

Swallowtails
Health and Safety
Policy

SWALLOWTAILS



Company number 16229932
Registered In England and Wales

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Introduction

At Swallowtails the Health and Safety of children, staff and visitors is taken very seriously. Staff will be made aware of this Health and Safety Policy during their induction and will be expected to act in accordance with its content at all times. Staff will also receive Health and Safety training as part of the induction process.

This policy has been informed by the Health and Safety at Work Act 1974.
<https://www.legislation.gov.uk/ukpga/1974/37/contents>

Also the Workplace (Health, Safety and Welfare) Regulations 1992.
<https://www.legislation.gov.uk/uksi/1992/3004/contents/made>

Responsibilities

Swallowtails will ensure the following:

- Adequate resources and training are provided
- All accidents and dangerous incidents are correctly recorded and reported
- Ensure that the building and premises are safe, regularly inspected and accurately logged by liaising with the St Faiths Centre

All staff at Swallowtails will comply with the following:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work, and to report any situation or threat which may affect this
- Work in accordance with the policy, training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe practice as an example to children and young people
- Understand emergency procedures and feel confident in implementing them

Swallowtails session leaders are responsible for day-to-day health and safety and will:

- Ensure the implementation of the health and safety policy
- Maintain, store and use equipment safely
- Ensure there is enough staff to safely supervise groups
- Ensure appropriate evacuation procedures are in place and regular fire drills are held

- Ensure all risk assessments are completed and reviewed
- Monitor the effectiveness of the Health and Safety Policy and revise where necessary
- Record, report and review all incidents

Risk Management, Assessment and Benefit Analysis

The 5-step approach to risk assessment for all activities:

1. Look out for hazards or risks.
2. Decide who may be harmed and how.
3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
4. Record findings, including daily amendments to standing risk assessments based on site visits and observations.
5. Review assessments on a regular basis and revise if necessary.

Swallowtails creates and maintains risk assessments for on and off site activities which are reviewed and revised regularly and made available to all staff. When necessary children and young people will be taught appropriate and adequate skills to keep themselves safe. Swallowtails recognises that managed risk is an important part of learning and development. Risk assessments therefore consider both potential hazards and the educational benefits of the activity so that children can safely develop confidence, resilience and independence.

Dynamic Risk Assessments

During sessions risk is assessed dynamically according to varying conditions such as the pupil's needs, mood and behaviour, weather conditions and the ability of pupils to cooperate. These variables are taken into account in order to adapt activities for optimal success. Changes and adaptations are reflected upon and used to inform future planning.

Recording and Reporting Accidents

- In the case of a concern, an incident or accident that requires first aid, schools or commissioners will be contacted without delay
- Staff have access to emergency contacts – schools, other commissioners and parent/carers on the Google drive
- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in an individual's educational record

- Records held in the first aid and accident book will be retained by the organisation for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of
- Guardians will be informed of accidents or incidents requiring first aid
- Emergency services will be called in the event of a serious accident

First Aid

During off-site activities all session leaders will carry an up to date first aid kit supplied by Swallowtails and a mobile phone with access to emergency numbers. There are a number of on-site first aid kits located where necessary. All staff are made aware of first aid and emergency procedures including the completion of documentation.

Illnesses and Medications

Swallowtails uses guidance from Public Health England (PHE) to determine the exclusion guidance for contagious illnesses.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable and poses minimal risk to others. The child's parent/carer will be contacted and the child observed until they are collected.

If children need medication during their session, this will be securely stored and administered with permission and in accordance with medical instructions either by a parent or guardian or by Swallowtails.

Cooking and Hygiene

Swallowtails staff will be appropriately trained in food hygiene and children will be shown how to cook and prepare food safely and hygienically.

Control of Substances Hazardous to Health

COSHH is the law that requires organisations to control hazardous substances.

It is Swallowtails policy to, wherever possible avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information

Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions, and treatments.

Fire Procedures and Evacuation

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly which will be the responsibility of Langley Village Hall. Emergency evacuations are practised and the Fire alarm tested regularly.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- A register of staff, students and visitors will be kept
- Staff, students and visitors will congregate at the assembly points and remain outside the building until the emergency services say it is safe to re-enter
- There will be special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities