

# HEALTH AND SAFETY POLICY

## INTRODUCTION

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- To establish and maintain a safe and healthy environment throughout the club premises
- To carry out annual Risk Assessments covering all potential hazards and risks to all staff, children, parents and visitors to club
- To establish and maintain safe working procedures amongst staff and children
- To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the club to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises
- To follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation

## 1. FIRE SAFETY

Staff must:

- Prevent any possible cause of fire
- Be familiar with the fire procedure, and understand what their role is
- Know the location of fire extinguishers and fire exits
- Know how to use the fire extinguishers
- Ensure that all fire exits are clearly marked, kept clear and available to use at all times
- Ensure that the correct type of fire extinguisher is available
- NOT smoke on the premises, or in the presence of children at any time

## 2. FIRST AID

Staff must:

- Have a current First Aid certificate. This is a requirement of all Appletree staff
- Keep the First Aid boxes well equipped. Contents should be checked and replenished on a regular basis
- Ensure that First Aid equipment is stored on a high shelf, out of the reach of children
- Always take a portable First Aid kit when taking children out
- Wear disposable gloves when administering First Aid
- Report to the Resources Manager when equipment from the First Aid box is used, so that it can be replaced
- Record ANY First Aid given to either children or adults on the relevant form and in duplicate
- Ensure that they are aware of the procedure for completing accident sheets / existing injury sheets and medicine administration forms, and also ensure that a senior member of staff has signed the form(s) before it is given to parents and/or carers.

### **3. HYGIENE**

#### **3.1 PERSONAL HYGIENE & APPEARANCE**

Staff must:

- Keep themselves and their own clothes clean
- Wear stud earrings only
- Not wear sling back or open toed shoes
- Wear clothing appropriate for the role

#### **3.2 FOOD**

Staff must:

- Attend a Food Hygiene course where possible
- When handling food:
  - Tie long hair back
  - Wear appropriate aprons and disposable gloves
  - Wash hands with soap and running water
- Ensure that any cuts / injuries are covered with waterproof dressings
- Keep work surfaces clean, using anti bacterial spray and cleaning up as they go along
- Keep food covered and milk refrigerated
- Ensure that any bottles of milk with damaged lids are poured away
- Wash all fresh fruit and vegetables thoroughly before serving
- Ensure that refrigerators are cleaned thoroughly on a weekly basis
- Check and record refrigerator temperatures on a daily basis
- Provide a separate plastic cup and plate for each child at snack time
- Sterilize plastic cups and plates on a weekly basis

#### **3.3 PREMISES**

- All rooms used must be kept safe and clean
- Toilets must be checked for cleanliness at regular intervals throughout the session
- Staff and children must maintain personal hygiene standards and wash their hands before food preparation and after using the toilet
- Kitchen areas to be cleaned each evening
- Disposable plastic gloves are to be worn by staff when dealing with any bodily fluids
- Any plastic gloves, aprons and/or other materials used to clean up spillage will be disposed of in a safe, secure manner and will not be placed in a bin which children could gain access to
- Plastic carrier bags are not permitted in club

### **4. CLEANING MATERIALS**

- Cleaning materials are kept in a locked cupboard in the kitchen area
- Children are not allowed into the kitchen area
- A list of chemicals / cleaning products are to be kept, as well as antidotes which would be required by the hospital in case of accident, spillage or swallowing. Also see section 7.4.
- Cleaning materials currently being used (by Appletree staff) to prevent the spread of cross infection:
  - Antibacterial spray
  - Disinfectant
  - Washing up liquid
  - Sterilising fluid
  - Kitchen roll
  - Sweeping brush
  - Dustpan and brush
  - Vacuum cleaner

## **5. SAFETY**

- Members of staff will supervise children at all times.
- A staff to child ratio of 1:8 is maintained whilst in club, and 1:6 whilst escorting children from school
- Disposable gloves are used where appropriate
- Only permanent members of staff will stand at the door during arrival and departure periods
- Exterior doors will be kept closed once the children are on the premises
- The outside play areas will be secured when in use
- The room will be laid out to enable both children and staff to move around freely and safely
- Registers will be taken at the beginning of each session
- Before leaving the building a headcount will be done
- Play areas are checked daily to make sure the grounds are free from litter and broken glass
- The perimeter fence is checked for signs of deterioration or vandalism

## **6. MAINTENANCE**

### **6.1 TOYS**

- Staff should ensure that toys and equipment are stored in a safe manner, both those which are stored away from the children, and those which the children have access to
- An inventory will be kept of all toys and equipment
- Toys will be checked on a regular basis, to establish whether they are broken or have missing parts, and to make sure they are clean and safe for the children to play with
- Toys or pieces of equipment which are found to be unsuitable will be crossed off the inventory and disposed of safely
- When these toys or pieces of equipment are removed from the inventory, staff will decide whether the item should be replaced, or whether a different item should be purchased
- Toys and equipment will be cleaned on a regular basis
- When setting up large pieces of equipment, staff should use appropriate handling methods, and seek help when necessary

### **6.2 ELECTRICAL EQUIPMENT**

- An inventory will be kept of all electrical equipment used
- All pieces of equipment will be tested by a qualified electrician on a yearly basis. See separate PAT Testing Report
- Equipment found to be defective in any way will not be used. It will either be repaired or disposed of safely
- If a member of staff suspects that a piece of electrical equipment may be faulty:
  - The equipment **MUST NOT** be used
  - All other staff should be informed
  - A **DO NOT TOUCH** sign should be placed on the item
  - The item should be placed well out of the reach of the children
  - If the item cannot be repaired, it should be disposed of and crossed off the inventory

### **6.3 GAS EQUIPMENT**

Follow the policy as per section 7.2 Electrical Equipment.

- If a member of staff should smell gas at any time, the building should be evacuated and the Gas Board should be contacted on their Emergency number.

Staff must:

- NOT turn any electrical switches on or off
- NOT strike any matches or use naked flames
- Turn the gas supply off at the meter
- Open all doors and windows

#### **6.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)**

- All chemicals and cleaning products used must be stored in a restricted area away from children
- A list of chemicals / cleaning products are to be kept, as well as antidotes which would be required by the hospital in case of accident, spillage or swallowing.

#### **7. COMMUNICATION BOOK**

All staff members use the communication book to pass on messages and ensure that requests are not overlooked. Examples of items recorded are:

- Intruder or security incidents
- Damage to the building or property
- Enquiries from parents
- Communications between staff members
- Requests from parents, staff and any other stakeholder

Please note this list is not exhaustive.

#### **8. INCIDENT REPORT BOOK**

All staff members use this book to record incidents at Club. Examples of items recorded are:

- Theft
- Challenging behaviour
- Attempted break-in
- Fire
- Personal injury
- Casualty requiring hospitalisation
- Food poisoning

The following details are always included:

- Date, time and place
- Full factual description of incident
- Staff involved and what they did
- Further action required or taken
- Signature of person making the report

Please note this list is not exhaustive.