



HEALTH & SAFETY POLICY

Peppermint House

Statement of intent

Sandmartins believes that the health and safety of children and young people is of paramount importance. To minimise the hazards and risks all staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times. Enabling all children and young people to thrive in a healthy and safe environment.

Aim

Sandmartins aims to ensure the health safety and welfare of all children, young people, parents/carers, staff, volunteers, and any other who may be affected by the Club's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999 and their associated Approved Code of Practice (ACOP) and guidance will be complied with at all times

Methods

Member of staff responsible for Health and Safety is V. Bowbanks. She is competent to carry out these responsibilities. She has taken health and safety training regularly updates her knowledge and understanding

The Manager and Staff will always strive to go beyond the minimum statutory standards to ensure Health and Safety remains the first priority.

We display the necessary Health and Safety poster in the office area.

Risk assessment

Our risk assessment process includes:

- Continually checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults, volunteers, children, young people and visitors.
- 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 and outcomes.

We maintain lists of health and safety issues which are checked on a regular daily basis.

Insurance Cover

The Children Act 2006 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the club. Therefore, the Club has insurance cover appropriate to its duties under this legislation, including Employer Liability Insurance. The certificate is displayed in the reception area.

Awareness raising

- Our induction for staff, students 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.

The induction of staff and students covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances (COSH).

- 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.
- 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 have a no smoking policy together with no smoking signs displayed around the building.
- Children and young people are made aware of health and safety issues through discussions planned activities and routines

Children's safety

- Only persons who have been suitably checked have unsupervised access to the children and young people including helping them with toileting.
- All children and young people are supervised by adults at all times.
- Whenever children and young people are on the premises at least two appropriately Qualified adults are present.

Security

- Systems are in place for the safe arrival and departure of children and young people
The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults, staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children and young people from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during Sandmartins sessions

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

We take precautions to prevent children and young people's fingers from being trapped in doors

Floors

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

Kitchen

- Children/young people do not have any access to the kitchen with the exception of cooking activities and helping to prepare snack.
- 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 and young people's reach .
Red Triangle system indicates danger to the children and young people.

Cooking

- When children and young people 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.
 - a Red Triangle system is in place which indicates danger areas to the children & young people and shows adult supervision needed.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Fuse box, circuitry box for wiring, timing controls, Internet equipment are in the storage room which is locked, and is not accessible to the children and young people.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children and young people are taught not to touch them.
- 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 and young people select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- All malleables are stored appropriately and changed when necessary

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults children and young people are alerted to the dangers of poisonous plants, herbicides and pesticides
- Where water can form a pool on equipment, it is emptied before children and young people start playing outside.
- All outdoor activities are supervised at all times.

- **Hygiene**

- Our daily routines encourage the children and young people to learn about personal hygiene. .
- Staff clean the floors and toilets at closure each day.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of sanitary wear.
- 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 tissues
 - daily disposal of all rubbish/waste at the end of each session.

- **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of children and young people at Sandmartins
- The layout of play equipment allows adults, children and young people to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items removed, stored safely and are repaired or discarded.
- All materials -including paint and glue -are non-toxic.
- Sand is clean and cleaned and suitable for children and young people's play.
- All play is constantly supervised.
- Children/young people are taught to handle and store tools and equipment safely.
- Children/young people who are sleeping are checked regularly.
- Children/young people 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.
Regular recorded cold storage checks
Temperature records of hot foods served to children and young people.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children and young people.
- Snack and meal times are appropriately supervised children and young people do not walk about with food and drinks.
- Fresh drinking water is available to the children and young people at all times.
- We operate systems to ensure that children and young people do not have access to food and drink to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before outings.
- Our adult to children/young people ratio
- The children/young people are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children and young people.
- Records are kept of the vehicles used to transport children and young people, with Named drivers and appropriate insurance cover.

Animals

- Animals visiting the Sandmartins are free from disease, safe to be with children /young people and do not pose a health risk.
- Sandmartins pets are free from disease, safe to be with children and young people and do not pose a health risk.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting 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 approved by the Fire Safety Officer and 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 and the servicing of fire safety equipment.

First aid and medication

At least one member of staff with a current first aid/paediatrics training certificate (relevant to children and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for children and young people.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children and young people

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

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child/young person or adult.

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

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

- 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 and young people's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children and young people. Parents give prior written permission for the administration of medication.

The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents.

This includes procedures for contacting parents or other authorised adults if a child becomes ill at Sandmartins

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- 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. The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the National Standards for Day Care, we keep records of:

- adults authorised to collect children from Sandmartins
- the names, addresses and telephone numbers of emergency contacts in case of child's or young persons illness or accident;
- the allergies, dietary requirements and illnesses of individual children and young People.
- the times of attendance of children young people, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Medicines Policy
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment. (Registration Form)
- Accident record.
- Smoking, Alcohol & Drugs
- Safeguarding Policy
- Medical & Sickness
- Nutrition
- Hygiene
- Electrical Equip. Checks
- Emergency Closure Contingency Plan
- Site Security
- Food and Drink
- Bullying.
- Intimate Care Policy
- Information Sharing
- Uncollected/Late Collection Policy

This policy was adopted by : Sandmartins	Dated 12 th October 2015 reviewed on 22 nd May 2017, 27 th November 2018
Release Authority- Trustees	Signed Val Bowbanks Trustee and Manager
To be reviewed November 2019	Signed Val Bowbanks