

**Health and Safety Policy**

**Health**

**Illness**

* Parents are asked to keep their children at home if they have any infection, and to inform the setting as to the nature of the infection. This will allow the setting to alert other parents as necessary and to make careful observations of any child who seems unwell.
* Following sickness and/or diarrhoea parents/carers shall be asked to allow **48 hours after** the last bout before returning their child to the session
* If a child does become ill during the session, then they should be made comfortable and the parents/carers contacted to take them home.  The child should be kept under regular observation and any change of physical appearance to be noted in the first aid book.

**First Aid**

* Cuts or open sores, whether an adult or children, will be covered with sticky plaster or other dressing. Parents sign permission for this on child’s admission.
* The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Items will be kept sealed in their packages until needed.
* There will always be on the premises at least one qualified first aider trained to administer first aid to children.

**Medicines**

* If the child is on prescribed medication please see separate **Medication Policy**.
* Asthma inhalers are considered by most insurers to be oral medication and therefore must be included in the guidelines of this policy as if they are prescription medicines.
* Procedures will be put in place for each individual child for dealing with an emergency, where life saving medication is required. This should be discussed and agreed with the parent or guardian of the child and confirmed in writing. This could include, a list of symptoms, a procedure to call 999 and call an ambulance stating that the child has collapsed with a particular condition, an emergency contact telephone number for the parent, an emergency medication supply to be provided by the parent for the ambulance crew to administer.

**Any other conditions that do not fit into the remit of this policy will be dealt with on an individual basis.**

**Reporting Injuries and Incidents**

**RIDDOR (reporting of Injuries, disease and Dangerous Occurrences Regulations 1995)** Reporting accidents and ill health at work is a legal requirement.  The information enables the Health and Safety Executive (HSE) and local authorities to identify where and how risks arise and to investigate serious accidents.

What type of accident needs reporting:

Accidents to employees need to be reported, such as accidents which result in death or major injury and accidents which prevent the injured person from continuing at his/her normal work for more than three days.

**Reporting an Incident/Accident**

HSE must be notified of fatal and major injuries without delay (eg by telephone: **0845 300 99 23**).  Within ten days the telephone call must be followed up with a written report on Form 2508.  Other accidents do not need to be notified immediately, but they must be reported in writing to HSE on Form 2508 within ten days.  For more information go to www.hse.gov.uk/riddor.

**Physical Intervention**

At some occasions in the setting physical intervention may be necessary to prevent harm to the children. This will be done according to the risk assessment already in place and will be logged on an incident form in case any injury has been incurred.

**Safety**

**The Methodist Church -** To ensure the hall is safe:

* safety checks on the indoor environment are done at the beginning and at the end of the session to reduce the likelihood of danger
* Main door is locked whilst sessions are running
* The layout and space will allow children and adults to move safely and freely between activities
* All dangerous materials, including medicines and cleaning materials will be stored out of the reach of children.
* All equipment will be developmentally appropriate for the range of children
* Stored equipment belonging to the church will be checked for potential hazards and blocked off from the children in the session.
* Systems will be in place to ensure that children are not at risk from swinging doors and that no child can leave the premises unattended.

**Fire Safety**

* Fire doors will never be obstructed and fire exits will be easily identifiable.
* Fires/heaters/electric points/wires and leads will be adequately guarded.
* There is NO SMOKING anywhere on the premises
* There is an evacuation procedure in place in case of a fire in the church

**Supervision**

* Children will leave the church only with authorised adults
* Children will not have unsupervised access to kitchens/cookers or cupboards storing hazardous materials including matches.
* All children will be supervised by adults at all times and will always be in sight or hearing of an adult.
* Whenever children are on the premises at least 2 adults will be present.

**Adult Safety**

* All adults in the group, both staff and visitors, will be aware of and respect the group’s safety policies.
* Adults in groups will have access to advice on safe lifting, and will form part of the induction process of new staff.
* Adults will keep hot drinks in the kitchen area
* All adults, including parents and other carers, will be made aware of the systems in place for children’s arrival/departure and a staff member will be at the door during these periods.

**Child Safety**

* A register of children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
* Accident/incident forms with available each session for the reporting of any accidents/incidents, these will be stored in a file with the children’s information

**First Aid**

* A correctly stocked first aid box will be available at all times.