

Health and Safety policy for SNAAP's services

We believe that health and safety is of paramount importance. We make our events and environment safe and healthy for children, parents, staff and volunteers.

Aims

We aim to make children, parents and staff aware of health and safety issues, and endeavour to minimise hazards and risks to ensure children are able to thrive in a healthy and safe environment.

Method

In order to achieve these aims, we operate the following procedure:

- All members of staff are responsible for health and safety, and are given awareness training
- Parents and carers attending events and activities also have a duty of care to ensure health and safety of others
- We display the necessary health and safety poster in our offices
- We undertake risk assessments for all events and activities. Our risk assessment process includes:
 - continually checking for hazards and risks indoors and outside in our activities covering both children and adults
 - deciding which areas need attention
 - developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required
 - taking the necessary action before the event or activity takes place

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in our offices.

Awareness raising

- Our induction training for staff 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.
- Health and safety matters are discussed regularly at team meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- We have Accident and Incident record books. Regular safety monitoring includes checking these books.

Children's safety

- Only people who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.

Security

Systems are in place for the safe arrival and departure of children, and all staff and volunteers are aware of these systems. These include:

- Parents/carers must register their child on arrival and record which adult is authorised to collect the child if this is other than the parent/carer.
- A member of staff stands by the main entrance as the children arrive. Where possible, this door is locked once the session starts.
- Parents are able to inform the team leader of changes in collection plans for children by telephone.
- At the end of the session a member of staff stands at the main door and only allows a child to leave the building when the adult authorised to collect the child arrives.
- The premises are checked before locking up at the end of the session.

Hygiene

- We observe good practice in matters of hygiene at all times.
- We check that toilets are clean, hygienic and flushed regularly.
- All soiled nappies are suitably wrapped and given to the parents at the end of the session for disposal. Parents should supply clean nappies and wipes in a plastic bag with the child's name on it.
- We encourage children to wash their hands regularly, especially before handling food, after using the toilet, handling animals, plants and insects, or playing in messy or dirty areas, particularly out of doors.
- We wipe surfaces and tables between activities.
- We provide hygienic and safe cleaning materials for emergencies (spillages/accidents/water/vomit).
- We provide protective clothing, such as plastic or disposable gloves and aprons.
- We ask parents/carers to provide spare clothing for children in the event of accidents. Soiled garments are stored in polythene bags and returned to the parents/carers when the child is collected.

Activities

- Equipment, toys and other resources are checked to ensure that they are safe for the ages and stages of the children before purchase or loan.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials — including paint and glue — are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.

Food and drink

- All snacks we provide are nutritious and we will pay due attention to a child's particular dietary requirements.
- All staff are given awareness training in food hygiene requirements and those responsible for preparing food will have a certificate in Food Hygiene.
- Any member of staff suffering from an infectious/contagious skin complaint, or with an open wound, will not be involved in food preparation.
- All food and drink is stored appropriately.
- We ensure adults do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children are not allowed to walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- We ensure that waste is disposed of properly and out of the reach of children.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Our emergency evacuation procedures are explained to new members of staff, volunteers and parents; and practised regularly.

First aid and medication

- At least one member of staff with a current first aid training certificate is on the premises or on an outing at all times. Our first aid kit:
 - complies with the Health and Safety (First Aid) Regulations 1981;
 - is regularly checked by a designated member of staff and restocked as necessary;
 - is easily accessible to adults; and
 - is kept out of the reach of children.

- We will administer hypoallergenic plasters if the need arises. Parents who are aware of an allergy to this type of plaster should advise SNAAP when completing their child's registration form
- We always use disposable gloves.
- Parents' written permission for emergency medical advice or treatment is sought, and parents must sign and date this consent document.
- We inform parents immediately if a serious accident occurs.

Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it;
- it includes details of the names of the child(ren), time, date, location of the injury and nature of the accident. It also contains the details of the circumstances, any witnesses, what subsequent action was taken and by whom. It is countersigned by the parent/carer of the child when they are collected.

Medication:

Staff are not expected to administer medication unless it is essential that it is to be taken whilst a child is in our care but when this is required the following must be ensured:

- the prescription and dosage should be printed on the outside
- the name of the pharmacist should be visible
- secure storage for medication accessed only by designated staff and each time it is administered a record is completed.
- staff are trained to administer necessary medication, (including emergency)

Sickness

- We make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
- We isolate children if we feel that other children and staff are at risk.
- We contact parents to collect children if they are feeling unwell/being sick/have diarrhoea/have a major accident/may have an infectious disease.
- We make every effort to care for the child in a sympathetic, caring and sensitive manner.
- We keep other parents informed about any infectious diseases that occur at SNAAP. We will respect confidentiality by not identifying the child(ren) concerned.
- We expect parents to inform us if their child is suffering from any illness or disease that may put others at risk.

- Parents/carers are requested to keep their children away from activities if their child has been vomiting or has had diarrhoea until 48 hours after the last occasion.
- We ask parents/carers to observe exclusion times for infectious diseases.
- We administer life-saving prescription medicines for asthma/diabetes/epilepsy and other chronic diseases/conditions with written permission. The administration is recorded accurately and parents sign the record book to acknowledge the administration of the medicine.
- We store medicines out of reach of children in a locked cupboard.
- We require children to bring hats to wear outside on hot and sunny days. We expect parents to apply high factor sun block to their children before they attend a session on a hot sunny day, but we will apply this ourselves if parental permission has been given on the registration form.

Records

We keep records of the following:

- adults authorised to collect children from SNAAP clubs and activities;
- 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, staff, volunteers and visitors;
- accidents; and
- incidents