

St. Peter's Out of School Care Limited



Health and Safety Policy

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THE PROVIDER'S STATEMENT OF RESPONSIBILITIES, POLICY AND INTENT

The employer responsible for health and safety during operations at the setting occupied by the Provider, to offer before and after school care for children at the setting, is St Peter's Out of School Care Limited (SPSPOSCL). The Responsible Individual that manages the day to day operations of the setting on behalf of SPSPOSCL and who has been licensed to do so by Care Inspectorate Wales (CIW) is Joshua Flynn. The organisation that is responsible for the service level agreement that is in place between the school and the Provider is the Governing Body of St Peter's R.C. Primary School and where it has entered into agreements relating to health and safety matters, Cardiff City Council. The responsibility and implementation of health and safety legislation within the setting, occupied for agreed periods set out in the Service Level Agreement (SLA), that exists between the Governing Body and the Provider is held by these three parties. That is the company, the governing body and the local authority (where it has retained or accepted responsibility through service level agreements for aspects of health and safety within the school). The day to day operations of SPSPOSCL are under the supervision of the Responsible Individual and are set out in the National Minimum Standards for Regulated Child Care (Wales). Where specific references within these standards refer to the physical elements and conditions of the setting, where care is provided, the responsibility under the agreed service level agreement lies with the Governing Body and on its behalf the Cardiff City Council.

It is the intention of the Provider to ensure the provision of a safe and healthy working and play environment, aware that this is a duty that embraces not only government legislation but also care for each and every individual that occupies or has contact with the parts of the premises the SPSPOSCL occupies on the days and hours in which it operates.

The site is under the direct control of the Management and the Governing Body of St Peter's School and Cardiff City Council. There is a commitment through the SLA between the Provider and the School to an on-going consultative process to ensure that employees of the Provider through the Responsible Individual are able to offer their advice, expertise and opinion on health and safety matters. This should ensure that responsibilities are fairly and appropriately allocated, and that the areas occupied and used by the Provider are safe and fit for purpose.

There is a need in every workplace to assess and monitor all hazards (events/things that can cause harm) and risks (the likelihood that this harm could occur.) The Provider, is committed to a Risk Assessment process to ensure that situations and activities within the setting are as safe and healthy as possible.

Employee training is the key to implementation of health and safety policies, and it is the Responsible Individual's responsibility to ensure that adequate training and information is given to all employees to enable them to undertake the tasks expected of them.

A Health and Safety Policy is only of use if it is implemented. The Responsible Individual requires the co-operation of all employees in ensuring that Health and Safety policies and practice directions are implemented, and any breach of the policies practice directions will be regarded as a serious matter and may result in disciplinary action.

The Responsible Individual acknowledges that his/her responsibility for Health and Safety on behalf of the provider covers not only SPSOSCL employees, but also the children in the SPOSC's care, all visitors to the site, and any contractors who undertake work at the setting during the days and times the setting is occupied by the Provider. The condition of the premises is the responsibility of the site owner and any organisation which it has agreed, delegated or been directed to cede responsibility to, that is the Governing Body of the School, Cardiff City Council and any organisation or company the council has directed or contracted to act upon it behalf.

DUTIES AND RESPONSIBILITIES

Any employee of the SPSOSCL who becomes aware of a potential hazard should:

- a. take all steps within their authority to minimise or remove that hazard.
- b. ensure that colleagues are aware of the potential hazard
- c. inform the Manager or the Responsible Individual at the time so that
 1. steps can be taken to reduce or remedy the situation
 2. steps can be taken to learn from experience
 3. wider implications for the whole school can be considered

In addition to this 'reactive' responsibility, every member of the SPSOSCL staff should undertake a 'proactive' responsibility in being aware of health and safety issues within their daily tasks, and the implementation of good practice in their areas of operation.

1. ACCIDENTS

Any accident that happens to an adult or child in the setting occupied by the Provider or during activities off-site should be recorded in the SPSOSCL's Accident Record Book. The Responsible Individual has a list of the type of accident that will need reporting to the Health and Safety Executive, and will undertake this action if necessary.

Accidents must be reported, not only because there may need to be accurate records if parents, insurers or the site owners require information. It is also because the SPSOSCL can learn from the analysis of the circumstances prevailing at the time of the accident – subsequently, conditions, aspects of the environment and

procedures can be changed. Special attention can be given to certain areas or activities, or rules and direction can be changed to ensure the risk of an accident recurring is reduced.

