



# Health & Safety Handbook and risk assessments

**Bayston Hill After School and Holiday Club**

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Last updated, March 2015 to be reviewed March 2015

(Unless new regulations need to be added)

Please could you return this copy when you have read it? If you have, any questions please feel free to ask any time.

## Safety policy

### Statement of intent

Bayston Hill After School and Holiday Club is aware of its responsibilities under the health and safety at work act 1974 to provide so far as practical for the H&S of all staff, children, volunteers and the public who attend. Any necessary arrangements to secure compliance with all Health and Safety legislation will be drawn-up and all records kept. All staff and volunteers will be advised by training and information sheets; while parents will be able to read the policy handbook (which is displayed on the notice board) children will be advised verbally/pictorially of regulations which relate to them. Adhering to the H&S young persons regulations 1999.

In order to comply with the management of Health and Safety Regulations 1999 Bayston Hill After School and Holiday Club have assessed the risks that children, staff, volunteers and public are exposed to whilst they are at work and play. These details are listed in our "identified hazards / risk assessment" policy and will be updated as information is related to Bayston Hill After School and Holiday Club or annually, whichever ever comes first.

The club has public liability, employers and equipment insurance (renewable every February) and displays appropriate certificates.

The management will provide appropriate supervision, training and instruction so that staff, volunteers and children can perform their activities in a safe manner, complying with Training for Employment regulations 1990.

Protective equipment is provided alongside any guidance and instruction necessary as per regulations for personal protective Equipment at work 1992.

We are inspected by OFSTED and comply by their regulations. All appropriate records are kept. We have at least 2 members of staff of which 1/2 are qualified and keep a staff ratio of 1:4 for 2-3 yr olds, 1:8 for 3-8 year olds, 1:13 for 8+. We have an emergency backup list of staff in case of sickness or emergency (see management structure for details)

To comply with First Aid regulations 1981, there will always be a member of staff trained in first aid present at all times. First aid box is situated in the cupboard above the sink, all staff is aware of its position, following the approved code of practice for First Aid 1997.

The room should be maintained at a minimum of 16c, an easily read thermometer will ensure this can be checked.

For other Work Place H&S and welfare at work regulations 1992, requirements see risk assessments. The manager is responsible for maintaining overall safety, while staff observes risk assessment and checklist. Commercially purchased equipment should conform to British Standards and the Provision & Use of Work Equipment regulations 1998; this establishes that reasonable care has been taken to ensure safety of all equipment. Therefore, any donated equipment should be checked for British Standards BS5696 and should not be used without it.

All electrical equipment will be tested every October (with school equipment) adhering to the electricity at work regulations (1989) and the guidance note GS23 with respect to electrical safety for pupils and staff in schools. Other guidance notes relating to this matter are kept within the Oakmeadow School Health and Safety Policy.



It is the manager's (Tara's) responsibility to ensure all accidents are recorded and reported as necessary, that records are checked termly for reoccurring accidents in order to identify and control hazards. Accidents which involve death or major injury should be reported to RIDDOR and include: broken bones, dislocation, amputation, loss of sight (temporary or permanent) any electrical/chemical burns, heat or cold related illness, unconsciousness including loss of consciousness caused by asphyxia or exposure to biological agent, any illness which is believed to be from exposure to a biological agent, resuscitation or any injury which requires a hospital stay of 24 hours or injury which prevents normal activities for more than 3 days. They should be reported without delay and in writing within 10 days. Playground accidents due to collisions, slips and falls are not reportable unless they are due to the condition of the premises/equipment or the level of supervision. Full information is available from RIDDOR '95 and in a free leaflet HSE 31 Any Health and Safety issues relating the fabric of the school and equipment therein should be reported firstly to Tara Thomas the manager; who will report this to the caretaker and head teacher via the near miss book.

**It is the staff and volunteers responsibility to make themselves familiar with the requirements of the health and safety legislations and codes of practice which are relevant to their job. They should take reasonable care for their own health and safety and for any other persons who may be affected by their acts or omissions at work; avoiding conduct which would put themselves or anyone else at risk. They should use protective equipment provided. They should not make unauthorised or improper use of any equipment within the setting or while attending outings. All staff and volunteers should take an active interest in promoting health and safety for themselves and others encouraging the children to consider risks too and suggest ways of reducing risks.**

Any questions or concerns regarding Health and Safety at Bayston Hill After School and Holiday Club should be directed to Tara Thomas the manager; who will seek to resolve any Health and Safety problems.

**Fire notice**

Considering the Fire Precautions Act 1971 and complying with fire precaution workplace regulations 1997, the risk of fire has been assessed and notes are in the risk assessment. All fire fighting equipment and alarms are the responsibility of Oakmeadow School and are checked and maintained by them.

Fire drills are discussed and practiced with the children, staff and volunteers at least once a term. Anyone who visits the club for the first time is made aware of the fire exits and procedures. We also have a fire evacuation plan.

**On Discovering a Fire**

- If a child discovers a fire, they must tell an adult. If an adult discovers a fire, or a fire has been reported to them they should operate the nearest fire alarm, if accessible; see plan. The fire brigade will be called alerted automatically.
- The school has smoke detectors and fire alarm
- There is a fire extinguisher outside the door for fighting small fires (which Tara is trained to use), but we should point out that children should still be evacuated and fire brigade called to ensure the fire is safely put out.

**On hearing the fire alarm**

- When the alarm sounds; an adult will call the children to the door collecting the register, visitors' book (if necessary), first aid bag, instructing them not to collect any personal belongings. (register is kept by the computer)
- The adult will lead the children in an orderly fashion (single file) using the most direct route to the place of assembly. Making a head count on the way.
- The second adult will check toilets if necessary. Following the group doing a visual check on room and children ensuring all the children and adults have left the building.
- When collected on the playground / carpark the register will be taken to ensure everyone is present and correct
- Ensure the fire brigade are on the way, confirming address and how many are in your group and age of group.
- The fire brigade will tell you if is safe to return to the building, if not you should take children to alternative place of care. (the park or beeches carpark for short term, Tara's house if long term).
- Call for extra staff (list on management structure)
- Parents or carers should be contacted to advice them of situation a.s.a.p.

PLACE OF ASSEMBLY IS THE MUGA or CAR PARK

### **Closing Bayston Hill After School and Holiday Club in an emergency**

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or sudden illness.
- Combined staff illness

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe.

If the decision to close the club is made before the session begins Tara, as manager, will contact all parents advising them of the situation and details of when we might re-open.

In cases of emergency during open hours we will follow the fire evacuation plan, all staff and children will assemble on the MUGA or Car Park, where a register will be taken. If necessary children will be taken to Tara's house; If this is the case a notice will be left on the premises, for any parents/ carers who could not be contacted to advise them of our location.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Relevant officials will be contacted to ensure that repairs are made and the building is made safe before we return. If it appears we cannot return to the building within the immediate future, temporary accommodation will be sought.

**First aid policy**

First aid can save lives and prevent minor injuries becoming major. Under health and safety legislation employers have to adequate / appropriate first aid equipment for providing first aid. Ofsted require that there is at least one qualified first aider on the premises. Only a person who holds an up to date first aid certificate may administer first aid. Therefore, volunteer staff or other visitors to the group should seek assistance from Tara or Mandy or Jessica in the case of an accident.

First Aid staff should always assess the risk to themselves and others before dealing with accidents and emergencies, wearing the disposable gloves and aprons provided when dealing with bodily fluids.

The first aid box is situated in the cupboard above the sink, it should remain full at all times (see inside of box for contents list). When item is used, a request for replacement should be given to Tara to deal with immediately.

The first aid box is checked every term against contents list.

All accidents and illness should be reported and written in the accident book parents or careers should sign this on collection of child. You should call the child's parents or careers if you are concerned about the child's wellbeing, either from ill health or after an accident. This is checked once a term for repeating accidents as a means of accident prevention.

See risk assessment for more details

**In the event of a major accident, incident or illness**

When parents complete the admissions form they give permission for first aid and treatment by a medical practitioner, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In the event of such an event, the following procedures will apply:

In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.

The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carers to arrive.

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.

All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.

