



Strawberry Hill School Clubs Wrap Around Care

Health and Safety Policy

Wrap Around Care =
St James Breakfast and After School Club
St Richard Reynolds Breakfast and After School Club
Twickenham Prep Wrap Club

Strawberry Hill School Clubs takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Each setting aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the setting's activities and actual existence. We follow all relevant legislation and associated guidance relating to health and safety within the settings including: The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH), any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive. The Owner and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

Health

Parents are requested to keep their child at home if they appear unwell. If a child shows signs of illness or receives an injury after they have been brought to the setting, the Management will contact the parent/alternative contact, asking them to contact their child.

If a child has had vomiting or diarrhoea, they should not be brought into the setting until at least 48 hours have elapsed since the last attack.

Written permission will be obtained from parents when their child begins at the setting to enable us to administer plasters, sun cream or any emergency treatment if we are unable to contact them.

At least half of the staff working during the session will hold a current paediatric first aid qualification (we are working towards everyone being qualified). A first aid box is available at all times and is regularly checked to ensure the equipment is in date and is correctly stocked.

The setting will inform Ofsted and the Local Safeguarding Children's Board of any serious accident, or injury to, or death of, any child whilst in their care immediately and act on the advice given.

If a child is known to be suffering from a notifiable disease identified by the Public Health (Infection Diseases) Regulations 1988, the setting will inform Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of the action.

A list of infectious diseases is attached, and your child should be kept at home if they are diagnosed/ or you think they have any of these illnesses.

Safety

The setting follows the following staff to children ratio each session. 1 to 8 ratio over 4 years old.

A risk assessment is carried out daily at the premises. All other assessments are carried out annually or as required. The assessments are carried out on all areas of the premises, outdoors, toys and equipment and outings undertaken and documented.

The equipment/toys are checked prior to them being used each session and repairs/broken items carried out or disposed of.

A fire drill is kept at the back of the register and displayed in the room. Visitors are asked to read when they are there during the session to familiarise themselves with the procedure. A practice is undertaken regularly and recorded. The recording includes any issues that arise and how they are resolved.

Fire exits are clearly identifiable. Fire extinguishers/fire blankets are checked annually, by the maintenance officer of the premises.

All accidents are recorded in a book and signed by a member of staff and the parent/carer at the end of the session. A pre-existing injuries book is used for accidents, which happen outside the setting.

We believe the risks in the settings environment are low and we will maintain the maximum protection for children, staff and parents. The setting will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities (see nappy changing policy)
- Prohibit smoking on the settings premises
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the setting.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the setting

- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed (Listed in main kitchen area)
- Follow the allergies policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the setting
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time
- Ensure staff paediatric first aid certificates are made available to parents upon request.
 - We will follow the guidance set out by the Health Protection Unit on guidance for infection control.

We will report any communicable diseases **RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

We will visit www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only.

Reviewed October 2023