

## HEALTH & SAFETY POLICY

**Devizes & District Opportunity Centre** holds the health, safety, security and wellbeing of our members, staff, volunteers and visitors paramount and will endeavour at all times to protect them from any known or potential dangers.

We aim to provide and maintain safe and health premises, play provision, equipment, resources and working conditions and strive to identify and minimize all possible risks and hazards using the following procedures for risk assessment which encompass service delivery, staffing practice, premises outdoor play areas, equipment and resources.

The Centre works within the legal framework of the Health and Safety at Work Act 1974 and the management of health and safety at work regulations 1992.

The Designated health and safety officer for the Centre is Debbie Lambert.

Our aim is to provide and maintain safe and healthy play provision, equipment and working conditions for all children, staff and visitors and to provide such information, supervision and training needed for this purpose.

### GENERAL

It is important that care should be taken by all members of staff, visitors and users to keep the Centre safe, clean and tidy at all times.

- Toys and play equipment etc should not be left where they can be fallen over or cause obstruction in entrances or exits.
- No smoking is allowed in the premises or outside in the grounds.
- Children should be encouraged to walk at all times, unless under controlled supervision during specific activities.
- Hot drinks are not permitted in the playroom during session or when children are in the playroom. Staff may take hot drinks in the kitchen area or offices away from children.
- Waste bins in the playrooms will be emptied daily.
- All members of staff are asked to inform the Manager or Senior Staff Member of any areas of the Centre which they consider dangerous.
- A risk assessment/maintenance inspection of the premises and equipment will be carried out annually by the Manager and Lead Practitioner.
- All portable electrical equipment are to be visually inspected regularly.
- Lettings; All hirers will be asked to adhere to the Centres Health & Safety policy where relevant.
- Use and storage of hazardous substances. We adhere to COSHH Regulation. All dangerous substances e.g. cleaning materials etc are stored safely out of reach of children. Possible risks and control methods are detailed in the Centre's Risk Assessment procedures.
- Information on any substance purchased is held in the COSHH File in the administration office and brought to the attention of relevant staff.
- Children do not have unsupervised access to the kitchen, cooker or cupboards where hazardous materials are stored.
- Protective clothing will be provided for children when appropriate.
- All prams, buggies etc. must be left in the pram port outside the front entrance.
- Fire exits must be kept clear at all times and signposted.

## **HYGIENE**

### **Nappies & Toileting**

- ▶ Nappies are changed in the changing room only
- ▶ Children are never left unattended in the changing room
- ▶ Nappies are changed and toileting supervised only by staff and volunteers with the appropriate training and DBS checks
- ▶ Children are changed on the automated changing bench following the manufacturers operating instructions
- ▶ The changing bench/mat is sprayed with disinfectant solution and wiped after each use
- ▶ Toilets must be flushed after each use
- ▶ Hands are washed thoroughly before and after each nappy change and after toileting and paper towels disposed of in the bin provided
- ▶ Plastic gloves and aprons supplied are to be worn by staff to prevent cross infection
- ▶ Soiled nappies, cleaning swabs, wipes, plastic gloves etc are disposed of in the clinical waste unit provided
- ▶ Centre Cleaner must ensure all toilets in premises are cleaned: seats, basins, handles, taps etc are disinfected each day.

### **Food & Drink**

The Centre will observe current legislation regarding food hygiene, registration and training and will actively promote the principals of healthy eating at snack and lunch times. This policy runs in conjunction with the Food Hygiene policy and procedures for the Centre.

- Training in food hygiene will be provided for all staff involved in preparing and handling foods
- Fresh drinking water will be available at all times
- All staff must adhere to the food preparation guidelines displayed in the kitchen.
- Hands must be washed prior to eating and drinking and before and after all food preparation.
- Protective aprons and gloves must be worn when preparing/handling food
- Tables and work surfaces must be cleaned with disinfectant solution before and after use.
- A dishwasher is provided to wash and sterilise children's eating/drinking utensils.
- Tea towels must be changed daily
- Lunches will be served up out of reach of children, in the kitchen or on trolley provided.
- Different colour cloths will be used e.g.
  - Green in kitchen/ dining tables
  - Red for bodily fluids
  - Blue for general cleaning/ craft
- All food waste to be disposed of in kitchen bin with lid.
- Parents will be asked to enclose ice/cool packs in lunchboxes.
- Fridge temperature will be checked daily

### **Toys and Equipment**

Toys, play equipment, non-consumable play resources and specialist equipment such as mobility and positioning aids will be disinfected on a regular basis.

