



HEALTH AND SAFETY POLICY – Malvern Wells

The safety of children is paramount at all times and Brighter Futures will take positive steps to ensure that safety is promoted at all times ensure that all children are safe and cared throughout the time that they are attending Brighter Futures.

RISK ASSESSMENTS AND SAFETY

Risk Assessments for all aspects of care provided by Brighter Futures will be up to date and regularly reviewed by the Manager. Relevant agencies and services, (Fire, Environmental Health and Highways) make regular checks to both the school and the Wells Village Hall in line with all legal requirements and certificates of records of checks are held on the premises.

Before every session, a designated member of staff conducts a check of the premises to ensure that all areas are clean and safe for children to use. This check will be logged on the Premises Check form and this is signed and dated by the member of staff. Any reported hazard, (eg faulty equipment, accidents and hazards) will be acted on immediately to remove the hazard and make safe for children. In conjunction with the school head teacher or Village Hall caretaker, qualified services will be consulted to repair the fault or make safe the hazard. A Risk Assessment is also completed.

No child is permitted to go into the kitchen area and hot drinks are not permitted near children.

All toys and equipment available to staff and children conforms with safety regulations and certificates for all electrical equipment is kept by Brighter Futures, including installation and servicing by approved contractors.

Gas, electricity and all electrical equipment will be professionally checked in line with local and national regulations. Stickers will be used to show when the equipment was last checked and a log of safety checks will be kept by Brighter Futures.

Appliances and meters are protected so that they are not accessible to children.

ACCIDENTS AND INJURY

Accident forms are completed for every incident where a child, member of staff or visitor to Brighter Futures is injured. These forms identify the nature of the injury, how it occurred, who dealt with the accident and how they treated the injury. A copy of these forms is always given to the parent, who will be asked to sign the Accident Form when they collect their child.

Parents are always be contacted if their child has been involved in an accident or emergency and it is imperative that parents provide Brighter Futures with up to date contact details. Records of contact details for all parents, plus other named adults, in the event of a parent being uncontactable, plus doctor's details and any other relevant medical details concerning children will always be kept on site in a lockable filing cabinet accessible to staff. Parents are also asked to sign a consent form when they accept a place with Brighter Futures agreeing for their child to be given emergency medical advice or treatment by a doctor if this is deemed necessary by the doctor. At the discretion of the manager, parents may be asked to collect their child immediately if it is felt that is in the best interests of the child.

In the event of emergency, a whistle will be blown, alerting all staff and children of an emergency situation. If a serious accident has occurred, all children will assemble in a designated area with a member of staff whilst another staff member supports the injured child or children. The manager will contact emergency services and the parent of the child involved. If necessary, a member of staff will accompany the child to hospital and stay with them until their parent arrives. The accident will be recorded, parents/guardians asked to sign and OfSTED will be informed.

All staff will have access to a fully charged mobile phone with reception at all times. When children are transported by walking bus, a member of staff will also have registers and contact details in a bag in case of emergency.

If a child has had an accident whilst at school during the day prior to attending Brighter Futures, the member of staff collecting that child from school will ensure that information and an Accident form is handed over from the school and that parents are informed. The Manager will also record the accident in Brighter Future's own Accident / Incident book, which parents are asked to sign when they collect their child from Brighter Futures. Similarly, if a parent informs Brighter Futures staff of any accident or injury that has taken place at home prior to attending Brighter Futures, Manager or key worker for that child will complete an Accident form if it is deemed necessary and this information will be passed on to the class teacher of the child when they are taken to school.

FIRST AID

All staff receive basic training in Health and Safety and First Aid as part of their induction and there will always be a member of staff qualified in pediatric first aid on site. First aid procedures will be regularly updated for all staff using professional agencies and health and safety will be addressed at every staff meeting. A first aid box is always be on site and it is the responsibility of the manager to ensure that this is fully stocked and accessible at all times.

Children will be taught basic first aid principles and local agencies such as St Johns Ambulance and the Fire Service will be invited to the club on an annual basis to talk to the children.

SICK CHILDREN

In line with local and national policy, children who are unwell should not attend Brighter Futures, particularly if their condition is infectious. In the event of a child becoming unwell whilst they are attending Brighter Futures, the child will be made comfortable and the parents contacted to collect their child. A leaflet is available to parents informing them of when their child should stay at home, as is a booklet containing advice regarding Infectious Diseases.

MEDICINES

If a child requires prescribed medication whilst they are at Brighter Futures, parents must complete a Medicines form and discuss with the manager the requirements of their child. It is the responsibility of the parent to ensure that Brighter Futures are fully informed of any ongoing medical conditions that their child has and that parents have sent into Brighter Futures any medication that their child may need in a clearly labelled container with the name of the child and dosage. Again, this must be discussed in advance with the Manager and recorded on the Child Information sheet at induction if the medical condition is an ongoing one. Parents of any child who is deemed capable of administering their own medication, (eg inhalers) must complete a Self Administration of Medicines form. Two members of staff must be present when a child is given or self administers medicine and staff must record medicines taken, dosage and time and sign the forms. Parents must also sign the forms when they collect their child to confirm that they are aware of details of when their child received medication.

PROTECTION FROM THE SUN

Parents are asked to provide sun cream and a sun hat for their child in the warmer weather. Parents will be asked to sign a consent form giving Brighter Futures staff permission to apply sun cream to children if necessary.

COMFORT IN WET WEATHER

Parents are asked to provide a change of clothes for children in the event of children getting wet in the rain. With prior agreement, these clothes may be stored at the Brighter Futures premises. Brighter Futures provide all children with an umbrella in wet weather. Children always wear a florescent vest over their coat when walking from school to Brighter Futures.

SECURITY

In the morning, the school door will be opened at 7.45am for children and parents to enter and register their child in the school hall. The door will then be locked at 8am. After school, once all children are inside the Wells village hall the hall door is locked by the latch. Children are not permitted to open the door; only a Brighter Futures member of staff may do so. Parents may access the premises by ringing the doorbell. If a parent is unable to collect their child, they must inform Brighter Futures staff in advance in writing and the adult collecting the child must know a password that has been specified by the parent to Brighter Futures staff. As far as possible, adults collecting children not their own should be introduced to Brighter Futures staff prior to coming to collect the child.

Parents (or a designated adult) must always sign their child in and out of Brighter Futures, specifying the time that they do so. This will be countersigned by a member of staff.

Any visitors to Brighter Futures must also sign in and out in the Visitors Book and must be accompanied by a member of staff at all times.

FIRE SAFETY

Regular fire drills take place and records kept of dates, register of children and staff in attendance, how long it takes to evacuate the building and any issues that arise in the Emergency Fire Log. This is then discussed at the next staff meeting. In every room there is a

plan showing the fire exits and all staff and children are familiar with this. In the event of a fire or fire drill, the staff and children will calmly exit by the specified fire doors in the hall to a designated safe area, (on the Wells Road to the right of the hall by railings away from the edge of the road) where registers will be taken by the manager and a bag of emergency equipment, (blankets, water, first aid kit, emergency contact details) will be taken outside with the children by a specified member of staff. Fire exits are known to all staff and children are kept clear of obstruction at all times and are easy to open.

The most senior member of staff goes outside with the children. The second most senior member of staff conducts a check of the whole premises, (excluding the Wells Club downstairs) before giving the all clear for the children and Manager to re enter the Hall.

In the event of a fire, the manager will contact the emergency services and all the parents of the children. After every drill or evacuation an evaluation of evacuation procedures will be discussed with staff and children.

INSURANCE

Brighter Futures has Public Liability Insurance, as does Malvern Wells CE Primary School and Wells Village Hall.

LOST CHILDREN / EMERGENCY PLAN

A missing person / emergency procedure is practiced by staff and children at least every term using a range of scenarios, (ie child hiding / child lost / child abducted) to ensure that everyone is clear on procedures. A written evaluation of the effectiveness of the procedure is kept and discussed with all staff afterwards. The procedure is regularly reviewed and discussed at staff meetings. The school will be notified in advance of when practices are to take place and will also be fully briefed in the missing child / emergency procedure.

In the morning, parents bring their child to the registration desk in the school hall where they are met by members of Brighter Futures staff. The parent must sign in their child and this will be countersigned by the staff member. Children will only be accepted into Brighter Futures if their names are on the register. Children are not permitted to leave the school hall where they will remain under constant supervision. Staff will check the register and carry out regular head counts, (at least twice in a session). If children are permitted to go outside, this will be to a designated area within the school grounds with constant staff supervision. All children will be supervised at all times and are not permitted to leave the designated areas. If a child does become lost, procedures will be followed where:

1. an emergency whistle is blown signifying to all children that they must seat themselves in a designated area where they will be supervised by a member of staff
2. The head teacher and school staff are alerted by the whistle to help with the search, including in the school building
3. a member of staff thoroughly checks the inside of the premises and exits, the immediate grounds and outside areas
4. The police are contacted

5. Parents / emergency named contacts are informed

After school, the procedure (above) remains the same at the Wells Village hall, except the school will be contacted by telephone.

In transit by walking bus, the following additional precautions will be taken:

1. registers will be taken before leaving the school site
2. head counts will be taken at the beginning and end of journey
3. children must walk with a partner in a safe and orderly manner with a member of Brighter Futures staff at the front and another at the rear, (always maintaining a ratio of at least 1:8).
4. Children and staff must wear florescent tunics carrying the school's contact details
5. staff always carry a charged mobile phone, registers, first aid kit and emergency contact details
6. head counts and a register will be taken on arrival at the Village hall and the doors locked once children are inside

CHILDREN NOT COLLECTED

Brighter Futures finishes at 6:00pm, if parents are delayed for whatever reason they are asked to telephone the club. A late payment fee of £5 per 15 minutes may be charged if children are collected after 6:05pm and parents may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If parents have not made contact with Brighter Futures by 6.15pm a member of staff will contact an adult from the emergency contact list to collect the child.

In the event that contact cannot be obtained from any named adult for the child, Brighter Futures staff will no alternative but to contact local Police and Social Care and Health.

HYGIENE

All staff are trained in procedures to reduce the spread of infection. Above every sink are reminders to wash hands and children and adults are taught the correct handwashing techniques, with antibacterial soap and paper towels to use. Bins are emptied daily.

To assist in the prevention of the spread of infections and bacteria, all staff and children will ensure that they wash their hands with warm soapy water, before eating food, after going to the toilet, returning in from playing outside, coughing, sneezing and messy play.

Children are encouraged to cover their mouths when coughing and sneezing.

Staff and children wear blue plastic aprons when cooking and children wear protective overalls or aprons when painting or undertaking messy play.

Any spills of blood, vomit, or other bodily fluids are cleaned immediately and disposed of down the toilet or taken to the Casualty department of Worcestershire Royal or Malvern Community Hospital. Rubber gloves and aprons are always used when clearing spills of bodily fluids. Floors and affected surfaces are then disinfected. Antibacterial cleaning products are used when cleaning all floors and

surfaces.

FOOD AND DRINK

Fresh water in a jug with a lid is available at all times for staff and children.

All meals, refreshments and drinks supplied are in line with Healthy Schools standards. Menus are available for parents to view, special dietary and religious requirements are met and as far as possible parental preferences are adhered to.

All members of staff have as part of their induction training in appropriate health and safety considerations when cooking and preparing food. There is a Food Hygiene and Safety Policy, (on display in the kitchen) and staff are required to work in line with Safer Food Better Business procedures. Any member of staff who regularly prepares food will attend Food Preparation and Hygiene training by Worcestershire county Council and will adhere to all necessary requirements. All kitchens used by Brighter Futures are regularly checked and inspected in line with local and national regulations.

Brighter Futures aims at all times to promote a healthy lifestyle and high standards of hygiene for all staff and children.

A thermometer is used to ensure that hot food served to children is at the required temperature. The fridge also has a thermometer on it to ensure it is kept at an optimum temperature of 4 degrees Celsius and not exceeding 7 degrees Celsius. Logs of fridge temperatures are kept daily.

All children must wash their hands before meals and cooking/baking activities. All fruit and vegetables are washed before they are consumed. Grapes and other foods that could potentially cause a choking hazard are chopped.

ALLERGIES

All allergies are noted by parents in their Child Information form at induction to Brighter Futures and discussed with staff. A photograph of every child with an allergy and details of such is displayed in the kitchen areas to ensure all staff are aware of allergies.

If a child has been prescribed an epi pen, Brighter Futures staff will request training in its use from the child's GP and / or Health Visitor and records will be kept of contact made with these professionals.

SMOKING

Brighter Futures does not permit any child, member of staff, parent or visitor to smoke on or within close vicinity of the Brighter Futures premises.

OUTINGS

At the end of the school day, staff may take children into the grounds of Malvern Wells CE Primary school for games and activities and play. This is classed as an outing and parents will be made aware of this and asked to sign a form giving their consent for their child to partake in this activity.

For any outing, Brighter Futures will always:

1. Visit the site of the outing in advance to ensure suitability of the environment and plan any transport necessary
2. Complete thorough risk assessments for the outing, including transport arrangements
3. Ensure child: adult ratios are maintained at all times, with a higher level of adult staff than is necessary
4. Ensure parents are fully informed about the outing; the times children will be leaving and returning and what they will be doing on the outing, plus how they will be travelling to and from the outing.
5. Ensure a consent form from the parents has been received for every child going on the outing
6. Ensure registers of children and staff are accurate and taken on the outing
7. Ensure a member of staff has at all times contact details and medical and any other relevant information for children on the outing
8. Ensure there is a designated first aider in attendance at all times and there is a fully stocked First Aid kit available on the outing
9. Make sure that all necessary Insurances are obtained, including from any companies transporting children
10. Ensure that children are aware and comply with all rules to keep them safe: appropriate behavior; the wearing of seat belts; where they are permitted to go; which groups they must be in and under the supervision of which member of staff; assembly points and times
11. That all children and staff have appropriate clothing, footwear and food and drink with them
12. That registers are taken before leaving, on arrival, during the outing and on departure and arrival back at the base.