

Health, Safety and Hygiene Procedures

Munchkids After Schools Club intends to promote and maintain a healthy and safe atmosphere for both its children and employees. Ultimate responsibility is delegated to the leader to ensure that these policies are adhered to by all members of staff and in accordance with the Health and Safety at Work Act 1984 and Food Hygiene Act 1990.

The key elements of this are -:

1. That the workplace itself and the materials and equipment are in a safe condition and present no risk to health.
2. That the handling, storage and use of dangerous substances e.g. bleach, present no risk to health.
3. That standards for the safe handling and preparation of foods are adhered to.
4. All members of staff will be given relevant information, training and supervision to ensure that standards are met.

Procedures

The following procedures will be adhered to as part of Munchkids After School Club Health, Safety and Hygiene policy

Food Hygiene

- Hands are washed before handling, preparing and eating food.
- All surfaces will be wiped clean with an anti-bacterial agent.
- Food will be stored appropriately and checked regularly. The fridge will be kept at the correct temperature, and recorded daily on the Risk Assessment sheet.
- Environmental health will inspect premises regularly.
- Separate chopping boards and knives will be used for different jobs.
BROWN – Cooked meats GREEN – Fruit and vegetables
YELLOW – Bread and cheese. These colour codes will be on display.
- Different cloths will be used for different jobs. BLUE – Washing up
YELLOW – Floor / paint GREEN – Tables. These colour codes will be on display.

A list of food allergies and dietary requirements will be displayed in the kitchen for all staff information; this information will also be held on the individual student's records. All staff will be made aware of this information.

General Hygiene

- Any spills of vomit, blood, excrement etc. must be wiped up and disposed of in yellow clinical waste bags.
- Disposable rubber gloves must be worn when cleaning up spills of bodily fluid and when administering first aid.
- Furniture, fabrics and carpets which have been contaminated must be cleaned with hot, soapy water.
- Soiled clothing will be placed in a carrier bag and given to parent / carer on collection of child.
- Basic items of clothing will be kept at the club for emergency purposes.

Illness

- If a child is unwell during club time the parent / carer will be contacted.
- The club will not accept children if they have:
 - any infectious diseases
 - had stomach upsets, vomiting or diarrhoea within the previous 24 hours.

(SEE CONTAGIOUS AND INFECTIOUS DISEASES POLICY)

Accidents

- All staff are certified First Aiders
- Accidents are dealt with swiftly and first aid will be administered by the nearest first aider.
- In the event of an accident:
 - a staff member will attend to the child's needs / injury.
 - all accidents will be logged in the accident book, stating date, time, details and will be signed by a staff witness.
 - parents must be informed and requested to sign the accident book on the day of the incident.
- In the event of a major accident the situation must be first assessed:
 - first aid will be administered by a first aider.
 - an ambulance must be called and the caretaker informed of the situation.
 - all staff members must be made aware of the situation and reassure other children.
 - staff member to look for ambulance.
 - parent / carer will be informed as soon as possible.
 - a set of registration / health forms will accompany the child to hospital.

First Aid equipment

- The First Aid box will contain an up to date and complete set of contents.
- The contents will be checked on a monthly basis, by a named member of staff, who will sign and date the relevant log book.
- Any contents needing to be replaced will be logged in the book and shown to the Club Co-ordinator.
- The Club Co-ordinator will replace any missing items as soon as possible and will sign the record book to confirm.

Personal Hygiene

- Hands are washed after using the toilet.
- A box of tissues will be available and the children encouraged to use them.
- All used tissue will be disposed of in a covered bin which will be emptied on a regular basis.
- Children will be encouraged to shield both their mouths and noses when coughing or sneezing.
- Paper towels will be used and disposed of appropriately.
- Disposable gloves will be used in cases where bodily fluids need to be cleared up.
- Particular care is taken by all staff members and volunteers when dealing with these matters. All members of staff are aware of how infections, including HIV, can be transmitted.

General Safety

- All equipment/furniture etc. is checked before each session begins to ensure a safe environment for the children and staff.
- Medicines and cleaning materials are kept out of the children's reach.
- No smoking is allowed in any of the rooms used by the children during club times.
- An inventory of equipment is taken every six months. Broken toys and games are disposed of and replaced.
- All equipment is age appropriate.
- Children are informed of the boundaries outside and stay at the front of the building, within sight of an adult.

Registration/Staffing

- The staffing ratio is normally one adult to eight children. In special circumstances where greater safety is required, such as parties and outings, a greater staff/child ratio will be put into action.
- Children will be supervised at all times.

- A register is taken at each session.
- Regular head counts take place during each session.
- Every child, upon collection, must be signed out by an authorised parent/carer.
- A child can only arrive at the club with an authorised adult/carer.
- On pre-registration with the club an information form must be completed which includes contact numbers and states the designated collector for the child.
- A child must not be collected any later than 6 o'clock as the premises must be vacated at this time. Late collection will incur a penalty fee, as stated in the Admissions and Departure Policy and Procedure.

Fire procedures

- A notice explaining fire procedures must be displayed.
- All staff must be aware of the fire procedures.
- A fire drill is carried out once every half term and recorded in the relevant book.
- The fire door is to be free of furniture and any other potential blockage.
- Fire extinguishers are checked annually and staff trained on how to use them.

Agreed by Committee

William Allen – Chairperson MASC

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