

## **Health & Safety Policy**

### **Statement of Intent**

The Health and Safety of all is paramount at The Base. The Base take Health and Safety very seriously and there can be no excuse for failing to protect yourself and others where the means to do so are available.

The Base is committed to ensuring the health, safety and welfare of all it's employees/children and parent/carers so far as is reasonably practicable. The Health and Safety officer at school (Mrs Warren) will be made aware of each member of staff. They will ensure that safe conditions are maintained and also that any identified risks are identified. He/she will:

- Food storage and food preparation/serving (*please see Food and Drink Policy*)
- Also see (*Food and Drink Policy*) for allergies
- Outdoor/indoor play will be risk assessed before commencement of play. We take into account weather, equipment checks, any foreign objects and ratio for child/staff.

### **Accidents**

Accidents will be attended by a qualified First Aider (our aim is to have all staff First Aid training as soon as is possible after their induction process is complete).

All accidents must be reported to the Senior Play Worker and recorded in the accident book.

When collecting their child the parent/carer will be made fully aware of:

- Any accident that their child has had
- Any injury sustained

- Any action taken e.g. first aid.
- They will be asked to sign the accident book to establish their knowledge of the event

All Play Workers will be aware of the location of the first aid box, which will be checked weekly and replenished as necessary. There will always be a First Aider on duty each day as all staff will be first aid trained.

### **Illness**

If a child becomes unwell or is injured during their time at The Base, the staff will make them as comfortable as possible. If staff feel that the child is too unwell to stay at The Base the parent/carer will be contacted as soon as possible. Parent/carers whose child is unwell, injured or has any disease must inform the Senior Play Worker as soon as possible.

If there is any doubt regarding the safety of that child or other children the Senior Play Worker will discuss with the parent/carer before making the decision to allow or not to allow the child to attend.

If a child has sickness or diarrhoea they should not be sent to The Base for 48 hours after the last symptoms. In this situation the child will be refused entry into The Base. If a member of staff is made aware of this occurrence they must inform the Senior Play Worker as soon as possible.

### **Medication**

*(Please see Administration of medication policy)*, which covers the storage, administration, permission, recording and training.

### **Major Accidents**

All staff must be made aware of action to take in the event of a major accident/incident:

- Administer first aid

- Contact the relevant emergency services
- A Play worker will accompany any child taken to hospital if the parent/carer has not arrived.
- A detailed report to be entered in the accident book including names of witnesses. Parent/carer will be contacted as soon as possible and must sign the accident book to acknowledge events.
- An incident report form should be completed as soon as possible after the accident and be shown to the The Base Chairperson.
- School Head teacher to be informed as soon as possible.

**RIDDOR procedures to be followed as directed by Health & Safety regulations.**

**RIDDOR – Reporting of Injuries, diseases and dangerous occurrences Regulations 1995.**

RIDDOR requires the reporting of any work related accidents, diseases and dangerous occurrences it applies to all work activities but not all incidents. Employers, or those in control of work premises, as well as the self-employed have duties under RIDDOR.

Major injuries including any person who is taken directly to hospital from your premises who is not an employee. Any employee detained over 24 hours. Any fracture of a bone other than a finger, thumb or toe; any other should be reported under RIDDOR. Any such events should be reported to the local environmental authority and Ofsted.

**More detailed information can be found at [www.riddor.gov.uk](http://www.riddor.gov.uk)**

## **Legislation**

We actively display the Health and Safety Law poster, which details the appointed management representative, the safety representatives and the groups they represent. The enforcing authority and the local HSE environmental health department. There is also a HSE publication in the Health and Safety file for staff to observe. There is also a H&S in Early Years settings in this file, which can be used by staff for guidance.

## **Hygiene**

When food is being prepared staff will follow the relevant procedures required to maintain a high standard of hygiene ensuring hands, utensils and preparation areas are clean before and after food preparation. A risk assessment is established with regard to use of cleaning materials etc as per Control of Substances Hazardous to Health (COSHH) Regs 1994.

We ensure that the children wear protective clothing when partaking in activities involving the use of glue, paints, clay etc.

Staff use toilet facilities within the school and therefore school deals with all sanitation requirements.

## **Safety**

As our setting is shared during term time either a member of school staff or a member of The Base staff carries a visual risk assessment out daily and it is recorded on the Health and Safety audit checklist. (See form 1.4) Any fixtures that are highlighted on the above audit that are either in disrepair or damaged are reported to either the Head Master of School or the Caretaker for replacement or repair. Any equipment that is broken or damaged is thrown away, replaced and reported to the Senior Play Worker or the deputy.

All children, staff and visitors are recorded daily in the register. Visitors are also asked to sign in the visitor's book on arrival and departure of premises and reason for visit.

The named person(s) for Health and Safety are the Senior Play Worker (Christine Matthews) or her Deputy.

Pregnant staff are risk assessed – such as not to lift or move heavy items. Not to pick up any children and to avoid any food(s) that are harmful to them. This risk assessment form is brought to their attention.

Volunteers are inducted in the same manner as all staff. They are made aware of all Policies and Procedures and are shown how to record and report any Health and Safety issues.

### **Fire Drills**

We regularly perform fire drills during holiday time so that both staff and children are aware of the procedures carried out. When such an event it will be logged in the Health and Safety file which is kept on display. (*See Fire Drill Log form 1.7*) Smoking is not permitted by anyone whilst on The Base or schools premises.

The Base Insurance documents are displayed on the notice board for all to see. This includes Public Liability etc.

### **Activities**

Risk assessments are always carried out before any activity takes place. This allows for safety and security to be checked before carrying out any activities.

Activities will always be planned with an appropriate level of supervision and observing the correct advised ratios. Taken into account space and layout of the room/area to be used.

Any activity, which is or involves equipment that is potentially hazardous (e.g. physical games, cooking, some craft activities etc) will have constant supervision. Staff are made aware of manual handling in the case of lifting or moving heavy equipment. Also the correct way in which heavy, bulky items are stored.

The Base have a freeflow system in place where the pupils are free to use both the indoor and outdoor areas. There will always be staff situated at points through the indoor and outdoor space ensuring adequate supervising of activities. The doors to the hall will remain open weather permitting with children being encouraged to dress appropriately for the weather.

### **Children moving from school to The Base**

The Base employees will inform all teachers in writing on the class door of who is expected to attend the club on that day. Skids staff will collect KS1 children at the end of school day and take them directly to the club.

Teachers will then remind the children at the end of the school day to go to The Base. Children will then go to The Base informing the Play Worker when they arrive, who will then mark them in the attendance register.

The Base employees are extra vigilant with the KS1 children, making sure all children registered for The Base that evening are present and escorted to The Base by a member of staff. KS2 children are expected to make their own way to The Base after being reminded by their teacher.

If children booked into The Base are late, The Base employees will go and find them, first looking in classrooms and cloakrooms, the front entrance and outside where parent/carers normally collect children.

**Last minute bookings:** If a booking is taken after 3pm on the day parent/carers wish their child to attend, The Base employees cannot guarantee that their child will be informed to attend The Base, although they will do their best to do so. (School policy is that if a parent/carer for whatever reason is not at school to collect their child when school finishes, they will be taken to The Base with the parent/carers consent.)

### **Buildings Policy**

The Base are committed in ensuring our premises are of a high standard and meets the needs of our client group.

We will ensure that the premises currently rented to us comply with Health and Safety regulations.

We will work in partnership with the School and its Governors to maintain and update where necessary, our premises and equipment therein.

### **Policies and Procedures**

Policies and Procedures will be reviewed regularly. If an issue arises that is not covered by this document, or if it needs updating it will be discussed at the next committee meeting and added to the policies and procedures document.

The Voluntary Management Committee reserves the right to amend these Policies and Procedures at their discretion and at any time should it be deemed necessary.

Parent/carers will be informed of any change to the Policies and Procedures if the Voluntary Management Committee considers it relevant.

All parent/carers will be given a condensed version of our Policies and Procedures on registration of a new child. This will contain information relevant to bookings, fees, etc.

This full version of The Base 'Policies and procedures' will be available to parent/carers at any time.

The Base Policies and Procedures was last reviewed and updated on 27th March 2014.

### **Changing and toileting children**

Key worker to change and to attend to Childs needs.

All children to be changed in school toilets two members of staff to be present.

Protective clothing to be worn e.g. disposable apron and gloves. Before commencing ensure all child's clothes and equipment are at hand.

Where possible allow the child to change themselves offer help only if needed. Dispose of all waste materials in appropriate bin.

Disinfect and clean all areas and surfaces used.

### **Transporting children in Play workers vehicles**

Only designated members of staff are permitted to transport children in their personal vehicles with consent form the Childs parent/carer and appropriate insurance cover. Their vehicle should be fitted with appropriate restraints and booster seats where required. .



## **Food Hygiene**

When food is being prepared staff will follow the relevant procedures required to maintain a high standard of hygiene ensuring hands, utensils and preparation areas are clean before and after food preparation.

All play workers have attended and passed the Food Hygiene course.

A risk assessment is established with regard to use of cleaning materials etc as per Control of Substances Hazardous to Health (COSHH) Regs 1994.

## **Special Medical Needs**

Details of children with special medical needs should be recorded on registration forms. If a child has to bring any medication to the club it should be clearly labelled and handed to the Senior Play worker who will keep it in a safe place. Medication will only be dispensed with written permission of the parent/carer. Aspirin or Paracetamol will not be dispensed to children (unless prescribed by a doctor).

## **Illness**

If a child becomes unwell or is injured during their time at the club, staff will make them as comfortable as possible. If staff feel the child is too unwell to stay at The Base the parent/carer will be contacted as soon as possible. Parent/carers whose child is unwell, injured or has any disease must inform the Senior Play worker as soon as possible.

**If there is any doubt regarding the safety of that child or other children the Senior Play worker will discuss with the parent before making the decision to allow or not to allow the child to attend.**

**If a child has had sickness or diarrhoea they should not be sent to The Base for 48 hours after the last symptoms. In this situation the child will be refused entry into The Base.**

**Signed \_\_\_\_\_ (Manager) \_\_\_\_\_ (Date)**

**Signed \_\_\_\_\_ (Chairperson) \_\_\_\_\_ (Date)**