



## Springboard Opportunity Group

### Health Hygiene and Safety Policy Nov 2020

STATEMENT OF INTENT

Springboard recognises its responsibilities to ensure, as far as is reasonably practicable, the health, hygiene and safety of our employees, volunteers, all who use our services and visit our premises. The health and safety of our staff and young children is of paramount importance. We undertake to fulfil our legal responsibilities, to ensure high standards in our work, and to ensure that others using our services and premises are aware of these and of their own responsibilities towards others.

We will

- Ensure as far as reasonably practicable the health safety and welfare at work of all our employees
- Aim to conduct our work in such a way that people using our services and visiting our premises are not exposed to risks to their health and safety
- Communicate on health and safety issues
- We expect all staff, volunteers and those who use our services and visit our premises to Work and behave safely and efficiently in accordance with our instructions
- Know the rules relating to Health and Safety and follow these
- Report and record any accidents as soon as possible after they happen
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Know the fire and evacuation procedures
- Co-operate with advice, guidance and instructions to ensure the highest standards of safety are maintained at all times

Specific guidelines regarding our Play Room and outdoor activities are found in our Play Room Health and Safety Book.

### Accidents, illness and injury

Additional measures or temporary changes to this policy will be made in times of local, national or global crisis following government guidelines. They will be detailed in an addendum, shared throughout the organisation and reviewed regularly

Staff, Volunteers, and Visitors

The procedure in the staff handbook should be followed if an accident occurs.

1. Springboard staff will receive approved first aid training and this will be subject to regular renewals.
  2. At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.
  3. A first aid box, with appropriate content to meet the needs of children, will be provided. Parents/carers will be informed of any accidents or injuries sustained by a child and of any first aid treatment that was given.
  4. A written record will be kept and signed by the parents/carers and a copy will be given to them.
  5. We do not provide care for children who are clearly ill on arrival for their sessions. To ensure the best care for the child and to limit the spread of infection parents/carers will be advised to keep their child at home if they have an infection. Furthermore, parents/carers are advised not to attend with their child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. This also applies to any adult. Parents should inform Springboard as to the nature of the infection so that other parents/carers can be notified if necessary.
- If Springboard has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988, Ofsted will be informed as appropriate. Advice given by the Health Protection Agency will be acted upon and Ofsted informed of any action taken.
5. Cuts or open sores whether on adults or children should be covered.
  6. If any child is taken ill or has an injury during a session, the parents/carers or emergency adult will be contacted and informed of the incident and are expected to make arrangements to collect their child as soon as possible.
  7. If a child suffers from a head injury parents/carers will be given a leaflet on symptoms to look out for and advised to seek medical advice.
  8. In the event of an accident resulting in a child or adult appearing to be or becoming unconscious 999 will be called immediately.
  9. Should any child, whilst in the care of Springboard, suffer a serious accident, illness or injury, Ofsted will be informed in writing within 14 days of the incident. Failure to carry this out is a serious offence.

Springboard promotes good health, limiting the spread of infection and prevention of accidents for all children in our care. Procedures in the Health and Safety Book are followed.

Children

COSHH information sheets are maintained for substances entering the building and are kept in locked cupboards unless in current use.

- Finding out what the health hazards are
- Deciding how to prevent harm to health
- Providing control measures to reduce harm to health
- Making sure these are used
- Keeping control measures in good working order
- Providing information, instruction and training for people using such substances
- Providing monitoring and health surveillance in appropriate cases
- Planning for emergencies

Springboard is required to control substances that are hazardous to health and prevent or reduce workers' exposure to hazardous substances by:

## COSHH

premises.

4. Any person who appears to have misused any substance will be required to leave the premises.
3. Prescribed and non prescribed medication required by adults must be stored securely and away from the children at all times.
2. Any person who appears to have misused any substance will be required to leave the premises.
1. No alcohol will be consumed on the premises while children are present.

1. Any abuse of drugs, alcohol or solvents will not be tolerated. The member of staff will be considered unfit for work and the missed session will be classed as sick leave. Before the member of staff returns to work there must be a meeting of the Personnel sub committee of the Board of Trustees to discuss the events leading up to the incident, and consequently follow the appropriate disciplinary procedures, referring the matter to the full Board of Trustees.

## Alcohol/other substances

See separate policy.

## Administration of Medicines and Invasive Procedures

10. If animals visit the setting, the appropriate risk assessment will be completed.

Anyone using such substances is required to make themselves familiar with their proper use and any risks.

### Display Screen Equipment

Those who habitually use display screen equipment as a significant part of their normal work should ensure with their line manager that the equipment is used appropriately and discuss where appropriate, adjusting the workplace to suit their particular needs before commencing work. Work should be varied and different duties undertaken to ensure regular breaks are taken from the screen.

