

D . A . R . E

Discovery Adventure Recreational Educational

Supporting SEN children to learn through play in a secure environment

HEALTH AND SAFETY POLICY

Introduction

Under the Health and Safety Act 1974, as an employer, **DARE Saturday & Holiday Playscheme** has a duty to maintain health and safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using **DARE Saturday & Holiday Playscheme**.

All employees are obliged to take care of their own Health & Safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the Health & Safety of themselves and others in undertaking their work.
- Always comply with the DARE Playscheme's Health & Safety Policy and procedures
- Report all accidents and incidents in line with the reporting procedure
- Cooperate with Playscheme's management on all matters relating to Health & Safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare
- Report all defects in condition of premises or equipment and any Health & Safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent and have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Individual Risk Assessment

Specific assessments relating to staff member(s) or pupil(s) are held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) that may impact upon their work. A separate risk assessment is required for pregnant staff members.

It is everybody's responsibility to carry out routine inspections of their own group, bringing any Health & Safety issues as they arise to the attention of the Management and Alex Town-Phills, if it is out of their remit, and to ensure that risk is lowered to as low as reasonably possible, if unable to completely remove

DARE Saturday & Holiday Playscheme promotes a high standard of health and safety in the following ways:-

Food

- Staff are required to have basic Food Hygiene and Safety training before handling food.
- All food preparation areas and utensils are kept clean and tidy.
- Snacks and drinks provided will be prepared with due care.
- Parents of children with food or drink allergies must inform the Playschemes' Supervisor.
- Children will not be allowed to eat, drink, and play at the same time.
- Children wash their hands before they have their snack and after going to the toilet.

Hygiene

- All staff will share responsibility for keeping **DARE Saturday & Holiday Playscheme** facilities clean.
- Toilets shall be checked by staff members and cleaned regularly by the employed cleaner at the school.
- Cuts shall be covered at all times
- Disposable gloves shall be used when attending to a child with blood or other bodily fluids.

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- Staff members will encourage children to wash their hands after using the toilet, and before meal times.
- Children will be encouraged to cover their mouths when coughing.
- Tissues will be available and children encouraged to dispose of their tissues independently.
- Tables used for eating will be cleansed before snack time.

Common Illness

- Certain infectious illnesses require children to be excluded from DARE Saturday & Holiday Playscheme e.g. chicken pox etc.
- Children who have had diarrhoea / vomiting should be clear of symptoms for a minimum of 48 hours before attending DARE Saturday & Holiday Playscheme.
- Should a child become ill at DARE Saturday & Holiday Playscheme it is the responsibility of the Supervisor to ensure that the child's parent / carer is informed. If the child's illness requires the child to be excluded he/she should be allowed to rest away from the other children but within contact of an adult until his/her parent / carer can arrange collection.
- All infectious diseases will be reported and where necessary parents / carers of all the children must be informed of reported cases of serious illness but not the identity of the child concerned.

FIRST AID AND MEDICATION

The need for first aid provision to provide first aid has been assessed. A first Aider is required to carry out first aid during every session.

First Aid Bags will be kept in areas where an appointed First Aider. Hansa and Alex are responsible for regularly checking (**termly**) that the contents of first aid boxes/eye wash bottles are complete and replenished as necessary.

Transport to hospital

- Where a first aider considers it necessary, the injured person will be sent directly to hospital. Parents/carers will be notified immediately of all major injuries to pupils and asked to take their child to the hospital. If it's an emergency, they will be sent in an ambulance.
- Any person suffering from a *specified injury* or admitted to hospital is reportable under **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline and, in the case of pupils, with the parents/carers.

Medicines

- Drugs and medication will only be administered by staff if treatment has been prescribed by the child's Doctor, or written permission of parent / legal guardian.
- All medications being administered during the duration of DARE Saturday & Holiday Playscheme must have labels checked for the child's name, dosage etc. They will be kept locked away until they are needed, and again after use.
- The Medical Policy form will need to be completed, recording details of the medicine and the date, time and dose to be given. This will be countersigned by the parents on collection of the child.
- If, for any reason, the child cannot take the medicine or refuses then the child's parent will be contacted.
- Parents whose children need Epipen, Insulin or Rectal Valium will be required to sign a consent form allowing a trained member of staff to administer medication. As many details as possible must be included on the form to enable the trained member of staff to determine when the medication is required.

