

Aireborough Supported Activities Scheme

Registered Charity: 1167044



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1	12/07/2018	First version, no changes.	Standardisation policy format

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1 Statement of policy and purpose of policy

- 1.1** Aireborough Supported Activities Scheme recognises their responsibility to provide a safe and healthy environment for staff, volunteers, visitors, children, and those affected by their activities elsewhere. The committee will so far as is reasonably practicable, ensure a safe place of work.

2 Aim

- 2.1** 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. However, we understand measured risk taking is reasonable to help the children learn to manage risk and take into consideration the possible consequences.

3 Methods

- 3.1** The members of staff responsible for health and safety are the Project Manager, scheme nurse and team leaders; they are trained and competent to carry out these responsibilities.
- 3.2** The Project Manager and Scheme Nurse have undertaken health and safety training and regularly updates their knowledge and understanding, which is disseminated to the Team Leaders and other staff and volunteers.

4 Risk Assessments

- 4.1** Our risk assessment process includes:
- Regularly checking the setting for hazards and risks indoors and outside. Our assessment covers all those who use the building under the care of ASAS.
 - carrying out risk assessments for specific activities and all trips.

5 Insurance Cover

- 5.1** We have public liability insurance and employers' liability insurance.
- 5.2** The certificates outlining our cover are displayed in the main foyer area of our setting.

6 Awareness Raising

- 6.1** Our induction training for staff and volunteers includes a clear explanation of health and safety issues. Staff / volunteers are also made aware of this policy. All staff / volunteers should adhere to the policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- 6.2** 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.
- 6.3** Health and safety issues are explained to the parents of new children so that they understand the part they play in the life of the scheme.

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- 6.4** As necessary, health and safety training is undertaken in order to keep up to date with policies and procedures.
- 6.5** We have a no smoking policy. Any person who wishes to smoke or vape must do so off the premises, with our logo / name not on display on any clothing.
- 6.6** Children are made aware of health and safety issues through discussions, planned activities and routines.

7 Children's safety

- 7.1** Only persons who have been subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) have unsupervised access to the children, including helping them with personal care.
- 7.2** Whenever children are on the premises, at least two adults are present.

8 Security

- 8.1** Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and on departure are recorded. There will always be a member of staff in the main foyer area. This member of staff is responsible for maintaining the record of children's arrivals departure.
- 8.2** Children will only be allowed to leave the scheme, with a parent / carer or with an adult who is authorised by the child's parents to collect their child.
- 8.3** The arrival and departure of adults — staff, volunteers and visitors — are recorded appropriately.
- 8.4** Our systems prevent unauthorised access to our premises, all staff / volunteers must wear ID badges at all times.
- 8.5** Our systems prevent children from leaving our premises unnoticed.
- 8.6** The personal possessions of staff and volunteers are stored in the staff room/work base during the scheme, only authorised staff and volunteers have access.
- 8.7** We take precautions to prevent children's fingers from being trapped in doors, doors are fitted with finger guards and high-level handles (where appropriate).

9 Floors

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

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9.2 Any spills are cleaned up immediately and wet floor signs displayed where necessary.

10 Staff room / refreshment preparation area

10.1 Children are not allowed to enter this area, unless they are supervised by a member of staff or volunteer.

10.2 All surfaces are clean and non-porous.

10.3 Cleaning materials and other dangerous materials are stored out of children's reach in a locked cupboard.

10.4 When children take part in cooking activities, they:

- are supervised at all times;
- advised for the need to maintain cleanliness whilst cooking e.g. hand washing prior to cooking, after visiting the toilet and blowing their nose, not putting fingers in mouths to taste food but using a clean spoon etc.
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

11 Storage

11.1 All resources and materials which children select are stored safely.

11.2 All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

12 Outdoor area at Green Meadows.

12.1 Our outdoor areas and equipment, are checked on a daily basis by the team leader prior to them being used by the children. Any broken toys, rubbish or debris will be removed immediately, or reported to the project manager or scheme nurse.

13 Outdoor areas on residential short breaks

13.1 Children are supervised whenever outdoors, all activities are well supervised by our staff and run by qualified venue's staff.

13.2 Walks during free time are led by our staff, for which we carry out our own risk assessments and follow safety procedures and regulations provided by the centre.

14 Hygiene

14.1 Our daily routines encourage the children to learn about personal hygiene.

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- 14.2** All resources and equipment are cleaned prior to each scheme and as required during its use.
- 14.3** The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of incontinence products.
- 14.4** Children are supported as necessary by a member of staff to and from the toilet, and to ensure the facilities are used correctly.
- 14.5** Children requiring intimate care – change of incontinence wear, dressing, will be supervised by at least one appropriately trained and DBS checked member of staff.
- 14.6** Soiled incontinence wear is suitably wrapped and disposed of in the appropriate bins provided. Parents should supply clean incontinence wear and change of clothes as necessary for their child.
- 14.7** We implement good hygiene practices by:
- Regular hand washing, between activities, after visiting the toilet and before eating or food preparation
 - Cleaning tables between activities and before lunch
 - Checking toilets and emptying bins regularly
 - Wearing protective clothing — such as aprons and disposable gloves — as appropriate
 - Changing soiled clothes as necessary.

15 Activities

- 15.1** Before purchase, equipment and resources are checked to ensure that they hold British Safety kite marks and are suitable for children accessing the scheme.
- 15.2** The layout of play equipment allows adults and children to move safely and freely between activities.
- 15.3** All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- 15.4** All materials, including paint and glue, are non-toxic.
- 15.5** Sand is clean and suitable for children's play.
- 15.6** Physical play is constantly supervised.
- 15.7** Children are taught to handle and store tools safely.
- 15.8** Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

16 Food and drink

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- 16.1** Staff who prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations.
- 16.2** All food and drink is stored appropriately.
- 16.3** Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- 16.4** Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- 16.5** Fresh drinking water is available to the children at all times, non-verbal children will be offered drinks on a regular basis/their cup will be visible for them to access as they wish.
- 16.6** We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- 16.7** We ensure that waste is disposed of properly and out of the reach of children.

17 Outings and visits

- 17.1** We have agreed procedures for the safe conduct of trips.
- 17.2** A risk assessment is carried out by the leader in charge of the trip, before an outing takes place.
- 17.3** Parents sign consent forms for community trips prior to the scheme.
- 17.4** A first-aider will be present on each trip wherever possible.
- 17.5** When accessing the community, children will be supported by a staff ratio that is deemed appropriate by the leader in charge of the trip. Where the leader is unsure, they must seek advice from a Team Leader, Scheme Nurse or Project Manager.
- 17.6** The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- 17.7** Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover in place.
- 17.8** Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with special needs.
- 17.9** If food and drink is offered during the outing, a check is made for allergies and other dietary requirements.

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- 17.10** A first aid kit will be carried on all outings, and any information on special health requirements of children.
- 17.11** A scheme mobile telephone will be carried on all outings, and change for a payphone.
- 17.12** A list of contact numbers for parents and staff will be taken.
- 17.13** Spare clothes, incontinence wear and medication (as required) will be carried on the trip.

18 Animals

- 18.1** Pre-arranged animals visiting the scheme are free from disease, safe to be with children and do not pose a health risk.
- 18.2** Appropriate measures are in place to prevent children from being harmed by animals they come into contact with during the scheme, however we cannot be held responsible for any harm sustained occurring from the unpredictable behaviour of the child or animal, if all safety procedures have been put in place and maintained.
- 18.3** Other than arranged visits no animals are allowed onto our scheme premises without prior agreement from the project Manager. This does not apply to registered guide dogs and support dogs.

21 Sickness

- 21.1** Our policy for the exclusion of ill or infectious children is summarised below.
- 21.2** Ofsted is notified of any infectious diseases which a qualified medical practitioner considers notifiable.
- 21.3** Parents and carers are requested to keep their children off from the scheme if their child has been vomiting or had diarrhoea until 48 hours after the last occasion.
- 21.4** Parents and carers are asked to observe exclusion times for infectious diseases, parents can find the exclusion times by contacting their GP or by telephoning the scheme.
- 21.5** We will inform other parents and carers of infections and sickness so that they can observe their own children, but we will respect confidentiality by not identifying the child/children concerned.
- 21.6** If a child becomes ill at the scheme, they will be taken to a quiet area/nurse's room away from other children and we will ask the parent or carer to collect the child.

22 Safety of adults

- 22.1** Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

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22.2 All warning signs are clear and in appropriate languages.

22.3 The sickness of staff and their involvement in accidents is recorded.

23 Records

23.1 In accordance with Ofsted Requirements for Child Care settings, we keep records of:

- Adults authorised to collect children from the scheme.
- 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.
- The times of attendance of children and visitors.
- Accidents and Incidents.