

## Health and Safety

Visitors to the centre must sign in and out the visitor's book recording number of children with them, purpose of visit and arrival and departure times.

### **Fire drill**

**On Hearing the alarm, staff, parents, children and visitors should leave the building via their nearest exit, being the front entrance or rear fire escape and should make their way to the assembly point on the grass at the rear of the building near the tennis courts.**

The Centre Manager or Administrator on site is responsible for checking toilets and collecting visitors book from reception.

At the assembly point all visitors and staff should be accounted for and any discrepancies reported to the emergency services. If the fire is contained within the centre then the school should be notified immediately.

A copy of this procedure is on display with the visitors signing in book in the reception area. Fire drill practice will be recorded as necessary.

Centre Staff have suitable First Aid Qualifications. The First Aid Box is located in the Kitchen area please inform the Centre Administrator if you require access to equipment. Details of all accidents must be recorded in the Accident Book. The Centre Administrator will check the First Aid box regularly.

First Aiders are reminded to observe hygiene practice aimed at the prevention and control of infectious illnesses. They must ensure that they wear protective gloves in all incidents where there is contact with blood or bodily fluids. These must be disposed of into yellow bags kept with first aid equipment and placed in appropriate bins for collection.

Premises will be cleaned by contract cleaners on a daily basis but, due to the nature of drop in sessions and ages of children attending, visitors and group users are also asked to be vigilant in this regard and report any concerns to Centre Administrator or record in the diary.

Outside sandpits will be covered to protect from contamination and sand will be kept clean. All other outside equipment will be inspected frequently to ensure safety for all users. Providers of activities should always check with centre staff before using the outside premises to ensure appropriate risk assessment has taken place.

All Centre Users are asked to report any damage or broken equipment to Centre staff immediately. If there is risk of injury the item should be removed immediately.

Individuals preparing food or snacks must observe basic standards of hygiene practice, which provide models of good practice for children and other visitors alike. Centre staff will undertake basic food hygiene awareness training.

Visiting users and Children should be encouraged to wash hands after playing outside and before eating snacks.

Staff and visitors must check with the Centre Manager before bringing onto the premises any plants, foods, or item, which could prove to be hazardous to visitors or children.

All electrical and fire appliances will be PAT checked annually details recorded in the diary and on the appliance.

All cleaning fluids or materials deemed as possible hazards will be kept in locked cupboards. Children are not be permitted into the Kitchen area.

Recommended good practice suggests that ***each*** User Group should carry out a quick general Health and Safety Risk Assessment before any session begins to identify and remove any obvious signs of risk.