Health Care Plans

- Parents / carers are responsible for providing the Playscheme with up-to-date information regarding their child's health care needs and providing appropriate medication.

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- Individual plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed when the child enrolls / on diagnosis being communicated to the Playscheme in and will be reviewed annually by First Aider and Management
- All staff members are made aware of any relevant healthcare needs, with **a summary to be displayed in the Group Tablet** and copies of health care plans should also be placed on the students file and electronic record.
- Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Sun Protection

In the summer it is important that parents provide adequate coverage for children playing in the sun i.e. a sunhat and sunscreen, both clearly labelled with the child's name.

Physical Activity

DARE Saturday & Holiday Playscheme provides a wide selection of play opportunities and access to indoor and outdoor play. Every child is encouraged and supported in taking up physical activities to promote a healthy lifestyle.

Accidents

Any accident involving staff or children will be noted on an Incident / Accident Form. The form will be filled in by both members of staff and countersigned by the parent on collecting the child.

Major Accidents

A major accident is defined as:

- Suspected fracture
- Burns
- Concussion
- Any injury which staff feel needs an expert opinion

In the event of a major accident occurring, staff will

- a) Apply first aid.
- b) Call an ambulance.
- c) Call the parent / carer.
- d) If the parent has not arrived at the Club by the time the ambulance is ready to leave, then a staff member will accompany the child to the hospital.
- e) The Director should be informed.
- f) An incident report will be completed as soon as possible after the accident and given to the Chairperson or Committee.

A First Aid box will be kept in a safe but accessible place. The box will be replenished promptly and checked regularly.

Disposable gloves will be kept in the box and will be worn by staff when dealing with children who are bleeding.

At least one member of staff working each Saturday will hold the Paediatric First Aid certificate, and all staff are encouraged to take regular First Aid training. All staff must be familiar with the location of, and contents of, the First Aid box.

Reporting to the Health & Safety Executive (HSE)

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The Director(Tunde Alabi) is responsible for reporting of all Incidents involving a fatality or major injury to the Health & Safety Executive (HSE) on 0845 300 9923. Reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.
- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays).

Sickness of Children Attending DARE Saturday & Holiday Playscheme

If a child attending DARE Saturday & Holiday Playscheme should become ill the parents or emergency contact should be contacted and asked to collect the child as soon as possible. The child should be kept apart from the other children and allowed to sit quietly whilst waiting for their carer. No medicines will be administered by DARE Saturday & Holiday Playscheme staff, with the exception of previously arranged and agreed items. If symptoms are serious then a doctor or paramedic will be contacted.

INFECTION CONTROL

To promote good health and to prevent the spread of infection, the playscheme will ensure that the following good practices are followed in line with Public Health England document Guidance on infection control in schools and other childcare settings, September 2014 (version 2)

Personal Hygiene

- Hands washed after using the toilet.
- A box of tissues is available, and children and young people are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children and young people are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers

Classroom Play Equipment and Resources

- Outdoor Play equipment including bikes should be wiped down at the end of each session especially handlebars and seats. This should be done using an antibacterial wipe or spray solution.
- Outdoor equipment must be stored inside overnight
- Internal resources should be wiped down daily using an antibacterial wipe or spray solution

Children in Nappies/Pads

- We will endeavour to meet the needs of all children and young people. Children and young people requiring personal care will have nappies/pads changed. For older children accessible toilet facilities are available.
- All staff have enhanced CRB/DBS clearance and may be required to change nappies/pads.
- Nappies, pads, and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable gloves and aprons when dealing with an incident and/or soiled nappies.
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit
- The changing area and mat will be cleaned after each use, and hands washed.

