



## **Health, Hygiene and Safety Policy**

Appendix A DFE Guidance for Full Opening of schools

### **Statement of Intent**

Harmony AE Ltd accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, young people and other persons who may be affected by any of the Centre's activities.

Harmony AE Ltd's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the Centre and Service. They will ensure that the Centre and Service complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, young people and others.

### **Food**

- All snacks provided, and any food that the young people bring in will be nutritious and pay due attention to the particular dietary requirements. We are a nut free zone.
- All perishable food stuff will be stored in a refrigerator in the kitchen and will be wrapped or stored in containers.

### **First Aid**

A designated First Aider is a trained person holding a current First Aid at Work Certificate (Sarah Baker, Liz Kelsall and Kirah McCarthy). These persons have the responsibility for first aid on site and Forest School (Sarah Baker). In the event of a serious injury or major illness the correct forms must be filled in and filed appropriately. There will always be a minimum of one member of staff on site and accompanying the young people on offsite activities who holds an up to date First Aid at Work qualification. First Aid kits are available on site and will also be taken on offsite activities; in addition emergency contact forms will be taken on offsite visits. All staff are familiar with the locations of the First Aid kits and also the names of the qualified First Aiders.

### **Fire Precautions**

All staff and young people are made aware of the procedure to follow in the event of fire when in the Centre. The responsibility of the testing and maintenance of the fire



alarms, firefighting equipment, exit/escape routes and signage lies with Harmony AE Ltd.

The owners are responsible for ensuring:

1. That a Fire Risk Assessment is completed and reviewed annually
2. The provision of fire drill training to all staff
3. That an emergency fire drill is undertaken every half term
4. The preparation of specific evacuation arrangements for staff/young people with special needs

### **Outdoor**

Young people will have the opportunity to explore the outdoor space both on site and within a 10 minute drive of the Centre in the fresh air throughout the year. Staff will ensure the outside space is risk assessed before anyone goes into the area. Parents/carers should provide their child with suitable clothing for this purpose. All young people will be monitored at all times. If anyone goes off site without permission, the parent / guardian will be informed and also the Police contacted should we be unable to contact parents or deemed necessary. Should social care be actively involved then they will also be contacted.

### **In the home**

All children / young people will have a responsible adult aged 18 years old or over in the house at all times whilst any member of Harmony staff is present.

### **Visitors to the Centre**

All visitors must report to a member of Harmony AE Ltd staff on arrival, sign into the visitors book and take a visitors pass according to their DBS status. Entry to the centre is through a phone intercom system which will only be opened by Harmony staff.

### **Illness**

- Parents / guardians are asked to keep their children / young person at home if they have any infection including skin rash or abrasion, and to inform The Harmony Centre as to the nature of the infection so that the group can alert the other parents/carers, and make careful observations of any child who seems unwell.
- Parents are asked not to bring any child into the Centre (or allow home tuition) who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

- Parents are asked not to bring any child into the Centre (or commence home education) who has a rash, abrasion, sore eyes, or similar, until they have been checked by a doctor and he/she has confirmed that the child is not contagious to others.
- If a child, young person or adult are unwell or injured at The Harmony Centre, the emergency contact will be telephoned (if appropriate) to collect them. If they need to rest, then a member of staff will remain with them until the adult arrives. The incident will be recorded in the Incident Book/CPOMS as necessary.
- If a child is on prescribed medication the following procedures will be followed:
  - The child's parent/carer will administer the medicine – Harmony AE will not administer medication.

Signed:

*Victoria Ball*

*S Baker*

Date: Sept 2024