

Rickmansworth Children's Centre



Health, Safety and Welfare Policy *Final (February 2010)*

This policy represents the agreed principles for Health, Safety and Welfare throughout the Children's Centre. This policy has been agreed by all staff and advisory board of Rickmansworth Children's Centre.

Introduction

The health, safety and welfare of all the people who work at or use Rickmansworth Children's Centre are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone. All Centre users are responsible for protecting the health and safety of all staff members and centre users.

Key points

Users of the Children's Centre are encouraged to promote their own and other's safety, and to report any hazards to the management.

The Children's Centre promotes healthy eating and lifestyles. Sweets and biscuits are discouraged.

Within the Community Room, outdoor shoes are not allowed on any mats which the babies sit or play on.

Within the Community Room, during any session where babies and young children are present, the drinking of hot beverages is banned.

Safeguarding

The named person with responsibility for safeguarding within the Children's Centre is the Centre Manager. We follow the guidelines drawn up in our Safeguarding Policy.

If it is suspected that any child is the victim of abuse, it should be reported to the Centre Manager. All reports will be treated confidentiality.

All adults working within the Children's Centre must have a current CRB check in order to check there is no evidence of offences involving children or abuse.

Security

The Children's Centre is an open door information centre, and therefore is difficult to keep totally secure. However, the rooms used by the public for group sessions are kept locked and can only be accessed by authorised persons. In this way, we endeavour to keep the Children's Centre as safe as possible.

Any persons seen within the Centre vicinity without permission will be challenged. If any concerns arise, the police will be contacted.

All visitors are required to sign the visitor's book.

Safety of children and Centre users

It is the responsibility of all users to ensure equipment is safe for use. Any faults or breakages should be reported immediately.

If an accident should occur, it must be reported to the Centre Manager immediately and recorded in the accident book. A first aid box is available for the designated first aider to use, if needed. The designated first aider for the Children's Centre is Debbi Keeley. In her absence, the school office should be contacted. If necessary, emergency assistance will be called for.

Fire and other emergency procedures

Procedures for fire and emergency evacuation are displayed in the Community Room. Fire drills are held once every term. The condition of all fire prevention equipment is monitored regularly. This includes the visual inspection of fire extinguishers and the testing of the fire alarm system.

Theft or other criminal acts

Any reports of theft will be investigated. All serious incidents will be reported to the police, and recorded in the incident book.

Any acts of physical violence against a staff member or Centre user will be reported to the police, and subsequent action taken.

Monitoring and review

The Centre will regularly review its procedures with regard to health and safety matters. This policy will be updated as necessary.

The Centre carries out regular risk assessments, with the object of keeping the Centre environment safe for all.