The Manager and other relevant members of staff should consider if current risk assessment is sufficient or if the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and update the risk assessment and act accordingly, making suitable adjustments where necessary.



### **Policy for administering medicine**

To ensure all children are comfortable during the session and that their needs are being met, as regards necessary medication we accept the responsibility of administering medicines.

#### **Procedure**

- Medicines and prescribed medication will be administered but only with prior written consent of the parent/carers when there is a health reason to do so. It should include what, when, how much and why and should be updated as and when medication is changed.
- It is important that all medicine is labeled clearly with the child's name.
- A record of administering medicine should be kept (to include dosage given, by who and time).
- Medicines should be stored appropriately in locked cupboard or in fridge if antibiotics. Asthma medication should be easily available for when the child needs it, ensure expiry date hasn't passed.
- Children's medical records should be ready to hand, as should emergency medication.

#### **If medication is being left for children, before parents leave they should:**

1. fill in medication form and update as appropriate.
2. Make sure staff understand why and when medicine is needed.
3. Make sure medicine is within expiry date hasn't passed and that package and bottle is labeled clearly with child's name.

#### **During the session time**

4. monitor child health and wellbeing.
5. When medicine is to be administered, ensure you have the right child, use permission slip to ensure correct dose is given, fill in slip for administered medicine.
6. Self-administered medicines should be monitored and recorded in the same way.
7. Parents should sign the administered medicine slip when they collect their child, a copy of this will be given to them for their records.

In order to support children with specific medical needs it is important to know all the children attending Bayston Hill After School and Holiday Club, becoming aware of those children who need medication on a regular basis. Observing their 'normal' behaviour and 'knowing' / suspecting if something is wrong. Those children who self administer medicine will also need observing to ensure they take medication at correct times.

If there is a child who needs specific medication it is always advisable to contact a nurse to come along and provide extra training for staff to administer this medication.

#### **Administering Calpol**

It is recognised that children may become ill during the course of the day, parents /carers will be called to collect them if this is the case; however they will have already signed and given permission on the indemnity forms in case contact cannot be made. Children who display signs of illness including pain and a high temperature (we have a thermometer) should be cared for until parents / carers can collect their child. We will keep sachets of Calpol and Ibuprofen for emergencies in a locked cupboard, to help alleviate symptoms and ease any discomfort until their parent arrives.



### **Infectious and Communicable Diseases**

**Our Club is committed to the health and safety of all children and staff that play, learn and work here. As such, it will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented and will always consider Riddor regulations 1995.**

In accordance with the procedures set out in the Health, Illness and Emergency policy,

- parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.
- If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out. If a member of staff becomes ill at work, similar restrictions on their return will apply.
- If a child or member of staff becomes ill outside Club hours, they should follow the absence policy for information on reporting illness as laid out in the staff handbook. The minimum exclusion periods outlined in the table below will then come into operation.
- If any infectious or communicable disease is detected on the Club's premises, the Club will inform parents/carers personally in writing as soon as possible. The Club is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. Ofsted will also be informed of any infectious or communicable diseases discovered on the Club's premises.

See the poster or website for up to date information about exclusion times relating to particular illness and information on Notifiable illnesses.

### **Head lice**

When a case of head lice is discovered at the Club, the situation will be handled carefully and sensitively. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the Club.

When the child concerned is collected, their parent/carers will be informed.

Other parents/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.





### **Policy on caring for sick children**

We advise that if a child is not well enough to be sent to school they are not well enough to attend 'club' and that it may be better to leave them at home. Certainly, children who have an infectious/contagious illness should not attend club. (We have a list of infectious illnesses on the notice board, which includes notifiable diseases for reference.) Parents should advise us of any infectious/communicable illnesses (as per contract); we will inform other parents of such illnesses via a notice on the door/notice board.

### **Procedure for dealing with a child who has become ill during school day or session**

Use first aid policy and risk assessments for the care of the child and safety of others.

- If the child needs to go straight to hospital, an ambulance will be called. The parent/carers will also be contacted. To comply with Riddor regulations 1995 they need to be contacted if child goes straight to hospital from setting, see accident file for contact number. Ofsted also need to be advised of details.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carers will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy will govern the child's return to the Club).

