



HEALTH & SAFETY POLICY

General Statement

The aim of this policy is to provide and maintain a safe and healthy environment for both the staff and the children in their care. This includes ensuring:

- That the premises and equipment are regularly checked to confirm they are safe
- That the systems of work for staff are reviewed and appropriately revised to meet any changes in Health and Safety or other relevant requirements
- That staff are provided with information, training and supervision with regards to the implementation of health and safety policies and procedures.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Responsibilities

1. Overall and final responsibility for health and safety lies with the Management Committee.
2. The Play Centre Manager is responsible for this policy being carried out.
3. All employees have the responsibility to cooperate with the Play Centre Manager to achieve a clean, healthy and safe workplace, and to take reasonable care of themselves and others.
4. Whenever an employee notices a health and safety problem which they are not able to put right, they must immediately tell the appropriate person – usually the Play Centre Manager or Chairperson of the Management Committee or in some instances the Head Teacher.

Accident Procedures

Registration Form

Parents/Carers are responsible for specifying, on the registration form, any issues for their child/ren that require special consideration by staff when administering First Aid. The Play Centre Manager is responsible for ensuring that they are aware of any special considerations prior to administering first aid. Where necessary a Medication Care Plan will be completed (*see Administration of Medicine Policy*).

First Aid Box

The First Aid Box will be kept in a place known to all staff. It must be checked weekly by an allocated staff member to ensure that stocks are maintained and all items are within their use by date.



Accident Book

All accidents however minor are to be recorded in the accident book. This applies to both staff and children. The parent/carer collecting the child from the Club will be required to sign the accident book.

Near Miss Book

Staff record any 'near misses' and, according to the potential risk factor, deal with any hazards.

Training

All staff will be required to undertake first aid training, fire safety, food hygiene, health and safety and other relevant training.

Accident Prevention

The Play Centre Manager will report any real or potential hazard on the premises and outside of their control to the Head Teacher. A note of details will be recorded in the accident book. Risk assessments are completed by the Play Centre Manager and allocated staff regularly at the setting and before the purchase of new equipment. Risk assessments will be reviewed regularly (at least once per year) or more frequently where the need arises. A daily check is completed each afternoon by a member of staff and the results are recorded.

Staffing Levels

Staffing levels will be set in accordance with Office for Standards in Education (Ofsted) and other relevant requirements.

On the premises this requires that there is a ratio of:

- one staff member to every 8 children

On outings it is required that there is a ratio of:

- one staff member to every 5 children

One staff member is required in each of the four rooms in the Caretaker's House, if they are being used at the time.

Staff/volunteers to be counted in the staff: child ratio must be aged seventeen or over.

Staff/volunteers under the age of seventeen must not be left unsupervised.

Ratios must be met at all times and cover for breaks, staff absences must be planned for.

There must be a minimum of two staff on duty at all times.

Security

Access to the building during sessions is restricted to registered children, their parents/carers and staff. Other adults who have legitimate business and visitors may also be present but will sign the visitor's book and be accompanied by a member of staff at all times. All gates and doors will be closed to prevent access from outside. All visitors and parents/carers will be met at the front entrance, which is not accessible



without a key. Only adults who are known to staff or can be identified will be admitted.

Safety at Play

1. Children must be supervised at all times.
2. All toys must be safe and suitable. Damaged toys will be withdrawn and repaired or discarded.
3. Playworkers must ensure that children play in safe areas, inside or outside.
4. Spillages must be cleaned up immediately and the area made safe, if necessary by removing the children until it has been entirely dealt with.
5. Forbidden areas must be clearly communicated to the children.
6. If the weather is cold or wet children will only be allowed outside if wearing appropriate clothing.
7. Parents are responsible for informing staff if they do not wish their child to play outside.

Outings

1. Parents/carers sign their consent for all trips and outings on the annual registration form for the coming year. Parents/Carers will be kept informed of where the children are going and at what time they will return.
2. First aid equipment will be taken. Parents/Carers must inform the Play Centre Manager if their child needs to take an asthma inhaler, or any other form of medication, on the outing and will be required to complete a medication form (see Appendix 3).
3. At least 2 qualified first aiders must be present on an outing.
4. A full risk assessment will be completed prior to any outing and will be reviewed before embarking on each specific outing.
5. Children will be placed in small groups with a designated member of staff who must regularly count the children.

Photographs

Parents/carers will be required to sign their consent on the annual registration form, giving permission for their child/ren to be photographed during organised activities at the setting by a member of staff.

Illnesses and Injuries

Ashton Gate Out of School Care (AGOSC) will inform Ofsted, the local child protection agency and any other relevant agencies of any serious illnesses, death or injuries as soon as it is reasonably practicable, but in any event within 14 days of the occurrence. AGOSC will discuss with parents/carers the procedure for children who are ill or infectious.

See Sick Children Policy and Appendix A.



Food and Drink

AGOSC will notify Ofsted and any other relevant agencies of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as it is reasonably practicable, but in any event within 14 days of the occurrence.

AGOSC staff complete Food Hygiene training.

A space for snacks and drinks will be provided. Snacks will be prepared hygienically and appropriate equipment and storage will be used. Drinking water is available at all times and is accessible by the children.

Individual dietary needs must be communicated to AGOSC via the annual registration. AGOSC is registered with the Bristol City Environmental Health Department and is subject to their regulations.

Premises

AGOSC will meet the indoor space requirements and our premises will be solely for our use during our hours of operation. One WC and hand basin for every ten children is required.

The facilities, equipment and access will be suitable for children with disabilities as far as is reasonably possible. The Caretaker's House is not currently wheelchair accessible.

The setting will be clean, adequately ventilated and well lit and there will be access to our outdoor play area.

There will be appropriate storage space for records, toys, equipment and personal belongings.

The temperature of the rooms will be adequate for the comfort of children and staff. Thermometers will be used to monitor the temperature in the setting.

Space for relaxation and quiet play will be available at all times.

An adequate supply of clean towels and spare clothes will be available. Children do not have access to the laundry facilities.

Space for the storage of confidential information and for confidential meetings is available at the setting.

There are areas available for staff breaks.

Ofsted will be informed of any changes to premises. Notification will be made in advance if possible, otherwise as soon as it is reasonably practicable, but in any event within 14 days. Changes may include:

- Changes to the premises
- Changes to the space used, size of space etc
- Any physical changes to the premises
- Anything which adversely affects smooth running over a sustained period of time
- Changes to the outside of the premises e.g. adding a pond, removing fencing



Appendix A

Current List of Notifiable Diseases Required by Ofsted

Check Health Protection Agency information regularly for updates.

Acute encephalitis - R	Acute poliomyelitis - R
Anthrax - R	Cholera - R
Diphtheria – R	Dysentery - R
Food poisoning (affecting 2 or more children) - R	Leptospirosis - R
Malaria - R	Measles - R
Meningitis: meningococcal; pneumococcal; haemophilus; influenza; viral; other specified unspecified - R	Meningococcal septicaemia (without meningitis) - R
Mumps - R	Ophthalmia neonatorum (conjunctivitis)
Paratyphoid - R	Plague - R
Rabies - R	Relapsing fever
Rubella (German measles) - R	Scarlet fever - R
Small pox	Tetanus - R
Tuberculosis - R	Typhoid fever - R
Typhus fever - R	Viral haemorrhagic fever
Viral hepatitis: hepatitis a; hepatitis b; hepatitis c; other - R	Whooping cough
Yellow fever - R	

R refers to those diseases which must be reported under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995). Contact RIDDOR Incident Contact Centre: 0845 300 99 23. For further information www.riddor.gov.uk

Also, the Public Health and Safety Team at Bristol City Council must be informed of RIDDOR notifiable diseases: 0117 922 3388, PO Box 585, Brunel House, St George Road, Bristol, BS1 5UY.