**Health and Safety Policy**

AIMS OF THE POLICY:

Under the Health and Safety Act 1984, as an employer, SEN Venturehas the responsibility to maintain health and safety and welfare standards within the workplace. This responsibility extends to all staff, volunteers and anyone attending SEN Venture Saturday Club and Holiday Play-Scheme.

HEALTH AND SAFETY GUIDEINES:

***HYGIENE***

* All staff will share responsibility for keeping SEN Venture Saturday Club and Holiday Play-Scheme facilities clean;
* Toilets to be checked after each use and kept clean by staff members and cleaned routinely by the School cleaner;
* Cuts and open wounds shall be dressed and covered at all times;
* Disposable gloves shall be used when attending to personal care, bleeds or other bodily fluids;
* Tissues will be available and children/young people encouraged to dispose of their tissues independently;
* Staff members support and encourage children/young people to wash their hands after using the toilet, and before meal/snack times;
* Tables used for eating will be cleansed with disinfectant before and after meal/snack times;
* All equipment and surfaces shall be cleaned regularly with disinfectant, particularly at the end of each day.

**SPILLS**

* Any spills of bodily fluids will be wiped up and disposed of appropriately e.g. flushed away down the toilet, disposable gloves must be used;
* Affected areas are to be cleaned thoroughly with disinfectant immediately and the area cornered off for safety until dry. Children / young people and staff will be made aware of the hazard;
* Any spillage of drinks / water etc. will be cleared up immediately.

**HAZARDOUS SUBSTANCES**

Hazardous substances can cause serious illness or death if they are not controlled properly.

Hazardous substances include: -

* Oils
* Paints and adhesives
* Toxic fumes
* Toxic liquids
* Biological agents

These, if any, will be stored out of reach of the children.

**BROKEN AND DAMAGED EQUIPMENTS**

* All equipment, toys, and outside play areas shall be checked regularly for safety;
* Our equipment will be age appropriate to reduce damage and breakage;
* Any defective equipment will be taken out of use until it can be repaired or discarded.

***FOOD***

* Staffs are required to have basic Food Hygiene and Safety standards before handling food;
* All food preparation areas and utensils are kept clean and tidy;
* Snacks and drinks provided will be prepared with due care;
* Parents of children/young people with food or drink allergies must inform SEN Venture management;
* Children/young people will not be allowed to eat, drink, and play at the same time;
* Children/young people will independently or where there’s a need, supported to wash their hands before they have their meal/snack.

***ILLNESSES***

* Certain infectious illnesses require children to be absent from SEN Venture Saturday Club & Holiday Play-Scheme e.g. chicken pox;
* Children and staff who have had diarrhoea / vomiting should be clear of symptoms for a minimum of 48 hours before attending SEN Venture Saturday Club & Holiday Play-Scheme;
* Should a child become ill at SEN Venture Saturday Club & Holiday Play-Scheme, it is the responsibility of management to ensure that parent/carer is informed. If deemed necessary, the child should be kept separate from the main group and supervised by an adult until his/her parent/carer arrives for collection;
* All infectious diseases, where necessary will be reported to parents/carers of all the children/young people, but not the identity of the child/young person concerned. No medicines will be administered by SEN Venture Saturday Club & Holiday Play-Scheme staff, (with the exception of previously arranged and agreed medicines). If symptoms are serious then a doctor or paramedic will be contacted.

***MEDICINES***

* Drugs and medication will only be administered by staff if treatment has been prescribed by the child’s/young person’s Doctor, or written permission of parent/legal guardian;
* All medications being administered must have labels checked for the child’s/young person’s name, medicine name, times, expiry date and dosage;
* All medicine will be signed in and out by parents/cares and then kept locked away until they are needed, and again after use;
* The Medicine Administration Record sheet will need to be filled out by administering staff and countersigned by a witnessing staff;
* If, for any reason, the child cannot take the medicine or refuses then the child’s parent will be contacted; and this should also be recorded on the MAR sheet;
* Parents whose children need Epipen, Insulin or Rectal Valium will be required to sign a consent form giving trained staff member’s permission to administer medication and give detailed information of child’s administration plan.

