**HEALTH AND SAFETY POLICY**

**Introduction**

 Under the Health and Safety Act 1984, as an employer, **DARE Saturday & Holiday Playscheme** has a duty to maintain health and safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using **DARE Saturday & Holiday Playscheme**.

**DARE Saturday & Holiday Playscheme** promotes a high standard of health and safety in the following ways:-

**Food**

* Staffs are required to have basic Food Hygiene and Safety training before handling food.
* All food preparation areas and utensils are kept clean and tidy.
* Snacks and drinks provided will be prepared with due care.
* Parents of children with food or drink allergies must inform the Playsheme’s Supervisor.
* Children will not be allowed to eat, drink, and play at the same time.
* Children wash their hands before they have their snack and after going to the toilet.

**Hygiene**

* All staff will share responsibility for keeping **DARE Saturday & Holiday Playscheme** facilities clean.
* Toilets shall be checked by staff members and cleaned regularly by the employed cleaner at the school.
* Cuts shall be covered at all times
* Disposable gloves shall be used when attending to a child with blood or other bodily fluids.
* Staff members will encourage children to wash their hands after using the toilet, and before meal times.
* Children will be encouraged to cover their mouths when coughing.
* Tissues will be available and children encouraged to dispose of their tissues independently.
* Tables used for eating will be cleansed before snack time.

**Common Illness**

* Certain infectious illnesses require children to be excluded from DARE Saturday & Holiday Playscheme e.g. chicken pox etc.
* Children who have had diarrhoea / vomiting should be clear of symptoms for a minimum of 48 hours before attending DARE Saturday & Holiday Playscheme .
* Should a child become ill at DARE Saturday & Holiday Playscheme it is the responsibility of the Supervisor to ensure that the child’s parent / carer is informed. If the child’s illness requires the child to be excluded he/she should be allowed to rest away from the other children but within contact of an adult until his/her parent / carer can arrange collection.
* All infectious diseases will be reported and where necessary parents / carers of all the children must be informed of reported cases of serious illness but not the identity of the child concerned.

**Medicines**

* Drugs and medication will only be administered by staff if treatment has been prescribed by the child’s Doctor, or written permission of parent / legal guardian.
* All medications being administered during the duration of DARE Saturday & Holiday Playscheme must have labels checked for the child’s name, dosage etc. They will be kept locked away until they are needed, and again after use.
* The Medical Policy form will need to be completed, recording details of the medicine and the date, time and dose to be given. This will be countersigned by the parents on collection of the child.
* If, for any reason, the child cannot take the medicine or refuses then the child’s parent will be contacted.
* Parents whose children need Epipen, Insulin or Rectal Valium will be required to sign a consent form allowing a trained member of staff to administer medication. As many details as possible must be included on the form to enable the trained member of staff to determine when the medication is required.

**Sun Protection**

 In the summer it is important that parents provide adequate coverage for children playing in the sun i.e. a sunhat and sunscreen, both clearly labelled with the child’s name.

**Physical Activity**

DARE Saturday & Holiday Playscheme provides a wide selection of play opportunities and access to indoor and outdoor play. Every child is encouraged and supported in taking up physical activities to promote a healthy lifestyle.

**Accidents**

 Any accident involving staff or children will be noted on an Incident / Accident Form. The form will be filled in by both members of staff and countersigned by the parent on collecting the child.

**Major Accidents**

A major accident is defined as:

* Suspected fracture
* Burns
* Concussion
* Any injury which staff feel needs an expert opinion

In the event of a major accident occurring, staff will

1. Apply first aid.
2. Call an ambulance.
3. Call the parent / carer.
4. If the parent has not arrived at the Club by the time the ambulance is ready to leave, then a staff member will accompany the child to the hospital.
5. The Director should be informed.
6. An incident report will be completed as soon as possible after the accident and given to the Chairperson or Committee.

 A First Aid box will be kept in a safe but accessible place. The box will be replenished promptly and checked regularly.

Disposable gloves will be kept in the box and will be worn by staff when dealing with children who are bleeding.

At least one member of staff working each Saturday will hold the Paediatric First Aid certificate, and all staffs are encouraged to take regular First Aid training. All staff must be familiar with the location of, and contents of, the First Aid box.

**Sickness of Children Attending DARE Saturday & Holiday Playscheme**

 If a child attending DARE Saturday & Holiday Playscheme should become ill the parents or emergency contact should be contacted and asked to collect the child as soon as possible. The child should be kept apart from the other children and allowed to sit quietly whilst waiting for their carer. No medicines will be administered by DARE Saturday & Holiday Playscheme staff, with the exception of previously arranged and agreed items. If symptoms are serious then a doctor or paramedic will be contacted.

**Fire**

* There is a No Smoking Policy on the premises of DARE Saturday & Holiday Playscheme .
* Staff members and children must participate in regular (termly) emergency evacuation drills.
* Induction training for staff must cover what to do in an event of an emergency.
* “Outbreak of Fire” instructions shall be known by all staff.
* Fire safety equipment is inspected regularly and maintained by the school.
* Fire exits must always be kept clear, and they must easily be opened from the inside.
* The Supervisor / Deputy Supervisor will take responsibility for fire safety.

**Evacuation Procedure**

* The first priority is to raise the alarm so that all attending DARE Saturday & Holiday Playscheme are aware of the need to evacuate the premises. The staff will be made aware of the alarm bell positions.
* Staff will advise all children of an assembly point to be used in case of fire. Staff will discuss the procedures regularly with all the children. Any new children to DARE Saturday & Holiday Playscheme will be informed of the procedures on their first day of attendance.
* The Supervisor should take the Daily Register so that a roll call can be held as soon as possible.
* The Fire Service will be summoned using a mobile phone, or the school’s land line.
* Staff members should only attempt to fight the fire if it is safe to do so. No attempt to fight the fire should be made until evacuation of the premises is complete
* A Personal Emergency Evacuation Plan (PEEP) will be completed for all children.

**Hazardous Substances**

Hazardous substances can cause serious illness or death if they are not controlled properly.

 Hazardous substances include: -

* Oils
* Paints and adhesives
* Toxic fumes
* Toxic liquids
* Biological agents

These, if any, will be stored out of reach of the children.

**Spills**

* Any spills of bodily fluids will be wiped up and disposed of appropriately e.g. flushed away down the toilet, disposable gloves must be used.
* Affected areas are to be cleaned thoroughly with disinfectant immediately and the area cordoned off for safety until dry. Children / staff will be made aware of the hazard
* Any spillage of drinks / water etc. will be cleared up immediately.

**Risk Assessment**

* Staff members will complete risk assessments using the risk assessment forms. Staff members will complete all assessments during the induction day and / or prior to the session as appropriate.
* Risk assessment forms will be kept for future records. Any findings that are made during a risk assessment must be brought to the attention of the Supervisor.
* Children shall never be able to leave the premises unsupervised.
* Poisonous shrubs/trees/plants shall not be in the play area or otherwise accessible to the children.
* **PLEASE NOTE CHILDREN SHOULD NEVER BE TAKEN OFF SITE WITHOUT PRIOR WRITTEN PERMISSION FROM A PARENT OR CARER**.

**Equipment**

* All equipment, toys, and outside play areas shall be checked regularly for safety.
* Our equipment will be appropriate for the age of the child using it.
* Any defective equipment will be taken out of use until it can be repaired or discarded

 **Security**

* Visitors to DARE Saturday & Holiday Playscheme will be required to sign in and out in DARE Saturday & Holiday Playscheme ’s register and if necessary an identity check will be carried out.
* Parents / carers will be required to sign their children out on a daily register when they collect them
* If a child is not collected by their parent /carer then prior written consent (i.e. emergency contacts on registration form) must be sought from the parent / carer detailing who shall be collecting their child and also using the password system if necessary.
* Staffs members will ensure that the premises and outside play area are secure (and are not able to leave the children unsupervised).