Use examination gloves and an apron if dealing with any fluids.

1. treat child for illness
2. Keep child away from other children in room (corner of room, another room if app or outside area if weather permits).
3. Contact parents ASAP (try other contacts if parents unavailable).
4. if no contact can be made continue caring for child until contact can be made or session ends (remind parents of importance of updating emergency contacts)
5. if child's condition worsens before arrival of parents contact doctor's or hospital and follow procedure for taking a child to hospital (next policy)

### **Procedure for taking a child to hospital**

If a sudden medical emergency should arise, after administering first aid the child must be taken to hospital or the doctors' surgery as soon as possible.

- Contact the child's parents or carers, (police may help if you have trouble).
- Send for an ambulance (using either land line or mobile which ever is convenient)
- Ask other staff member to gather child's information while you wait ready to take with you.
- Phone for another staff member (list on management structure) for assistance.
- Be sure to accompany child, if parent arrives before ambulance you may still offer to go along, as you may need to give the hospital an accurate account of what happened and give support to parent.
- If the parent is transporting the child by car, it is wise to phone hospital to inform them, so they can prepare for your arrival.
- Reassure the children that are left behind that everything will be alright

### **Arrival of children to club**

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in the Club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the day.

Mandy will take register as the children arrive. If a child does not arrive by 3.30 the member of staff involved, will:

- 1.** Find out if the child was in school that day; checking with the teacher or school office if the parent has not contacted the school to report absence. If not reported the parent will be contacted to confirm absence as soon as possible.
- 2.** If the child was in school that day, after speaking to classmates and or class teacher a full search of school grounds will be made then the parent and or next of kin will be contacted for more information.
- 3.** If no contact can be made and the child is, still missing we will follow our lost child policy.

If a pre-registered child comes to club who is not, booked in?

1. Check if any messages have been left, if not contact the child's parents, with their permission we will accept them. Reminding them of the need to book prior to attendance.
3. If there are no spaces we will get emergency staff to cover ratio's, the parents will be contacted and advised that pre-booking is essential.

In cases of emergency with parents permission we will accept unregistered children. If school request a place for a child on behalf of social services as a place of safety we will also accept unregistered children.

### **Accepting children delivered from other schools**

We are happy to accept children from schools other than Oakmeadow CE Primary & Nursery School; however this will require them being delivered, as we do not have the facility for collecting them.

We do not arrange these collections and are not responsible for the children until they are successfully handed over to us. Their regular time of arrival will be noted. 15 minutes grace will be given to allow for traffic or problems departing from school. If the child does not arrive within this time, we will contact the person or company responsible for delivery or the parent / carers immediately.

**Collecting children from the infants** The following procedures will be carried out:

Tara as Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment policy.

Ensure the club and school work in partnership with school staff and are aware of responsibilities for children's safety when children are officially transferred to care of club. This includes the introduction of new staff members and advising when a staff member has left the club. A contact within the school is identified, with whom the Tara will liaise.

Tara will ensure that the register of all children is kept and updated daily.

Infants will be collected from their class door, whilst juniors will make their own way to club. If a junior fails to arrive within 5 mins of the other children from their class, we will search for them; if not found we will use the lost child policy.



### Lost child policy

While in our care children should be free to play without feeling we are constantly watching them, however it is important to make sure they haven't wandered off on their own or with any one else, therefore:

It is important to periodically (approximately every 10-30mins) do a head count; children should advise you when they are going to the toilet. When children are collected they will be marked off the register, therefore number on the register should tally with number of children at club.

If a child is seen to wander off during session time, or is missing at head count then use following steps:

- Make a note of the time.
- Do we know of a reason why the child may have wandered off?
- We should ask who last saw the child, which direction they headed.
- Ensure the safety of other children still in our care, call for back up if needed at any point (see list of contingency staff in main policy)
- Check inside the school, toilets first, followed by other classrooms, the older children may help (5-10mins)
- Check the outside area, bushes and perimeter of the school (5-10mins)
- If not found the parent / carers should be contacted and advised (time elapsed since last seeing child approx 20-30mins)
- If parents / carers cannot be contacted, try the next of kin on indemnity forms for advice
- If child not with parent/carers, or no contact is made the police will be contacted immediately to report the child missing. (time elapsed since last seeing child could be up to 1hr)

(they will need child's details including: D.O.B., description, time and place last seen, G.P. and any medical info etc. parent/carers contact number & address including a recent photo which will be kept on file)

When found,

1. Contact those who were helping in the search, to advice child has been found
2. Have a chat with the child to discuss any problems the child is having, follow up any concerns or complaints
3. Explain the dangers of running away.
4. Have a meeting with parents/carers to discuss events and outcomes including any concerns. At this point strategies to prevent future incidents and or a behaviour management plan may be drawn up if necessary.
5. If police have been involved, they will be included in meeting with child, parent / carers.

All incidents of children going missing from the Club will be recorded in the Incident Book, with a record of exactly what happened and the steps taken. Ofsted will also be informed, as a significant event within 14 days.

**Lost child: while on Outings**

See risk assessment, outings for more information pre outing

It is important everyone knows what to do if they get separated from the group.

Before we leave the room to go on a trip we will discuss personal safety including, what to do if they wander off and get lost, with children and adults attending.

**Children should**

- Stand still, as the group leader will retrace steps
- If you are near to a member of staff / organiser of the place your visiting, tell them who you are with (give them the business card with Tara's mobile number on)
- Never wander off with anyone, even if they promise to take you back to club leader

**Staff should**

- Head check, constantly especially if moving on

**If you notice someone is missing**

- Retrace steps
- Ask other children or adults if they can see missing child (use mobile if groups are separated asking them to meet up) joint efforts will be made to search for the child.
- Check toilets and entrance, if a meeting place has been arranged check there too. Check coach
- Approach staff member / organiser of the place your visiting, ask if missing child has been reported if not report them as missing
- Once a full search has been made of the area and the child has not been found contact parent / carers
- If no contact is made contact police, with all the child' details following, lost child policy



### Departure from club and un-collected children

Bayston Hill After School and Holiday Club observes children's safety and well being at all times, especially when children are collected.

On departure from the club, the time will be noted against the child's name.

Should the parents/carers require someone who is not named on the admissions form to collect their children we ask for a letter advising us, either sent with the child or the session before? If the parent is stuck and needs someone to collect in an emergency, they should phone to let us know, if this person was not known to us we would give the parent a password to give to this person. On the child's indemnity form we ask who has permission to collect children and if there are any custody arrangements we should know about, if a parent came and we had been asked not to release the child to them we would explain the parents wishes ask them to leave; contacting the parent and or police for support and advice. The children are old enough to know it is the correct person, if they were unsure or unhappy to go with the person we would ask them to wait outside until parents had been contacted for further advice (we would contact Initial Contact Team or police if necessary). The nominated person should be aged 16 or over; no child will be allowed to leave the club unattended, unless it is a year 6 child with written permission from the parent.

- We would be unhappy to let a child go to a parent who had obviously had too much to drink we would ask if there was anyone else who could collect the child. We can not stop them from taking the child, however we would advice them that we would contact Initial Contact Team or the police.
- We will not release a child to a parent who we have been advised does not have custody (we will need to see evidence of a court order). If an attempt is made by such a parent they will be asked to leave, if they don't police will be called for assistance, alongside the parent with custody. Considering the Family Law Act 1996.
- We will seek further advice from parent/carers if a child is unsure or unhappy about leaving with a nominated person. (see departure policy for details of collection by an unknown person)

The session ends at 5.45 pm. If a parent is late collecting a child without contact, we will start making contact by 6 pm (arrival after this time will incur an additional charge of £3).

If contact has not yet been made we will try other contacts, if we still cannot get in contact with any one by 6.15 Tara will contact Initial Contact Team or the police for advice.

- If contact is made, we will wait for the parents arrival, Meanwhile the child will be supervised by 2 staff members and given reassurance.
- In the event of the Initial Contact Team being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the Club's premises informing the parent, carers or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Initial Contact Team department. Ofsted would be informed within 14 days.
- Incidents of late collection will be recorded in the incident book by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the loss of their child's place at the Club.