*Please read Administering Medicines Policy and Procedures*

***SUN PROTECTION***

* In the summer it is important that parents provide adequate coverage for children/young people playing in the sun i.e. a sunhat and sunscreen, both clearly labelled with the child’s/young person’s name.

***ACCIDENTS AND INJURIES***

SEN Venture Saturday Club & Holiday Play-Scheme provides a wide selection of play opportunities and access to indoor and outdoor play. Every child is encouraged and supported in taking up physical activities to promote a healthy lifestyle. This means accidents and injuries may occur to children, young people and staff.

**Minor accidents and injuries-** cuts, grazes, sprains, strains, eye injury, insect bites, minor head injuries, minor burns and scalds should be treated in the following way:

* Supporting person to wash hands before cleaning the wound area with cool water or by pouring running water over wound using a clean cup;
* Where possible and no allergy use antiseptic wipes or soap to further clean the wound area;
* Stop any bleeding by gently applying firm pressure using a clean cloth or tissues – any clean dressing will help. Elevate arm or hand to slow down bleeding;
* For any other minor accident or injury (see above) please call on a First-Aider.

**Major accidents and injuries-** Suspected fracture, major burns, major head injuries and concussion should be treated by:

* Where possible apply first aid;
* Call on a First-Aider;
* Call an ambulance;
* Inform management
* Call the parent/carer.
* If the parent/carer has not arrived by the time the ambulance is ready to leave, then a staff member will accompany the child/young person to the hospital.
* The Manager should be informed.

***A First Aid box will be checked and replenished regular and kept in a safe place. All staff will know the location of the First Aid box.***

***Disposable gloves will be worn by persons dealing with first aid.***

***At least one member of staff will hold the Paediatric First Aid certificate, and all staffs are encouraged to take regular First Aid training.***

***FIRE***

* There is a No Smoking Policy on the School premises, a designated smoking area is situated in the School car park;
* Staff members and children/young people must participate in regular emergency evacuation drills;
* Induction training for staff must cover what to do in an event of an emergency, emergency exits, assembly points and fire extinguishers;
* “Outbreak of Fire” instructions shall be known by all staff;
* Fire safety equipment is inspected regularly and maintained by the school;
* Fire exits must always be kept clear, and they must easily be opened from the inside.

**EVACUATION PROCEDURE**

* The first priority is to raise the alarm so that everyone is aware of the need to evacuate the premises. The staff will be made aware of the alarm bell positions;
* The Fire Service will be summoned using a mobile phone, or the school’s land line;
* A Personal Emergency Evacuation Plan (PEEP) will be completed for all children/young people, Staff will be familiar with each child/young person’s PEEP
* Staff will escort all children/young people to assembly points;
* The designated Fire Marshall will take the Daily Register so that a roll call can be held as soon as possible;

***RISK ASSESSMENT***

* Staff members will complete risk assessments using the risk assessment forms. Risk assessment forms will be kept for future records. Any findings that are made during a risk assessment must be brought to the attention of management.
* Children/young people shall be supervised at all times
* Children/young people shall never be able to leave the premises unsupervised.
* Poisonous shrubs/trees/plants shall not be in the play area or otherwise accessible to the children/young people.

***PLEASE NOTE CHILDREN/YOUNG PEOPLE SHOULD NEVER BE TAKEN OFF SITE WITHOUT PRIOR WRITTEN PERMISSION FROM A PARENT/CARER****.*

***SECURITY***

* Visitors to SEN Venture Saturday Club & Holiday Play-Scheme will be required to sign in and out on arrival and departure. If necessary an identity check will be carried out;
* Parents/carers will be required to sign their child/young person in and out on a daily register;
* If a child/young person is not collected by their parent /carer then prior written consent (i.e. emergency contacts on registration form) must be sought from the parent/carer detailing who shall be collecting their child and also using the password system if necessary;
* Staffs members will ensure that the premises and outside play area are secure and security external doors are kept locked.