

Peak Time Kids Club

Health and Safety Policy

Peak Time Management Committee recognises its responsibility as an employer and as a provider of childcare to ensure as far as possible and according to legislation, the health and safety of all who use Peak Time premises.

A. Premises

1. Regular checks of the premises are to be carried out every day via a risk assessment check sheet and the management committee are to receive regular reports from the co-ordinator.
2. Records of the checks are to be completed as stored in the Health & Safety file which can be located on the bookshelf
3. The management committee will ensure that the premises are maintained in a safe condition and appropriate steps taken when problems are identified.
4. Staff on duty must inform the management committee of any unsafe areas and staff should take steps to make them safe until the hazard can be properly dealt with.

B Equipment

1. The management committee will ensure compliance with the regulations regarding the inspection of electrical equipment.
2. Staff must be made aware of the safe use of equipment, including slip, trip and fall hazards; carrying boiling and hot liquids; lifting and moving heavy objects and the safe use of the filing cabinet.

C. Fire Safety

1. Smoke Alarms and fire fighting equipment will be in place and tested at least annually.
2. Fire exits must never be blocked by furniture or equipment.
3. Evacuation procedures must be clearly displayed and fire drills regularly carried out and documented.

D Control of Substances Hazardous to Health [COSHH]

1. A COSHH assessment will be carried out by a member of staff trained in the COSHH regulations. The assessment will be reviewed annually or when new substances are introduced to the scheme.
2. Control measures will be identified and included in the H & S file.

E Personal Safety

1. All members of staff must take responsibility for their own safety. The management committee has a responsibility to ensure adequate guidelines and provisions are in place to ensure the personal safety of staff and visitors.

2. Moving and handling hazards will be assessed and guidelines included in the procedures manual.
3. All staff must ensure that they are familiar with the policies and procedures in the procedures manual and act at all times in accordance with the requirements of the policies.
4. All staff must be familiar with the fire procedures and participate in regular fire safety training.

F Accident /Incident/Faulty Equipment Reporting

1. All accidents must be recorded in the accident recording sheets. Information recorded should include details of actions taken and identify the member of staff involved. Parents must be notified of any accident involving their child on collection, or sooner if the injury warrants this, they must also sign the form which should then be stored in the filing cabinet.
2. Any incidents occurring should be recorded on an incident form and stored in the incident book in the filing cabinet.
3. The co-ordinator and staff will remove faulty equipment if found when they risk assess the premises each day before the children arrive.
4. The Management will be informed of the analysis of accidents and incident on a yearly basis.

G Smoking

1. Peak Time operates a no-smoking policy. Smoking is not permitted at any time on the premises or in the direct vicinity of children outside.

H Accidents, first aid and administration of drugs

1. Peak Time aims to have its entire staff trained in First Aid and there should always be at least one member of staff with First Aid training on duty at all times.
2. All accidents for children must be recorded on the accident/incident report forms – located in the filing cabinet.
3. The first aid box is attached to the kitchen wall. It must be kept on site at all times when the club is open.
4. The contents of the box must be checked and replenished regularly – refills can be found in the large storage cupboard.
5. Only Playworkers are allowed access to the first aid box.
6. Details of children with special medical needs must be recorded.
7. Any drugs brought to the club should be handed over to the senior worker, and clearly labelled. Refer to the Dispensing Medicine Policy
8. Drugs should only be dispensed on the written authority of the parent/guardian.
9. Aspirin or paracetamol should not be dispensed to children

I Procedure for major accidents

1. Apply first aid.
2. Call an ambulance providing details of injury, location of club and the name of the child. **Never** take a child to hospital in your own car.

3. Call the parent or guardian.
4. If the parent or guardian has not arrived on site by the time the ambulance is ready to depart, a Playworker must accompany the child to the hospital.
5. A full detailed report must be written on the accident form and signed by the parent.
6. An incident form should be completed as soon as possible after the accident and given to the Chair of the management committee.