### Dress code

Staff should dress appropriately for their role, according to the staff handbook

### Fire

- Fire evacuation procedures are part of staff and volunteers induction and roles in the event of a fire are clearly defined
- Regular emergency drills and alarm tests will be carried out and logged
- Fire exits and doors are clearly marked and kept clear at all times
- Fire prevention and extinguishing equipment will be in working order and subject to regular checks

Please ensure you

- Never block the fire exits or the routes leading to them
- Raise the alarm by breaking the glass on the nearest alarm point
- Leave by the nearest exit if you have heard the alarm
- Only fight the fire if you have been appropriately trained, it is safe to do so and with the right fire extinguisher

### Food Handling

See also: 'Food and Drink Offered at Springboard Clevedon / Weston' guidelines

- Guidelines in the Playroom Health and Safety Book will be followed.
- Good hygiene practices in general are observed and all staff, students and volunteers will be made aware of these during induction. Several staff will have a current food hygiene certificate and their knowledge, including appropriate storage of food, will be disseminated to all staff, students and volunteers.
- We encourage children to eat healthy, balanced and nutritious food, paying particular attention to a child's stage of development, cultural background and familiar foods. Fresh drinking water will be available.

- For each type of outing, an appropriate risk assessment will be carried out. This will include an individual checklist and the required adult:child ratios with a named adult allocated to each child.
- It is essential that children must be kept safe whilst on outings.

## Outings

- Children will have the opportunity to play outdoors in a safe and securely fenced play area unless unsafe weather conditions prevail.
- Appropriate risk assessments will be completed prior to outdoor play.
- Parents/carers are requested to apply sun block to their child and to provide a suitable hat and clothing.
- Outdoor play areas to be adequately staffed and supervised at all times.

## Outdoor Play

- All staff and volunteers must take care when moving equipment e.g. tables and lift them correctly
- Guidelines in Staff handbook and Behaviour Management policy should be followed

## Lifting and Manual Handling

1. Soiled nappies and garments will be wrapped in plastic bags and taken home by parent/carer for washing or disposal or placed in appropriate nappy disposal bin.
  2. Guidelines in the Playroom Health and Safety Book will be followed, and appropriate risk assessments are completed.
  3. All staff and volunteers must be aware of hygiene precautions for dealing with body fluids to minimise the risk of spreading infection.
- To prevent the spread of all infection and to maintain the cleanliness of the premises and equipment, all adults will ensure that:

## Hygiene

- Children's particular dietary needs and/or allergy requirements will be adhered to and details will be displayed in the playroom with prior permission of parents/carers.
- During snack time and cooking activities, adults will provide experiences of a variety of tastes and textures. Children are encouraged to develop independence and to make choices.
- No hot drinks are allowed in the playrooms when children are present. Adults will be reminded of the need for safety and vigilance when any child is present and hot drinks are being served, such as in the Parents' Room.
- In the event of any food poisoning affecting two or more children, Ofsted will be informed within 14 days of the incident occurring. Failure to carry this out is a serious offence.

1. Appropriate levels of employee and public liability insurance will be in place.
2. All children will be supervised by adults at all times and will always be within sight of an adult. Appropriate adult:child ratios will be adhered to. When children are on the premises at least two adults must be in attendance, with one having a current Level 3 Childcare qualification.
3. Risk assessments of the premises, environment and equipment will be carried out annually and reviewed regularly.
4. Daily safety checks/risk assessments will be carried out.
5. All reasonable steps are taken to ensure that hazards to children, staff and others on the premises, both indoors and outdoors, are kept to a minimum. The playrooms and equipment will be arranged appropriately to best meet the needs of the children.
6. All Springboard premises, both indoors and outdoors, will be safe and secure, with clear procedures for the prevention of intruders. All staff, parents/carers, and visitors will be required to sign in and out.
7. Parents / carers will receive information on safety within the car parking area. Help from staff or volunteers will be offered when necessary.
8. Children will leave the group only with an adult authorised by parents / carers and with regard to the 'Collection of Children Policy'. Children will not leave the premises unsupervised.
9. In the incidence of a missing child the Springboard Policy will be followed.
10. All dangerous materials will be kept out of reach of children.
11. Children do not have access to kitchens, except at Springboard Weston and in the Grace room at Springboard Clevedon, where adults will always supervise appropriately.

### Risk Assessments and Managing Safety

- Permission for planned and impromptu walking outings in the local community is given by parents/carers on their child's registration form. For other outings offsite written parental permission will be gained with a contact telephone number for the duration of the outing. If under any circumstances a child becomes lost, the 'Lost Child Procedure' will be followed.
  - A checklist of essential records and equipment on outings will be completed.
  - When children are transported by minibus or in private vehicles Springboard's 'Guidelines for Outings' will be adhered to.
- Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose. In order to ensure the safety of both children and adults, Springboard will ensure that:

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on:	24.11.20
To be reviewed:	Autumn 2023
Signed on behalf of the Board of Trustees:	<i>[Signature]</i>
Name of signatory:	DIME SCARBOROUGH
Role of signatory:	VICE CHAIR

Springboard is a well ventilated and smoke free environment. A strict no smoking policy will be adhered to, ensuring that no one smokes in a room, or outside play area, or in any Springboard vehicle at any time.

### Smoking

12. All legal and statutory regulations relating to all aspects of Springboard's activities are to be observed at all times. Particular reference must be made to the Health and Safety at Work Act 1974 and all the regulations made under it, with any additional codes of practice issued by the Health and Safety Commission which can regulate Springboard's functions and activities.
13. Springboard has a Personal Safety and Lone Working Policy to ensure the safety of all staff when working alone in the setting or when carrying out a home visit.
14. Any significant changes to Springboard premises will be reported to Ofsted prior to or within 14 days of the event. Failure to comply with this is an offence.

