to promote confidentiality;
- All staff and volunteers know where it is kept and how to complete it;
- Is shown to parents upon collection where any accident involves their child and they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given; and

- Is reviewed at least half termly to identify any potential or actual hazards.

Health and Social Services Trust will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult by the leader.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive by the leader.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

The leader reports to the local office of the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. Usually if a child requires non prescribed medication during the session we would ask parents to administer medication before the child comes to After-School Club. The administration is recorded accurately by the key person and parents, and parents sign the record book to acknowledge when a medicine has been administered.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is based on guidance from the Health Protection Agency. This includes procedures for contacting parents or other authorised adults if a child becomes ill at After-School Club. A list of common illnesses and their exclusion periods is displayed on the parent's notice board for reference purposes.

If a child becomes unwell during the session, the parent/carer will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

If a child falls over on route to After-School Club and bumps their head and a visible mark/raised bump is present, the parent/carer will be asked to take the child home

Drop off and pick ups

Security measures have been put in place for drop off and pick up.

At drop off a member of staff is always at the outside door and comes in when last parent leaves.

At pick up times, a member of staff will stand outside door and another at the inside door. If letters are to be given out, an extra member of staff will be in the play room.

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 or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Minimum Standards for Childminding and Day Care, we keep records of:

- Adults authorised to collect children from After-School Club;
- 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 Incidents.

Smoking, drugs and alcohol

- As a public building the After-School Club premises are non-smoking.
- Visitors to the building and staff are asked not to smoke on the premises
- The welfare of the children is of paramount importance to the After-School Club, and as such the use of drugs and alcohol at the After-School Club premises is not allowed. Any staff who report for work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action by the committee.