2. **FIRST AID**

2.1 The member of school staff responsible for ensuring that First Aid boxes available to the SPOSC are kept filled is:

Designated by the School

This member of school staff will keep up to date with the regulations regarding the content of these boxes, and will ensure items needed are ordered. Disposable plastic gloves will be made available for use by those providing First Aid at the SPOSC.

All staff at the SPOSC will be made aware of the location of these first aid boxes, and they will be marked on the school plan to be provided showing other health and safety information.

The First Aid box in the school kitchen will be provided by the school caterers and kept supplied by them.

2.2 All staff members are trained to provide first aid for emergencies at the SPOSC. The Responsible Individual is currently trained first aider having completed the long course and assessment. In addition, the Site Security and Maintenance Manager is also trained first aider having completed the long course and assessment. He is available on the site throughout the times and days the SPOSC operates. He is available to be called upon as he is the Site Security and Maintenance Manager and this is one of his duties.

Appropriate equipment (aprons/plastic gloves etc.) and facilities will be provided for these members of staff so that they can carry out their responsibilities without risk to themselves or other staff/pupils who use the SPOSC.

The aim is that there is always a trained first aider available.

2.3 SPOSC Staff need to be aware of current thinking on the treatment of minor cuts and abrasions: Only water should be used to clean the injury, no antiseptic cream to be administered, and where a child is allergic to sticking plasters, melolin dressing and micropore is available for use. Bins designated within the site for First Aid use are kept for this purpose alone and all SPOSC staff should be aware of the location of the bins and first aid equipment in an emergency. Staff in charge of any activity off the premises should ensure that basic first aid equipment is available either by taking a kit with them or ensuring that the place where they are going has appropriate facilities.

2.4 Administration of Medicine: The SPOSC's policy indicates that staff are not generally able to administer medication. Parents and staff should be

reminded regularly of this policy, and it should be followed. The qualified first aiders can give advice to staff regarding this matter.

- 2.4 Inhalers brought into SPOSC for children must be labelled with the child's name and handed to the Manager or members of staff delegated this task for safe keeping. As children become older and more responsible, advice is that they should be expected to carry their inhalers around with them. It is reasonable to expect children in Key Stage 2 to do this.
- 2.5 Epi-Pens-some children are allergic to different things which they may come into contact with in SPOSC. Epi-pens are brought into or kept in the SPOSC area. The decision and responsibility for provision of these pens is the parents. The task of ensuring these pens are within date is the parents. Staff at the SPOSC have been trained in the administration of Epi-pens.

3. FIRE SAFETY

OVERALL CONSIDERATIONS

The safety of children and adults is the paramount consideration. Any adults present should do their best to secure the safety of the children and themselves and act in a calming manner, so that evacuation and checking can take place as quickly as possible. No adult should put themselves into any danger – people are of far more importance than property.

The first consideration is the safety of children and adults within the SPOSC on the premises. If a question arises of whether an attempt should be made to tackle the fire before the fire service arrives, SPOSC staff must first consider

- a. the safety of the children in their care
- b. their own personal safety
- c. the cause and site of the fire *
- d. their own knowledge and expertise

(* harmful fumes may be given off by burning upholstery; electrical fires must not be tackled while equipment is still connected to the mains and switched on; when flames reach the roof space they will spread quickly and unpredictably.)

All staff should be aware of safe working practices so that the risk of fire is reduced to a minimum. Canteen staff are subject to the same regulations as any person on the premises, and should participate in fire drills as required. Canteen staff will have been trained to deal with fire safety in the kitchen environment, and in the event of this occurring, they will have the full assistance of school staff once the safety of pupils has been ensured.

THE FIRST ACTION FOR ANYONE DISCOVERING A FIRE SHOULD BE TO SET OFF THE NEAREST FIRE ALARM.

SPOSC Staff

- a. If the fire alarm sounds during an SPOSC session, you must ensure that all children in your care are escorted from the building to the place where they have their assembly point. The children must go in silence, without running. When the children are assembled, please remain with them – the younger ones especially may need reassurance. You must not re-enter the building until instructed to do so.

SPOSC staff working away from the SPOSC base, need to be aware of the nearest safe exit and again make your way with the children to the nearest assembly point.

- b. If the fire is in the main school kitchen or the SPOSC kitchen area **and you may do so safely**, switch off as many appliances as possible. The priority is to evacuate as soon as possible sounding the nearest alarm at the earliest opportunity.
- c. If you are on duty near the toilet areas, please check these to ensure that all children are out of the toilets.

4. HAZARDS

Every SPOSC employee has a responsibility for identifying hazards as and when they occur, and it is possible for them to be helped in this task by the children, who can be encouraged to be aware of good practice as part of their everyday experience at the SPOSC.

If there is an immediate risk to any child or employee, steps should be taken to minimise or remove the risk, (see individual sections for advice) seeking assistance from other senior staff if necessary.

Once this immediate risk has been dealt with, the hazard should be reported at the first opportunity to the Manager, who will record brief details in writing (date, time, person reporting, nature and site of hazard, what steps have already been taken) and report to the Responsible Individual.

If further action needs to be taken (repair, removal of dangerous item, alteration of work practice) the Responsible Individual will contact the Site Security and Maintenance Manager of the School and/or the governing body, to ensure that there is an awareness of the issue and appropriate action is undertaken as soon as possible.

5. ENVIRONMENT

All SPOSC employees should be aware of the possibility of defects occurring in the SPOSC base environment and take appropriate action. Such defects can be:

1. failure of light fittings.
2. inadequate ventilation.
3. defective heating
4. damaged or unsafe furniture or fittings
5. dangerous condition of floors, walls, steps, glazing etc.
6. broken glass/dangerous litter on yards, grounds etc.

The Site Security and Maintenance Manager and cleaning contractor have an important role to play in the effort to remove hazards from the environment – they have the opportunity to see the premises quiet and empty, and in the process of cleaning each evening may discover problems that may not otherwise come to light.

All faults, actual or impending, occurring with the contact period the SPOSC operates, should be reported in the first instance to the Manager of the SPOSC. Once an action has been taken to minimise any immediate danger to employees or children (eg. Clearing area, opening windows, rearranging furniture to keep people away from area of hazard). The Responsible Individual and Manager will decide the nature and scope of any further action to be taken or requested.

While it is acknowledged that maintaining a healthy and safe place of work and provision of out of school care, is given the highest priority, it may not always be possible for immediate repair/replacement work to be undertaken, and on occasion it will become necessary for furniture/equipment/areas to be removed from use. Such action would only be taken as a last resort, and reduction of facilities would be undertaken as dictated by finance available.

6. DANGEROUS SUBSTANCES

All substances that are classed as dangerous are supplied with information regarding the safe storage and use of the substance. On no account should such a substance be put in a different container.

All members of staff should be aware of the nature of items may be ordered, and if there is any alternative available to the substance classed as 'dangerous' then the alternative should be ordered. The member of staff who orders and receives such a substance is responsible for the safe and secure storage and use of that substance. Cleaning materials should be either locked away unless in use, or stored well out of the reach of children (or accidental use or spillage by adults), in childproof containers.

If such substances are to be used by others, then full instructions must be given by the person responsible for the substance so that all safety precautions are taken, and the substance is returned to safe storage as soon as possible. The person using the substance must be aware, **before use**, of any emergency action to be taken in case of spillage, inhalation or ingestion of the substance.

7. ELECTRICAL SAFETY

All items of portable electrical equipment should be checked regularly by an individual who has the appropriate qualification. If a member of staff has any doubt about the safety of any electrical appliance, they should cease using it, and notify the Responsible Individual and Manager. If the item is small, it should be put out of general circulation until it is checked, and larger or fixed items should be clearly labelled as suspect. The Responsible Individual and Manager will arrange for the electrical item to be checked as soon as possible (this includes electric sockets and light fittings).

Any member of staff using portable electrical equipment should:

- a. Ensure that item is plugged in, switched on etc. **ONLY** by an adult. Pupils are not permitted to do this.
- b. Make a visual check before use for frayed wires, loose connections etc.
- c. Equipment should be placed near electric sockets so leads are not trailing where they could create a hazard.
- d. Return the equipment to an agreed safe storage area after use. Equipment must not be left unattended in classrooms, or the hall, where it can be damaged, subject to misuse or be an attraction to burglars if left in view. This requirement to return the equipment to a central point also makes it easier for the next member of staff to find it when they need to!

7. USE OF COMPUTER WORK STATIONS/VDU's

SPOSC staff need to be aware of health and safety considerations with regard to the use of computer equipment. The workstations should have an adequate size worktop, with every effort made to keep this clean and free of dust and clutter. Chairs used at workstations should be of an appropriate height to reduce hand, eye and back strain.

No one, particularly the children, should use a VDU (computer screen) for more than the recommended time (30 mins) without having a break away from the screen of at least ten minutes. Computer screens must be kept free from dust, correctly adjusted for contrast, and placed so that reflection is kept to a minimum.

