



friends on the hill

health & safety policy

1 introduction

- 1.1 the aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:
- 1.2 to establish and maintain a safe and healthy environment throughout the club premises
- 1.3 to carry out annual risk assessments covering all potential hazards and risks to all staff, children, parents and visitors to club (including fire, health, environment; safeguarding risks). the health and safety executive provides a guide to effective risk assessment and templates that can be used ("five steps to risk assessment"¹)
- 1.4 to establish and maintain safe working procedures amongst staff and children
- 1.5 to make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- 1.6 to ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the club to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided

¹ [Risk assessment: Steps needed to manage risk - HSE](#)

- 1.7 to formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises
- 1.8 to follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- 2 fire safety
- 2.1 contracted staff must:
- prevent any possible cause of fire
 - be familiar with the fire procedure, and understand what their role is
 - know the location of fire extinguishers and fire exits
 - know how to use the fire extinguishers
 - ensure that all fire exits are clearly marked, kept clear and available to use at all times
 - NOT smoke on the premises, or in the presence of children at any time
- 2.1 the manager is responsible for carrying out any risk assessments in relation to fire safety, and for liaising with the premises management to ensure adequate fire safety arrangements
- 3 fire drills and evacuation procedures
- 3.1 fire drills will be carried out in one week each term.
- 3.2 in lieu of the real alarm the manager should set off an alarm on their phone. All the children and staff will immediately stop what they are doing. The staff will ensure that any cooking equipment is turned off
- 3.3 the children will evacuate the building quickly and calmly with all staff, except those with fire safety procedures to undertake, using any accessible fire exit doors
- 3.4 in the event of a real fire, the manager (or alternate) is responsible for telephoning the Fire Brigade (999 or 112) as soon as possible
- 3.5 the staff will guide the children to the fire assembly point (at the far side of the graveyard) and supervise the children until the manager (or alternate) arrives
- 3.6 the manager (or alternate) is responsible for ensuring that the toilets are checked to ensure no children are using them before they exit the building.
- 3.7 the manager (or alternate) is responsible for ensuring that the child and staff registers are collected and they have access to a phone containing all parent and emergency contact details before exiting the building

- 3.8 in the event of a real fire, if it is safe to do, then the manager (or alternate) will also bring all emergency medication (eg asthma inhalers or epipens) when leaving the building
- 3.9 the registers will be called by the manager (or alternate) to ensure that all children, their families and staff are accounted for.
- 3.10 during a drill, once everyone has been accounted for, the staff and children re-enter the building in an orderly manner. In the case of a real fire, the building will not be re-entered until permission has been given by the fire brigade.
- 3.11 if a child and/or member of staff is missing, then the manager (or alternate) will undertake a quick visual check of the staff/children to ensure that they are not there and then they will carry out an initial search for the member of staff and/or child while the remaining staff keep the children calm and occupied.
- 3.12 the manager (or alternate) will be responsible for ensuring all the children's parents/carers are contacted to make arrangements for their collection
- 3.13 the manager (or alternate) or management will telephone and advise all the relevant staff/volunteers what the arrangements will be for the next session as well as all parents/carers.
- 3.14 following both a fire drill or a real fire a report will be emailed by the manager to the management committee who will maintain a log with the following details:

Date

Number of children present

Number of staff present

Time taken to complete the fire drill (from evacuating the building to re-entering the building)

Any relevant comments (exits blocked off, how effective the fire drill was, what could have been undertaken better etc.)

4 emergency closure procedures

- 4.1 in the unlikely event of unforeseen circumstances (such as no heating, lighting, water etc.) whilst open, depending on the nature of the unforeseen circumstance, we would do all we can to prevent closure.
- 4.2 if the club has to close, the manager or management will telephone and advise all the relevant parents/carers that the club has had to be closed, including the reason why and advise the parents/carers where to collect their child/ren from.

4.3 at least two members of staff will remain on the premises or at alternative accommodation until all the children have been collected.

5 first aid, medication, illness and accidents

contracted staff must:

5.1 have a current paediatric First Aid certificate (no more than 3 years old)

5.2 keep the First Aid boxes well equipped.

