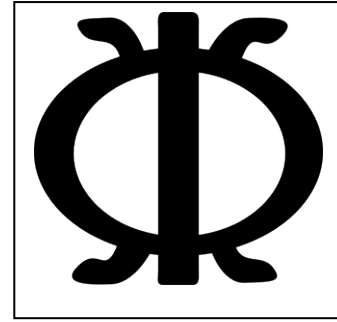




ARUN COURT

THERAPY & EDUCATION



‘Resilience and Perseverance lead to success’



Big Bear Bespoke Education(Arun Court) - Health and Safety Policy

Please read in direct conjunction with the safeguarding policy, risk assessment folders, child protection policy, premises plan, fire risk assessments and school evacuation plan

Statement of intent

Big Bear Bespoke Education Ltd, which includes Arun Court School, believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The members of staff responsible for health and safety are James White and Beverley-Sarah White , they are competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention;
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part and read all policies.
- Health and safety is discussed regularly at staff meetings.
- We are a no smoking facility.
- Children are made aware of health and safety issues through discussions, planned activities and routines; including involving children in First Aid Training and producing risk assessments for specific activities.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau, disbaring lists, 128 checks
- All children are supervised by adults at all times.
- Whenever children are on the premises the overall ratio is usually better than 1:3 or less
- We FAR EXCEED statutory requirements regarding ratios of adults to children.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- The personal possessions of staff and volunteers are securely stored during sessions

We maintain a legal registration of student attendance and report figures to the LEA

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored in locked cupboards
- When children take part in cooking activities, they:

- are supervised at all times;
- do not have unsupervised access to electrical equipment or hot surfaces
- A staff member, who has the correct training, certification and experience is overall in charge of cooking activities

Electrical/gas equipment

- We do not have gas appliances or piped gas

All electrical equipment conforms to safety requirements and is checked regularly.

- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a cleaning routine for the setting
- The toilet area has a high standard of hygiene including hand washing and facilities for the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials in the main centre- including paint and glue - are non-toxic.

Toxic chemicals within the laboratory are stored correctly and locked away

- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations. Students eat lunch off site at a local eatery which provides us with meals meeting school health standards. The facility is graded as 5 for health and hygiene.
- All food and drink is stored appropriately, and fridge temperatures are recorded at regular intervals during the day
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is VERY HIGH AND FAR EXCEEDS REGULATIONS.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Missing child

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building
- The register is checked to make sure no other child has also gone astray.
- Doors are checked to see if there has been a breach of security whereby a child could wander out.
 - The police and parents are informed within the 5 minute rule

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The investigation

- The management carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then;
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

- OFSTED is informed.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.

- Children wash their hands after contact with animals. They have been assessed for temperament by a vet in line with legislation around animals in therapeutic roles

- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.

- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

- Our emergency evacuation procedures are:

- clearly displayed in the premises;

- explained to new members of staff, volunteers and parents;

- practiced regularly

- Records are kept of fire drills and the servicing of fire safety equipment, and at least 75% of staff are trained as fire marshalls

First aid and medication

At least one member of staff with current first aid training is on the premises or on an outing at any one time. We train all staff in first Aid at regular intervals. One staff member is trained in first aid at work

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;

- is regularly checked and re-stocked as necessary;

- is easily accessible to adults and children in line with St John's ambulance recommendations

Slips and Trips

- All staff to wear appropriate footwear
- All spillages to be cleared up immediately.
- When dealing with bodily fluids protective clothing to be worn and appropriate antibacterial cleaning undertaken.

Accident folders:

- are kept safely and are accessible in the meeting room
- all staff and volunteers know where they are kept and how to complete them
- are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring an ambulance, treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

• We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.

• These incidents include:

- break in, burglary, theft of personal or the setting's property
- fire, flood, gas leak or electrical failure
- attack on member of staff, child or parent on the premises or near by
- any racist incident involving a staff or family on the centre's premises

- death of a child, and

- a terrorist attack, or threat of one.

- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Evacuation Procedure will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. As a rule we do not encourage medication to be administered on site.

- Children taking prescribed medication must be well enough to attend the setting and a medication and health plan will be in place for them.

- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

WE DO NOT USUALLY AGREE TO ADMINISTER MEDICATION AND REQUEST THAT PARENTS ADMINISTER IT OUTSIDE OF TUITION SESSIONS IF POSSIBLE – HOWEVER AS PER OUR ADMISSIONS WE ARE HAPPY TO ADMINISTER LONG TERM HEALTH MEDICATIONS REQUIRED

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting via a letter and email
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- All nappies are disposed of separately in the nappy bin.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.
- We follow the guidelines provided by the Health Protection Agency with regard to illness and infection.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Instructions given to all staff on safe erection of Ladders. (see Ladder check chart in store room)
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- If a member of staff is off work for more than 3 days due to an accident at work (not a finger or toe) Ofsted must be informed.

Records

We keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the owners;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

- the times of attendance of staff, volunteers and visitors;

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment and incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Identity of Visitors recorded.
- Fire safety procedures.
- Fire safety records
- Operational procedures for outings.
- Manual handling policy.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.