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Clean environment

- All surfaces are cleaned throughout the day by the group team. Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit. Each group has its own spills kit.
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions [the use of bleach in schools is not forbidden].
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

Fire

- There is a No Smoking Policy on the premises of DARE Saturday & Holiday Playscheme.
- Staff members and children must participate in regular (termly) emergency evacuation drills.
- Induction training for staff must cover what to do in an event of an emergency.
- "Outbreak of Fire" instructions shall be known by all staff.
- Fire safety equipment is inspected regularly and maintained by the school.
- Fire exits must always be kept clear, and they must easily be opened from the inside.
- The Supervisor / Deputy Supervisor will take responsibility for fire safety.

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire
- The safe evacuation of all children, visitors and staff is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment

Evacuation Procedure

- The priority is to raise the alarm so that all attending DARE Saturday & Holiday Playscheme are aware of the need to evacuate the premises. The staff will be made aware of the alarm bell positions.
- Staff will advise all children of an assembly point to be used in case of fire. Staff will discuss the procedures regularly with all the children. Any new children to DARE Saturday & Holiday Playscheme will be informed of the procedures on their first day of attendance.
- The Supervisor should take the Daily Register so that a roll call can be held as soon as possible.
- The Fire Service will be summoned using a mobile phone, or the school's landline.
- A Personal Emergency Evacuation Plan (PEEP) will be completed for all Groups.

Hazardous Substances

Hazardous substances can cause serious illness or death if they are not controlled properly.

Hazardous substances include: -

- Oils
- Paints and adhesives
- Toxic fumes
- Toxic liquids
- Biological agents

These, if any, will be stored out of reach of the children.

Spills

- Any spills of bodily fluids will be wiped up and disposed of appropriately e.g. flushed away down the toilet, disposable gloves must be used.

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- Affected areas are to be cleaned thoroughly with disinfectant immediately and the area cordoned off for safety until dry. Children / staff will be made aware of the hazard
- Any spillage of drinks / water etc. will be cleared up immediately.

Risk Assessment

- Staff members will complete risk assessments using the risk assessment forms. Staff members will complete all assessments during the induction day and / or prior to the session as appropriate.
- Risk assessment forms will be kept for future records. Any findings that are made during a risk assessment must be brought to the attention of the Supervisor.
- Children shall never be able to leave the premises unsupervised.
- Poisonous shrubs/trees/plants shall not be in the play area or otherwise accessible to the children.
- **PLEASE NOTE CHILDREN SHOULD NEVER BE TAKEN OFF SITE WITHOUT PRIOR WRITTEN PERMISSION FROM A PARENT OR CARER.**

Equipment

- All equipment, toys, and outside play areas shall be checked regularly for safety.
- Our equipment will be appropriate for the age of the child using it.
- Any defective equipment will be taken out of use until it can be repaired or discarded

SLIPS, TRIPS AND FALLS

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing.

The following has been implemented by the Village School to control slip and trip risks and prevent accidents on the premises. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Mealtime Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged, and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes, or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

SMOKING ON EDUCATION PREMISES

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 because of the Health Act 2006.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

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Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the members of staff normal working day. .

Security

- Visitors to DARE Saturday & Holiday Playscheme will be required to sign in and out in DARE Saturday & Holiday Playscheme 's register and if necessary an identity check will be carried out.
- Parents / carers will be required to sign their children out on a daily register when they collect them
- If a child is not collected by their parent /carer then prior written consent (i.e. emergency contacts on registration form) must be sought from the parent / carer detailing who shall be collecting their child and also using the password system if necessary.
- Staff members will ensure that the premises and outside play area are secure (and are not able to leave the children unsupervised).

PANDEMIC

The Playscheme will work in line with Government Guidance in the event of a recognised National Pandemic. In the event of local/regional risks, the Playscheme will be led by PHE in partnership with the DfE/Local Authorities, to ensure that risk is lowered as low as reasonably possible for children and young people, Staffs' and visitors.

Review Date: November 2024

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