5.3 ensure that First Aid equipment is stored in the locked cupboard, on a high shelf, out of the reach of children

5.4 wear disposable gloves when administering First Aid

5.5 report to the manager when equipment from the First Aid box is used, so that it can be replaced

5.6 record ANY First Aid given to either children or adults on the accident form

5.7 be aware of the procedure for completing the accident form & medication log

5.8 all medication on the premises must be stored securely, and out of reach of children, at all times

5.9 medicines must be stored in the original containers and with clear instructions in english and the child's name clearly marked

5.10 staff will only provide prescription medication if

- it has been prescribed for the child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)
- there is a signed and completed medication form covering the child and the medicine to be administered
- staff have relevant training on how to administer the medicine if required

5.11 staff will only administer non-prescription medicine in the following circumstances

- liquid paracetamol in accordance with the consent provided by parents/carers on registration
- cream for skin conditions e.g. sudocrem, where the parent/carer has provided permission and the cream to be applied

5.12 parents/carers are asked to ensure that the setting is informed immediately of any changes in the medication requirements of their child, including where medication has already been given at home

- 5.13 staff will make reasonable attempts to administer medicine but are not legally obliged to ensure the child takes the medication. if the child refuses, the staff member will make a note and inform the parent/carer
- 5.14 staff will keep a record of the dates, times and dose of any medication given using the medication log
- 5.15 parents are asked to keep their children at home if they are unwell
- 5.16 if a child becomes ill while at the setting, we will contact the child's parents/carer and ask them to pick the child up as soon as possible
- 5.17 during this time, we will aim to care for the child in a quiet, calm area
- 5.18 if the child has an infectious disease such as sickness or diarrhoea we ask that they do not return to the setting until 48 hours after symptoms have passed
- 5.19 staff will thoroughly clean and sterilise all equipment and resources that came into contact with the contagious child in order to reduce the spread of infection
- 5.20 we will inform parents/carers if there is a contagious infection in the setting so that they can look for early signs of infection
- 5.21 if a child has an accident that in the best efforts opinion of the staff requires emergency attention, the staff will phone 999 and request an ambulance. while waiting for the ambulance the staff will attempt to contact the child's parent/carer and arrange to meet them at the hospital. a staff member will accompany the child in the ambulance
- 5.22 friends on the hill will notify Ofsted of any food poisoning affecting two or more children cared for on the premises. this must be done as soon as is reasonably practical, but, in any event, within 14 days of the incident.
- 5.23 friends on the hill will notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. this must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. friends on the hill will also notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and act on any advice from those agencies.

6 personal hygiene, conduct & appearance

contracted staff must

- 6.1 keep themselves and their own clothes clean

- 6.2 wear clothing appropriate for the role (we recommend stud earrings only and no open heeled or open toed shoes, owing to the risk of injury/entanglement)
- 6.3 not be under the influence of alcohol or any other substance which may affect their ability to care for children. if a staff member is taking medication which may affect their ability to care for children, they should seek medical advice and only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly.
- 6.4 not smoke or vape on the premises when children are present or about to be present
- 7 food safety**
- contracted staff must
- 7.1 attend a food hygiene course when required
- 7.2 when handling food:
 - tie long hair back
 - wear appropriate aprons and disposable gloves
 - wash hands with soap and running water
- 7.3 ensure that any cuts / injuries are covered with waterproof dressings
- 7.4 keep work surfaces clean, using anti bacterial spray and cleaning up as they go along
- 7.5 keep food covered and milk refrigerated
- 7.6 wash all fresh fruit and vegetables thoroughly before serving
- 7.7 ensure that refrigerators are in clean condition each day
- 7.8 check and record refrigerator temperatures on a daily basis
- 7.9 provide a separate plastic cup and plate for each child at snack time
- 7.10 not allow children to share food
- 7.11 ensure that children are within sight and hearing of a staff member while eating
- 7.12 friends on the hill aims to provide children with healthy, balanced and nutritious food
- 7.13 fresh drinking water will always be available and accessible to children

7.14 on registration, parents/carers will be required to provide details of any dietary requirements and allergies

8 premises

8.1 all rooms used must be kept safe and clean

8.2 toilets must be checked for cleanliness at regular intervals throughout the session

8.3 staff and children must maintain personal hygiene standards and wash their hands before food preparation/consumption and after using the toilet

8.4 kitchen areas to be cleaned each evening

8.5 disposable plastic gloves are to be worn by staff when dealing with any bodily fluids

8.6 any plastic gloves, aprons and/or other materials used to clean up spillage will be disposed of in a safe, secure manner and will not be placed in a bin which children could gain access to

9 control of substances hazardous to health (COSHH)

9.1 cleaning materials belonging to the premises are kept in a locked cupboard in the bathroom area. this cupboard will be kept locked at all times unless there is an accident or emergency and then no children will be allowed to enter the cupboard

9.2 cleaning materials belonging to the club are in a kitchen wall cupboard

9.3 a list of cleaning liquids and chemicals will be kept in the kitchen cupboard in case of ingestion

9.4 children are not allowed into the kitchen area

10 safety

10.1 members of staff will supervise children at all times so they are usually in sight and hearing, and always in sight or hearing

10.2 a minimum staff to child ratio of 1:8 is maintained whilst in club

10.3 only contracted members of staff will stand at the door during arrival and departure periods

10.4 exterior doors and the two interior doors will be bolted once the children are on the premises

10.5 the outside play areas will be supervised when in use

- 10.6 the room will be laid out to enable both children and staff to move around freely and safely
- 10.7 registers will be taken at the beginning of each session
- 10.8 before leaving the building a headcount will be done
- 10.9 in the event that a child goes missing the club manager or deputising staff member will search the inside of the building and delegate an outside search of the building to another member of staff. if the child remains missing, the emergency services will be contacted. the parent/carer of the child, or the emergency contact if the parent/carer is not contactable, will be immediately informed.
- 10.10 outside areas are checked on days when children are playing outside to make sure they are free from litter and broken glass
- 10.11 the perimeter fence is checked for signs of deterioration or vandalism

11 equipment maintenance

- 11.1 staff should ensure that materials, toys & equipment are stored in a safe manner, both those which are stored away from the children, and those which the children can access
- 11.2 toys will be checked on a regular basis, to establish whether they are broken or have missing parts, and to make sure they are clean and safe for the children to play with
- 11.3 toys or pieces of equipment which are found to be unsuitable will be disposed of safely
- 11.4 toys and equipment will be cleaned on a regular basis
- 11.5 when setting up large pieces of equipment, staff should use appropriate handling methods, and seek help when necessary

12 electrical equipment

- 12.1 an inventory will be kept of all electrical equipment owned and used by the club
- 12.2 all electrical equipment will be PAT tested by a qualified electrician on a yearly basis
- 12.3 equipment found to be defective in any way will not be used. It will either be repaired or disposed of safely
- 12.4 if a member of staff suspects that a piece of electrical equipment may be faulty:

- the equipment MUST NOT be used
- all other staff should be informed
- a DO NOT TOUCH sign should be placed on the item
- the item should be placed well out of the reach of the children
- if the item cannot be repaired, it should be disposed of and crossed off the inventory

13 gas equipment

13.1 if a member of staff should smell gas at any time, the building should be evacuated and the Gas Board should be contacted on their Emergency number.

13.2 staff must:

- NOT turn any electrical switches on or off
- NOT strike any matches or use naked flames
- turn the gas supply off at the meter
- open all doors and windows

14 incident book

14.1 all staff members must record all health and safety incidents at the club. Examples of incidents recorded are:

theft
 attempted break in
 fire
 personal injury
 accidents
 food poisoning
 intruder or other security incidents
 damage to the building or property

this list is not exhaustive

14.2 the following details are always included:

- date, time and place of incident
- date of recording
- full factual description of incident
- staff involved and what they did
- further action required or taken
- initials and signature of person making the report