

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



Green House Policies
Health and Safety

FIRE SAFETY

Our Club understands the importance of vigilance to Fire Safety hazards. The Club has an up to date Fire Certificate (school) and notices explaining the fire procedures are positioned around the room. All staff, students and children are aware of the Fire Safety procedures set out in this policy.

All staff are aware of the location of all Fire exits, the fire assembly point and where Fire safety equipment is stored.

Children will be made aware of the Fire Safety procedures during their settling in period and on regular occasions from then on. All children will be made aware of the location of Fire exits and the Fire assembly point.

Fire doors and Fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked. Fire extinguishers and Fire alarm systems are regularly tested in accordance with manufacturer's guidance.

Twice a year, the Club will hold a Fire drill without prior warning.

All Fire drill, Fire incidents and equipment checks will be recorded in the Incident Record Book.

Fire Prevention

The Club will take all steps possible to prevent Fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded.
- Ensuring that the Club's No Smoking Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Manager will explain Fire Safety procedures to new staff, students and volunteers as part of the induction process.

In the event of a Fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

EQUIPMENT

Our Club is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment are kept clean, well maintained and in good repair in accordance with BS EN safety standards or the Toys (safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing) and relevant staff are trained on the correct use of computers and other ICT equipment.

Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used, along with ages and number of children involved in a given activity.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment Policy.

The Club has equipment and resources suitable for all children currently in attendance, including those with Special Educational Needs, Physical Disabilities and for those for whom English is not their first language.

The Club's equipment and resources reflect positive images with regard to culture, ethnicity, gender and disability.

Resources will, whenever possible, show men and women in a variety of roles and jobs and people with different abilities being both active and creative. Examples of every day life will portray people from a variety of family groupings and cultural backgrounds in a range of non-stereotypical roles.

The Club provides a wide selection of books that are regularly updated, as financial resources allow. The children will have access to the school library and ICT suite.

Outside the Club's opening hours, all equipment will be kept in a suitable and secure location; safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

FOOD AND DRINK

Our Club is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Manager and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

When preparing food and drink, staff will be mindful of adhering to procedures set out in the Level 2 food hygiene so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The Manager and staff are mindful in their responsibilities and obligations under the Food Safety Act 1990. The Club is registered with the local authority to provide food. All staff that either handle or prepare food have up to date Food Handling Certificates and are fully trained in food storage, preparation, cooking and food safety.

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Before a child starts at Green House parents/carers are required to complete the Green House Admissions Form, which includes information about any special dietary requirements or allergies the child suffers from. The Manager and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health.

No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or a reward.

Healthy Eating

The Club recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, the Club will endeavour to make a variety of foods available including; meat, vegetarian options, plenty of fruit and low fat and low sugar food.

The Club will not regularly provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The Club will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

Cultural and Religious Diversity

The Club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Manager and staff will work with parents/carers to ensure that any particular dietary requirements are met. The Club is also keen to help introduce children to different religious and cultural festivals and events through different types of food and drink.

HEALTH, ILLNESS AND EMERGENCY

Illness

Our Club is committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better.

If a child becomes ill at Green House parents/carers will be notified immediately. Unwell children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to sickness/diarrhoea they should remain at home for 48 hours after last episode. If a child or member of staff becomes ill outside Club hours, they should notify the Club as soon as possible.

Head Lice

If a case of head lice is discovered at the Club, the situation will be handled sensitively. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the Club.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parents/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.

Our club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

The club has a designated member of staff responsible for First Aid. This person has an up to date First Aid Certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Manager will ensure that there is a fully trained First Aider and Paediatric First Aider available at all times during sessions at the Club. The Manager will be responsible for enabling the members of staff concerned receive adequate first aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid box, and the names of qualified first-aiders, will be clearly displayed around the Club's premises.

In the Event of a Major Accident, Incident or Illness

The Club requests that parents/carers complete and sign the Emergency Medical Treatment section on the Registration Form, enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Club.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will be contacted. A member of staff will accompany the child to hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment section has been completed and signed.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- Parents /carers will be made fully aware of the details of any incidents involving their child's Health and Safety, and any actions taken by the Club and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.

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- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.
- If the injury or illness is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken.
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures and act accordingly, making suitable adjustments where necessary.

Medication

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Staff may only administer medication to the child if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parent/carers can make such a request by completing and signing the Administering Medication Form.
- Staff have the right to decline such a request from a parent/ carer if they are in any way uncomfortable with this. The Club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The procedure for administering medication at the Club is as follows:

Medication will never be given without the prior written request of the parent/carer, including frequency, dosage and potential side effects and any other pertinent information.

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A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged
- All necessary details are recorded
- That the medication is properly labelled and safely stored during the session
- Another member of staff acts as a witness to ensure that the correct dosage is given

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent /carer will be notified, and the incident recorded in the Medication Record Book.

Where children carry their own medication (e.g. asthma pumps), the club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name. These will be stored in the medical box on top of the locker in the walk in cupboard in the Green House.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the Club, along with all Administering Medication Forms, will be recorded and stored in the Medication File.

During the Holiday club all medication will be stored in the top locker in the walk in cupboard in the Green House.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to apply sunscreen to their children before leaving them at the Club. A named bottle of sunscreen should be left with staff to be applied later during the session. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior written permission has been given by the parent/carers.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the Green House in an emergency

In very exceptional circumstances, the club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff
- Serious assault on a staff member by the public
- Serious accident or illness

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the closure. All children will be supervised until they are safely collected.

Green House adheres to the school critical incident plan and a copy is available in the Green House.

HYGIENE

Our Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The Manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food and drink.
- Washing hands after using the toilet.
- Encouraging children to adopt these same routines.
- Covering cuts and abrasions while at the Club.
- Keeping long hair tied back.
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Club

The Manager and all staff will be vigilant to any potential threats to good hygiene in the Club. To this end, a generally clean and tidy environment will be maintained at all times. More specifically, the Manager will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects, such as glass, which may be on the premises.

Dealing with Spillages

Spillage of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered.

- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Animals

No animals will be allowed on the premises without the prior knowledge and permission of the Manager.

INTIMATE PERSONAL CARE

All Green House staff are to carry out intimate personal care sensitively and appropriately. Staff must always maintain privacy and dignity when dealing with intimate personal care needs as in accordance with the Intimate Care Policy.

RISK ASSESSMENT

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety Policy and elsewhere.

The Manager is responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to Health and Safety arising from:

- The Club's environment, both indoors and outdoors.
- All surfaces, both indoors and outdoors.
- All equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager who will inform the site manager.

The Manager is then responsible for checking that any necessary action has been taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents will be recorded in the Accident Record Book on the same day as the event took place. Any incidents will be recorded on the relevant school forms (behaviour, racist incident, homophobic incident, parent discussion forms)

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

SITE SECURITY

Our Club is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all the children at the Club.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Club's premises during the session. These messages will be reinforced by both the Club and its staff.

Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parents/carers.

Staff will be issued with identity badges. These are expected to be worn at all times while on the Club's premises.

Supervision

Children will not be left unsupervised at any time during activity sessions. The Manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

Visitors

All visitors must sign on arrival, giving the following information:

- Their name
- The date and time of their arrival
- The reason for their visit

Visitors to the Club will not be left unsupervised with children at any time.

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Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the premises. If the visitor has no suitable reason to be on the premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Record Book, and the Manager will be immediately notified.

General Data Protection Regulation (GDPR)

The Green House adheres to the Coombe Academy Trust for the GDPR.