Soft toys and therapy puppets must be washed every term to prevent cross contamination. Soft play room will undertake a deep clean on a termly basis to prevent the spread of infection

The sensory room will undertake a deep clean on a termly basis to prevent the spread of infection.

A supply of antibacterial wipes and spray is also available for staff to use on a daily basis.

Staff must inform management of any broken equipment or toys. These must be discarded immediately.

All toys and equipment must be risk assessed on an annual basis. All areas of the Centre will also be risk assessed on an annual basis.

Individual health care risk assessments will take into account any individual needs for children.

### **FIRST AID**

All staff are required to attend Paediatric First Aid training to ensure that there are at least two members of staff qualified to administer First Aid during any session.

Training will be updated every three years which will be funded by the organisation.

First Aid boxes are situated in the cupboard in the children's changing room, the main playroom and by the soft play room. A burns kit is available in the kitchen.

Jo Chandler is responsible for monitoring and replenishing the First Aid boxes.

### **RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS**

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) for the reporting of any of the following: Deaths, Major Injuries, Accidents resulting in over 3 day injury, Dangerous Occurrences e.g. an event that causes injury or fatalities or any event that does not cause an accident but could have done e.g. gas leak.

Contact information: Telephone 0845 3009923  
Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF8 3GG

Child Protection matters or behavioral incidents are not regarded as incidents and there are separate procedures for these. See Child protection policy and procedure, whistleblowing policy, accident and incident policy and WSCB procedures for reporting child abuse.

All serious incidents must be recorded and the senior manager informed immediately. All incidents are recorded on contact notes and incident forms. These are kept in the manager's office in a locked cabinet. In the event of a serious incident, the manager will inform Ofsted on 0300 1231231.

### **ACCIDENTS**

Details of any accident must be recorded on an accident form which is situated on the shelf in the lockable cupboard over the playroom workstation. Include date, time, place, nature of accident, and action taken. Name of reporting staff member and a witness if possible.

Parents must be informed of any accident/injury to their child and be asked to read and sign the relevant entry on the accident form. All pre-existing accidents and injuries must be noted upon the child's arrival and signed by the parent. The Manager or senior staff member must notify Dept. of Health & Safety, Wiltshire Council of any accident that causes admission to hospital or more than three days sickness.

Procedure: In the event of a serious accident:

1. Admin officer to telephone for an ambulance on 999
2. Staff are to remove remaining children to another area of the Centre.

3. Two staff members must remain with the injured child to keep them calm and comfortable.
4. The admin officer will contact the Parents/Carers.
5. The staff will carry out all instructions given by the emergency services.
6. The manager or senior play worker will accompany the child to hospital, taking relevant registration documents and accident form if the parents are unobtainable.
7. The manager will inform the following services of the incident/accident

Social Services Safeguarding Children's Officer. Tel: 01380 826203  
Ofsted Piccadilly Gate. Manchester M1 2WD [Tel:03001231231](tel:03001231231)  
RIDDOR Tel: 0845 3009923

### **ILLNESS**

- Parents are asked to keep children at home if they have an infection or illness that may affect other children who attend the Centre.
- In the case of sickness or diarrhoea, children must refrain from attending the centre for at least 48 hours after the last episode of illness.
- Parents are asked to inform the Centre of any infectious disease affecting any member of the family so that other parents can be alerted to observe their children's well being
- Staff must notify the Centre of any condition that might impair their ability to carry out their duties/responsibilities at work. E.g. any infectious disease or long term condition.
- Any one (child, parent, staff member, visiting professional) suffering from sickness & diarrhoea will be excluded from the Centre until symptom free for at least 48 hours.

If an outbreak (i.e. 2 or more cases per day over 2 days) of food poisoning or infectious disease is suspected advice will be sought from S.C.M.O. and the Environmental Health dept, Wiltshire Council, Tel No: 0300 456 0100 If it is believed that any child is suffering from a notifiable disease Ofsted tel.0300 123 1231 will be informed and RIDDOR Tel: 0845 3009923.

### **MEDICATION**

As far as possible administration of medicines should be carried out at home however, if a child's parents are unable to administer medication and it would be detrimental to the child's health if not given in the setting, we will administer prescribed medication only. Parents are required to give written consent and instructions to the Centre on a Medication Authorisation Consent Form.

The child's Key person is responsible for ensuring that the parental consent forms have been completed and that medicines are stored and administered correctly. The Keyworker must also ensure that parents endorse the record of medication administration and that medication is handed back to the parent at the end of the session.

All medication must be in their original containers and clearly labelled and will be stored safely and kept out of reach of children.

### **Children who have long term medical conditions and who may require on-going medications**

A Care Plan for the child will be drawn up with the parent by the relevant involved professional e.g. Life Time Project Nurse, Health Visitor and child's Key person. The Care Plan will be reviewed regularly as necessary. The Care Plan will include some or all of the following:

- Diagnosis and effects
- Personal Care
- Risk Assessment
- Measurers to be taken in an emergency
- Management of Medication and Protocols
- Equipment to be used and manual handling implications

Appropriate specific training will be provided for staff by a qualified health professional.

### **OUTDOOR PLAY**

All outside play equipment is regularly inspected for damage or wear and checked before use.

Outdoor space is securely fenced, gates are kept shut.

Children will not play outside without supervision.

**Outside visits:** Parents permission will be sought for outings. There will be a minimum ratio of 1 adult: 2 children. An external visit check list, risk assessment and detailed plan will be carried out prior to outing.

See also outdoor play policy and procedure.

### **Protection from harmful effects of the sun.**

We are aware that exposure to the sun can be harmful and will therefore take action to protect the children when necessary whilst playing or working outside. We will encourage all children to wear sun hats and will endeavour to apply high Factor sun protection cream following the manufacturer's directions, unless an alternative is supplied by the child's parent or carer. In the event of a child being unable to tolerate either form of protection an alternative strategy will be agreed with the parent or carer. Parents sign upon registration that sun cream may be applied to their child.

### **FIRE SAFETY**

- The Playroom Leader will check Fire Exits daily.
- Protect Fire Equipment Ltd will check and service fire extinguishers and implements annually.
- Fire alarms and emergency lighting will be checked and serviced quarterly by Alarms & Electrical
- One fire drill including evacuation is to be held each term.
- Fire Safety procedure notices are displayed in all areas.
- All the above services and procedure will be recorded in Fire Safety log book in Fire file.

In the event of a fire, safety of children will be the first consideration and the following procedure must be followed:

Fire procedure is listed at the end of this policy. See also Fire evacuation policy and procedure.

### **COLLECTION AND DELIVERY OF CHILDREN**

- Children will be supervised during the session times on their designated days.
- Children will leave the Centre only with an authorised adult. All arrival and departure times of children, visitors and staff are recorded.
- If parents or other designated adults are unable to collect children, the centre should

be notified immediately.

- Children will not be handed over to other adults unless their identity has been made known to the Centre and a password is given by the main carer.
- If we have reason to believe that any parent/carer's/adult's ability to safeguard the child is impaired we will not release the child, but follow actions detailed in our Alcohol, Smoking and Drugs Policy and Safeguarding Policy.

### **VISITORS**

Will only be admitted from the Entrance Foyer into the main building by a member of staff. On arrival all visitors must sign the attendance sheet in the foyer area. Staff will be vigilant at all times, any strangers must be challenged.

Wherever possible, staff must ask to see ID badges of any visitors they are unsure of or have not met before.

Visitors must not be left unattended within the Centre. For outside professionals who are holding meetings in the Centre, they must sign in at reception and be shown to their meeting room. The Admin officer is responsible for ensuring the visitors leave at the end of the meeting and are shown out of the main front door.

### **TRANSPORT AND USE OF CAR FOR CENTRE PURPOSES**

#### **Responsibilities:**

Overall and final responsibility for the use of employees/volunteers own car for work or transport use is that of the individual employee/volunteer driver. For staff using their own vehicle for work purposes must ensure they have business use on their car insurance. The Manager must have business insurance on their vehicle and a copy kept of the insurance document is held in their personnel file.

All employees/volunteers who use their own vehicles for Centre purposes have responsibility to take reasonable care of themselves and others. NO staff member is allowed to take parents or children in their own vehicle without business insurance.

Drivers must ensure:

- They and the vehicles used are suitably insured with business insurance.
- Their vehicles are roadworthy and in working order
  - Tyres
  - Lights
  - Wipers
  - Water
  - Oil
  - Fuel
- No child to be seated where an airbag operates
- They do not exceed the maximum seating capacity
- Must ensure children are seated appropriately e.g. booster seats, child seats etc.
- Ensure seat belts are working and fastened securely

We ask each employee/volunteer to sign an annual declaration that their:

- Vehicle is in a road worthy condition
- Is fully taxed
- Has a current M.O.T. Certificate, where applicable
- Owner/driver has informed insurers and are insured appropriately
- They are fit and do not suffer from any condition which affects their ability to drive

### **MANUAL HANDLING**

Staff will receive guidance and appropriate training about safe storage, movement and lifting. Staff must not lift heavy loads alone. When lifting the correct posture of straight back and bent knees must be used.

When adults need to access or store items out of normal reach the appropriate step ladder must be used.

#### **Lifting/moving children**

When appropriate an assessment of a child's physical and developmental needs will be carried out by the child's Key person and relevant therapists.

The assessment will be recorded in the child's purple file and reviewed as necessary. Equipment necessary to achieve safe lifting and movement e.g. hoist/wheelie stool will be provided under the guidance of the appropriate professional e.g. physio. OT, PI Teacher

### **RISK ASSESSMENTS**

Our risk assessment process ensures the following;

- Checking for hazards and risks indoors and outdoors, in our activities and procedures. Our assessment covers adults and children.
- Enables us to decide which areas need attention and improving through the self reflection model and process.
- Enables us to develop an action plan that specifies the action required, the timescales and person responsible for the action.
- Allows us to work in conjunction with Health professionals and Specialist nurses to assess risks to individual children according to their particular health and developmental needs, with particular reference to any individual care plans, staff training and manual handling and specialist equipment.

Our risk assessment process ensures that the following health and safety issues are checked regularly:

- Before, during and after each session – daily & weekly
- Equipment, buildings and resources – daily and termly
- Trips and outings – when needed
- Activities - yearly
- Processes and procedures such as cleaning, food hygiene - yearly

### **INSURANCE COVER**

We have Public Liability and Employer's Liability Insurance. Certificates are displayed in the Manager's Office.

### **GENERAL HEALTH AND SAFETY GUIDELINES**

#### **GENERAL**

- ◆ Fire doors must be kept closed and clear of obstructions
- ◆ No smoking either inside or outside the building or within the centre grounds.
- ◆ All appliance plugs to be removed from sockets after each session.
- ◆ Cannon Hygiene to exchange sanitation bin weekly.
- ◆ Dangerous chemicals/cleaning materials to be kept out of reach of children.

- ◆ Transport – all children to be secured in appropriate seats and belts.
- ◆ Business car insurance to be used when transporting children or adults from the Centre.
- ◆ Collection of children – no unauthorised person may remove child from premises or without password given by main carer.
- ◆ All staff to receive Paediatric First Aid Training
- ◆ Security lighting at night – auto switch.

### **FIRST AID PROCEDURES**

#### **In the event of a **Minor Accident****

- ◆ Reassure child (or adult)
- ◆ Treat accordingly – following hygiene recommendations
- ◆ Enter details on Accident form
- ◆ Inform parent at end of session and obtain signature on record.
- ◆

#### **In the event of a **Major Accident****

- ◆ Telephone for an ambulance
- ◆ Contact Parents
- ◆ Ensure staff cover
- ◆ Take registration forms with you to hospital
- ◆ Inform social services of occurrence
- ◆ Notify Ofsted, 0300 1231231

#### **Full details in First aid policy and procedure**

## **FIRE EVACUATION PROCEDURE**

### In the event of **Fire**

- ◆ The staff member must sound the fire alarm by breaking the nearest fire point glass. Staff member must then shout 'Fire' and give its location.
- ◆ All staff must stop all activities immediately upon hearing the fire alarm.
- ◆ The Manager will go to presumed point of fire and close nearest doors.
- ◆ Staff will remove children from premises by lining them up at the nearest fire exit
- ◆ 1 adult to 2 children, the staff will remove children from the Centre and go to the fire point in the main car park outside Canons House.
- ◆ For children who are in wheelchairs, they must leave by the nearest exit and be taken by 1 member of staff.
- ◆ The Lead practitioner will collect the children's and staff register and check children's toilet area.
- ◆ The admin officer will collect the visitors book and leave building by nearest fire exit.
- ◆ The manager will check all areas of the Centre and ensure visitors book is removed before leaving by the nearest fire exit.
- ◆ All staff to meet up at fire point in main car park.
- ◆ Manager to carry out a check of all children and staff present by checking registers.
- ◆ Manager and staff to liaise with emergency services and give all relevant information.
- ◆ Do not re-enter building until advised safe to do so by the emergency services.
- ◆ Once the fire has been dealt with, the manager must notify the relevant services.
- ◆ Ofsted on 03001231231, Wiltshire Council and RIDDOR 0845 3009943

This policy and procedure is in conjunction with the following policies:

Safeguarding policy and procedure  
Food Hygiene policy and procedure  
Fire evacuation policy and procedure  
First Aid policy and procedure  
Risk Assessment policy and procedure  
Accident and incident policy and procedure  
Outdoor play policy and procedure  
Visiting professionals and visits policy and procedure