



Broughton Primary's Play Buddies Club

Health & Safety Policy

HEALTH, SAFETY & HYGIENE POLICY

HEALTH

- † The temperature in the hall will be maintained at not less than 65 degrees.
- † There will be no smoking in any rooms used by the children.
- † Children should have some opportunity of access to outdoor play - weather permitting.
- † Staff should be aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent).
- † Please do not send your child to the club if he or she is unwell. If your child will not be attending the club due to illness, you must inform the school and the club.
- † If a child misses three or more consecutive days of school due to illness, a refund or credit may be issued, at the discretion of the management committee.
- † If a child is not feeling well enough to participate, it will be our policy to provide a quiet place to lie down or encourage him/her to participate in quiet activity. Any child will be observed for any worsening symptoms. Their parent/carer will be notified verbally the same day.
- † If a child's condition worsens to such an extent that the playworkers are seriously concerned, and suspects urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary an ambulance will be called.
- † If a child is exposed to a communicable disease, it will be our policy to contact the parents in writing; likewise we appreciate parents' co-operation if their comes down with an infectious disease, so that the appropriate steps can be taken to notify other club users if necessary.

- † Medicines will not routinely be administered.
- † A first aid box will be available and the contents checked and kept up to date. All members of staff will have up to date first aid certificates.

SAFETY

- * an emergency and fire drill notice will be displayed in the hall.
- * fire drill will be practised every half term and details recorded.
- * Equipment will be regularly monitored and checked for safety.
- * Equipment will be wellmaintained.
- * All staff will be aware of the correct use of equipment used by the club.
- * Children will not have unsupervised access to the kitchen.
- * Heating equipment must be regularly serviced and only heaters with a fire guard can be used.
- * A register of children and adults will be completed at the start of each session.
- * Smoke detectors are installed and should be regularly checked.
- * Two adult workers will be present at all times and children will be supervised at all times.
- * The exits to the building must be kept clear at all times.
- * The premises will be checked before locking up at the end of each session.
- * A safety check on the premises, both indoor and out will be made at the beginning and end of each session.
- * The spread of toys will be controlled in order to ensure safety for others in the room.

- * Equipment offered to children will be appropriate for the age of the child.
- * Equipment available will be used according to manufacturer's instructions.
- * An accident book will be available for the reporting of all accidents. The book is kept inside the registration folder.
- * Electrical points will be kept covered. When in use leads and wires will be adequately guarded.
- * Appropriate safety arrangements will be made for children with disabilities or learning difficulties.
- * A staff member will be appointed as safety officer / co-ordinator and will be responsible for bringing policy to the attention of everyone and for monitoring all aspects of safety.

HYGIENE

- † Hands must be washed after using the toilet. Running water, soap and towels will be available.
- † tissues will be used and disposed of hygienically.
- † Staff are aware of how infections, including HIV infections, are transmitted.
- † Rubber gloves will be available for clearing up after spills of bodily fluids.
- † Floors and other surfaces will be disinfected.
- † Spare laundered clothes will be available in case of emergencies.

FIRE DRILL POLICY

Fire Routine

The following should be adhered to:

- A notice detailing the action to be taken in the event of fire should be displayed in staff areas/adjacent to fire alarm contacts and fire points.
- The group leader and other staff should be familiar with the Fire Routine.
- Fire drills should be carried out on at least two occasions per year.
- A fire log book should be kept, in which the following details are recorded:
 - fire drills and fire instruction
 - testing and maintenance of fire alarm system
 - testing and maintenance of fire fighting equipment
 - testing and maintenance of emergency lighting (where applicable).

The log book should be readily available for inspection as and when required.

Frequency of inspections

Re-inspections of premises are carried out annually by the local Fire Officer. The purpose of these inspections is to ensure that arrangements for the safety of occupants are properly available and maintained and that no additional fire hazards are introduced.

Suggested drill: groups of young children

A fire drill for very young children needs to be planned so that no children become frightened, but it should not be treated as a game. In order that children have plenty of opportunity to ask questions, it would be a good idea to have a book such as the Ladybird book about the Fireman from their series 'People at Work'. This has pictures which stimulate discussion. The adult should emphasise that fires hardly ever happen, but if they do it is important that everyone should know what to do so that the building is emptied quickly.

Preparation

1) The Supervisor should form the habit of checking numbers early in the session. It would be helpful to have a board to indicate the actual number of children and adults on the premises, including visitors. (This number may be different from the number on the register.)

2) Staff should check, prior to the commencement of every session, that all doors which may be required as fire exits are unlocked, easily opened and not obstructed.

3) The staff should know how to call the Fire Brigade.

4) There should be a signal which is used only for the purpose of calling children in an emergency (or drill). It might be a whistle or a gong. It should be easily accessible.

5) Fire extinguishers should be fixed with their base at about 760 mm from the ground. They should be serviced once a year. Staff should familiarise themselves with the type and method of operation of the fire appliances provided.

6) When starting to teach the children, the first stage is to train them to respond to the signal by stopping whatever they are doing and going to the Supervisor. Do not attempt the full drill until this has been mastered. Some children will not realise the urgency and will want to go and wash their hands or delay for some reason. When everyone has learnt the immediate response, the full procedure can be attempted.

7) Detecting fire: if you see or smell smoke or hear crackling, do not wait to be certain that there is a fire; put the fire procedure into action, call the Fire Brigade.

In the event of a fire

1) Operate the alarm (fire alarm point, gong, bell or whistle).

2) Person in charge to ensure that the Fire Brigade is called immediately.

3) Close all doors and windows in the vicinity of the fire to prevent spread.

4) Staff members must escort all children from the building to the assembly point, which is on the Fire Notice. During this procedure no person or child should return into the building for their clothing or books.

5) Toilets, cloakrooms should be checked by the Supervisor or second assistant.

6) On reaching the assembly point a roll call should be taken at the earliest opportunity.

7) The Officer-in-Charge of the first fire fighting appliance to arrive should be informed of any missing persons and their last known whereabouts. He should also be informed of the last location of the fire.

8) Pending the arrival of the Fire Brigade, staff may carry out such fire fighting as can be done without danger to themselves.

HEALTH AND SAFETY AT WORK ACT 1984

Under the Health and Safety at Work Act 1984, as an employer your club has a duty to maintain health, safety and welfare standards. This responsibility extends to all your staff, volunteers and anyone using the club. You will need to draw up a formal safety policy - everyone involved in the club should be consulted when you draw this up.

Activities

- Activities should always be planned with an appropriate level of supervision.
- Any activity involving dangerous or potentially dangerous equipment (i.e. cooking, candle making, crafts, etc.) should have constant supervision.
- If children are playing outside the building, there should be at least one playworker outside with them.
- Dangerous behaviour by the children should be discouraged at all times.

Fire drill

- There should be a regular fire drill at least once a term. This should be recorded on the relevant check list.
- The club leader should ensure that all staff know and understand the fire drill.
- Staff should not smoke in the play building or in the presence of children.

Accidents

- All accidents must be recorded in the accident report book.
- The club should have a first aid box, which is kept well stocked. Only playcare workers should have access to the box.
- Any special medical needs should be recorded.
- If a child has to bring any drugs to the club they should be handed over to the senior worker. They should be clearly labelled. Drugs should only be dispensed on the written authority of the child's parent or carer.

- Children with asthma should have access to their medication at all times. They know best when they need to use it. Contact the National Asthma Campaign for guidelines.
- Aspirins or paracetamol should not be given to children.
- Full training for all elements of health and safety must be provided for staff.
- If you have close links with a school it may be worth your while to adopt their policy.

Major accidents

- Apply first aid.
- Call an ambulance providing details of the injury, the location of the club and the name of the child.
- Call the child's parent or carer.
- If the child's parent or carer has not arrived at the club by the time the ambulance is ready to leave, then a playworker must accompany the child to hospital.
- An incident report form should be completed as soon as possible after the accident and given to the chairperson or the club co-ordinator.

This health and safety policy and procedure was passed for use in Broughton Primary's Play Buddies.

On:.....

By:.....Position:.....

By:.....Position:.....

By:.....Position:.....

Date of planned review:.....

2016

HEALTH AND SAFETY CHECKLIST

ITEM	Daily	Weekly	Termly
DRAINAGE -Are gutters securely fixed and undamaged? -Are drainpipes securely fixed and undamaged? -Are drainage points clear of debris or other blockages?		-visual check -visual check -	
WALLS -Is there any external damage? -Is there any evidence of damp?		-visual check -visual check	
DOORS -Are external doors securely fixed and in good working condition? -Are internal doors in good working condition? -Are locks and door fittings secure and in good working order? -Are all glazed door panels secure and intact?	-Test by use. -Test by use. -Test by use. -Visual check.		
WINDOWS -Are all windows securely fixed? -Is all glazing material fixed and intact? -Do windows open and close easily? -Are all fittings secure and in good working order? -Are guards or shutters securely fixed and in good condition?	-Test by use. -Test by use. -Test by use. -Test by use. -Test by use.		
STRUCTURAL -Is there evidence of damage by damp or rot?		-Visual check.	
TOILETS -Are all toilets thoroughly cleaned?	Check at least once a		

<p>-Are all cisterns, WCs urinals and basins clean and in good working order?</p> <p>-Are towels clean?</p> <p>-Are there adequate supplies of toilet paper?</p> <p>-Are waste bins cleared and clean?</p> <p>Are floors clean and dry?</p> <p>-Are all waste and drainage outlets clear?</p>	<p>day</p> <p>-Check and test.</p> <p>-Check daily.</p> <p>-Replace as necessary</p> <p>-Empty as necessary.</p> <p>-Visual check.</p> <p>-Test by use.</p>		
<p>HEATING</p> <p>-Is the system in good working order?</p>	<p>-Test by use.</p>		
<p>ELECTRICAL SYSTEM</p> <p>-Are all switches and sockets working?</p>	<p>-Test by use.</p>	<p>-Visual check.</p>	
<p>FIRE PRECAUTIONS</p> <p>-Are fire procedures clearly displayed?</p> <p>-Are all items of fire-fighting equipment in position and ready for use?</p>	<p>-Visual check.</p> <p>-Visual check.</p>		<p>-Test by competent person.</p>
<p>ROOFS</p> <p>-Is there any external damage?</p>			<p>Indicated by leaking</p>
<p>FIRST AID FACILITIES</p> <p>-Is the area set aside for treatment clean?</p> <p>-Are stocks of first aid equipment adequate?</p>	<p>-Visual check.</p> <p>-Keep stocked.</p>	<p>-Visual check.</p>	