8. INFECTIOUS DISEASES

The Responsible Individual and Manager have a list of illnesses that are considered as 'infectious diseases' under the term of the Health and Safety Acts. Parents should be encouraged from the moment their child starts at the SPOSC if their child is ill, and to give a reason. Responsible Individual and Manager need to be conscious of any absence patterns in their class or area that suggest recurring infections that need investigation (tummy bugs etc.). SPOSC staff should ask for advice and support from the Responsible Individual and Manager if a child is attending SPOSC while suffering from any illness that feel could be classified as

'infectious'. There are levels of action that need to be taken, varying from asking the parent to remove the child from the SPOSC for a certain number of days and possible notification of the Environmental Health Officer.

HEAD LICE – although not an 'infectious disease', this nuisance is highly contagious, and any children found with lice or 'nits' whilst attending the SPOSC should have their parents informed so that they can be treated. If a parent fails to act upon this information the child will be excluded from the SPOSC until the issue is resolved.

9. SCHOOL SECURITY

All staff in the SPOSC must be aware of the issues surrounding the safety and security of themselves, the children, parents and personal property. While the Responsible Individual does not wish to adopt a 'fortress mentality' in the SPOSC, measures must be in place to ensure that:

- a. our children are safe from outside interference whether in the school grounds or the school building itself.
- b. our staff are protected from assault.
- c. property belonging to the SPOSC (and the school if it is being directly used by the SPOSC) and to the people who work within is protected from theft or vandalism.

These measures, working from the most remote to the nearest, are:

1. Perimeter fence – is regularly checked by .
2. Playground/grassed areas/ play area/pagoda/outdoor class area supervision – at all times when children are outside the building, there should be suitable ratio of SPOSC staff on duty. These staff, carry a responsibility for as well as ensuring that the children are safe and well behaved and they must be conscious of any strangers immediately outside the boundaries of such areas. In the summer months, when children are allowed to play on the grassed areas, limits must be imposed to ensure that children stay where the SPOSC staff on duty can see them, and be within hailing distance. SPOSC staff should be aware of unauthorised movement outside, and report anything suspicious to the Responsible Individual and Manager immediately. There are phones/radios available at all times for this purpose. No child should be allowed to leave school premises during the period they are cared for at the SPOSC. Parents are aware that they must come to the SPOSC at the prescribed entrances and exits if they wish to collect their child, and this procedure must be insisted upon.
3. Access to the School Building – Many of the internal doors are fire escapes as well as access points, and as such cannot be locked for safety reasons. None of these doors should ever be wedged open or blocked. SPOSC staff should encourage parents to follow this procedure for accessing the SPOSC at all times, so that access to the building can be monitored. No visitors should be permitted to enter the building through the SPOSC and wander around

unattended. The Site Security and Maintenance Manager should check at the end of the day that all windows are closed and, when the building is empty, all the security locks on the fire doors are set, as well as the locks on all other doors.

Easily portable equipment and personal property should not be left lying around. SPOSC staff are responsible for the security of their own personal belongings (handbags, wallets etc.) and should take appropriate care. The SPOSC has some locked storage available and an intruder alarm set when the building is empty.

For the safety of SPOSC staff, it is recommended that they do not meet parents alone in closed rooms, and that they inform the Responsible Individual and Manager if they will be having a meeting at a parent's request. In all such cases a colleague will be designated to be present at such meetings. The operation of the SPOSC encourages parents who have a problem they wish to discuss to come to or make contact with the SPOSC in the first instance and ask to see or make an appointment with the Responsible Individual and Manager.

10. INSPECTIONS

Formal Health and Safety inspections of the SPOSC areas should take place at least once per year. These inspections should take place out of SPOSC hours and record of findings should be recorded. The CIW will also comment on aspects of Health and Safety as part of its random unannounced inspection process.

As well as ensuring that health and safety policies are being implemented, these inspections will take the form of risk assessments, to ensure that all hazards are identified, and all risks removed or minimised. This activity requires from all parties' sensitivity to the needs of the service provided and the acceptance of negotiated outcomes where further action is indicated. Expert advice will be sought, if necessary.

11. INFORMATION

General information on health and safety matters will be available from the Responsible Individual and Manager in the first instance. Such information not immediately available will be sought from appropriate sources.

More specific information (safety in sports activities, use of technology equipment, safe practice in housekeeping/cleaning) should be obtained from Responsible Individual and Manager or the Site Security and Maintenance Manager. .

12. INDUCTION OF NEW STAFF

Where a new member of the teaching staff joins the SPOSC, the Responsible Individual and Manager should make a copy of the Health and Safety Policy document available at the earliest opportunity, and steps should be taken by the Responsible Individual and Manager is aware of the most important points prior to the commencement of work.

THIS POLICY WILL TO BE REVIEWED ANNUALLY

Signed:

Responsible Individual (CIW)

Date: