

HEALTH & SAFETY

March 2024

Policies - Accidents, Critical Incidents, Fire, Emergency Evacuation, Risk Assessment, Security, Equipment.

Blank forms to be completed are available separately.

Accidents

First Aid

The Manager or Worker in Charge with ensure:

- There is a first aid box complying with the Health and Safety (First Aid) Regulation 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff
- It is kept in an accessible place out of reach of children
- There is at least one member of staff with a current first aid training certificate on the premises or on outings at all times
- The first aid qualification should include training in first aid for infants and young children
- Where possible the designated first aider should be supported by at least one other member of staff trained in emergency first aid procedures
- Written parental permission is requested, at the time of registering with HAPG to the seeking of any necessary emergency medical advice or treatment
- A record is maintained, signed by the parent/carer, of any accidents and a copy sent held in HAPG main office

Considerations when responding to accidents:

- The number of children attending
- The nature of activities taking place
- Any likely injuries and how effective first aid would be
- The whereabouts of the nearest hospital and casualty department
- All serious accidents should be reported to designated Health and Safety person, who will report it to the **Lead Commissioner at Westminster Council**
- Where necessary further reports (F2508) should be made to HSE using RIDDOR guidelines (see below)
- Staff should look at how the accident happened and if necessary and possible make immediate adjustments, e.g. remove piece of equipment to ensure the likelihood of further accidents is reduced or removed keeping a record of actions taken. If immediate adjustment is not possible, record actions required and isolate the area
- Update risk assessment if required
- Parent/carers should be informed of time of accident and treatment given and should be asked to sign the accident book

- **Head Injuries** - Always inform parent/carer of head injury via accident report ensuring the time of the injury is noted on the report
- **All staff should remain calm whilst dealing with injuries as the children are likely to be scared**
- **Hospital Treatment:** Should a child require hospital treatment
- Contact the parent/carer immediately
- If no contact can be made, accompany child to hospital ensuring all relevant information is passed onto emergency services/hospital
- Continue to attempt to contact parent/carer
- Ensure the setting is adequately staffed
- If a child has attended hospital as the result of an accident on site, make follow up call to parents to find out what happened
- Should child need to stay in hospital for over 24 hours the accident should be reported to Ofsted as it would be considered a serious injury. You must inform Ofsted if a serious accident, injury or death occurs in relation to your provision within 14 days of the incident. Ofsted tel no: 0300 123 1231. If you need to also notify your local child protection agency, this should be done at the same time
- Where necessary further reports (F2508) should be made to HSE using RIDDOR guidelines
- There is also a list of specified injuries that must be reported to the HSE under RIDDOR. Further details are available via www.hse.gov.uk/riddor

Critical Incident

This policy or proceeding plan does not replace contacting the Emergency Services as required. This plan can be used in conjunction with but should not be used instead of other policies (e.g. Health & Safety Policy, Fire Policy etc)

What is a critical incident?

A Critical Incident is defined as an emergency affecting children, staff or property, requiring immediate responsive action beyond that which could be reasonably expected from the setting's own staff team during the day to day running of the site.

Purpose of a critical incident plan

The purpose and emphasis of the plan is to normalise the activities of the site in the event of an emergency with minimal disruption to everyone on site and in the local community. It should:

- Provide immediate practical support
- Establish how the incident will be managed
- Define roles and responsibilities of staff
- Outline how further appropriate support will be sought from outside the staff and management team
- Return overall responsibility for management of the post-impact phase to the site manager at the earliest opportunity
- Help to maintain the normal running of any parts of the site or service not affected
- Return the whole site to normal as soon as possible

Types of incident covered by the plan

- Extensive damage to premises
- Death, serious injury or potential health issues affecting staff or children
- A serious accident away from site
- An incident at the setting or in the community that affects the service

When an incident occurs, the manager on site or nominated deputy should take the action appropriate to the incident. This may be:

- Total or partial evacuation of the site
- Evacuation to another location or site
- Shelter within the site where it may be unsafe to leave the building
- Shelter within the setting for members of the community

The Critical Incident Response Plan is designed to cover a range of incidents. The degree of response activated will vary and be dependent on the type of any incident.

Whoever receives the alert should be prepared to ask for as much information as possible:

- What has happened?

- Have the emergency services been informed/are they attending?
- Exact location (and any access problems if not on site)
- Casualties
- Actions taken so far
- Name/contact at the scene (if not on site)
- What assistance is needed?

The manager on site must initially decide on the level of response needed:

Can the staff on site cope alone? - If not, contact the staff liaison Board member.
Is further outside help required? - The Police or Westminster Council for example.

Documentation

Remind all staff to keep a log of all contacts, decisions and actions

Arrange to inform (and keep informed):

- HAPG Board
- Staff
- Children
- Parents
- The police, council, etc
- Others as relevant: Ofsted, HSE, etc

Longer Term Plans A serious incident may have repercussions over many weeks.

Consider arrangements for days two and three, when children may know more about what happened, and when staff may be exhausted and may need additional support.

Operational Debriefing

- Debrief all staff involved at the end of each working day/shift. Ensure that information is recorded and shared.
- At the end of the incident a team meeting should take place to ensure that all staff have access to any further support they might require.

On a practical note ensure that:

- The existence, whereabouts and contents of the setting's Critical Incident Policy is known to staff
- An identified member of the staff team or management is responsible for keeping the plan up to date
- Staff know their roles, which should be rehearsed

Return to Normality

- The plan will be 'stood down' once the incident has returned to a scale which the site can manage using its own resources.
- A debrief will take place as soon as possible.
- The plan will be reviewed and modified where necessary.

Useful contacts

To contact Westminster Council about any emergency planning issues:

contingencyplanningteam@westminster.gov.uk

<https://hornimansadventure.com>

Tel: 020 7641 6000

In case of an emergency during and after office hours, call them on 020 7527 2000. For details of local NHS hospitals, GPs, nurse-led service, A&E or advice on various medical conditions call 0845 4647.

Fire and Emergency Evacuation Policy

All staff have a duty of care to make sure that all children in their care are safe and healthy.

Fire Evacuation

All staff and volunteers as part of their induction to Hornimans Adventure Playground are given details of the fire evacuation procedure.

A minimum of 3 fire drills are undertaken per year.

This includes:

- Location of the alarm
- Action to be taken upon discovering a fire
- Action to be taken upon hearing the fire alarm
- Fire exits and fire extinguishers
- Use of fire-fighting equipment
- Nominated worker to ensure the building is clear
- Importance of fire doors
- Knowledge of escape routes
- Code of behaviour for children
- Assembly point and how to assemble the children
- Roll call
- Individual workers' responsibilities
- Authorisation to return to the building

All staff and volunteers should be aware that fire drills will be carried out on a regular basis.

Fire procedure for staff

On hearing the fire alarm:

- The person who first discovers an outbreak of fire should raise the alarm
- Staff in charge to contact the emergency services
- Staff in charge to ensure all areas are evacuated
- Escort the children out as quickly as possible
- Member of staff in main area/room must check the toilets and collect the registers

<https://hornimansadventure.com>

- Member of staff in play/other areas must escort the children out via the fire exit
- Take the register with you to the assembly point
- Go to assembly point
- Call the register/home tick list
- Staff should not put themselves at risk

Fire Drills

The Senior Worker will organise a fire drill once in every half term.

A note must be made in the Fire Certificate Log Book:

- **time and date of the drill**
- **time taken to evacuate/any observations**
- **number attending (names should already be in the register so this should tally)**

Emergency Evacuation

In cases where the building needs to be evacuated for reasons other than a fire, the same procedures listed above will be followed.

Emergency Evacuation Procedure

The Play Leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that any back up cover is arranged.

If the alarm sounds (or staff are aware of an emergency situation in the local area) children must immediately leave what they are doing and proceed quickly in an orderly manner to the assembly point. Playworkers/adults with no children should make it to the nearest exit.

Playworkers should at all times be aware of how many children they have in their care. The Playworker should be the last person to leave the area and should close all doors behind them.

Registers must be taken as early as is practicable to establish the number of children on site. The Senior Worker will then 'sweep the building to ensure all children and staff are out and will then check with each Playworker to ensure that everyone has been accounted for.

These rules apply equally in the case of a Bomb/Gas alert, except that whoever first receives the information must **ALSO** immediately telephone emergency services on 999.

A copy of these procedures will be displayed in HAPG. All staff should familiarise themselves with the procedures.

When the group is in a safe place the Leader should contact the HAPG Senior Team for advice. If, for any reason it is not possible for staff on site to contact parent/carers the HAPG Team will perform this task.

All staff, children, parents and carers should be informed who will take charge in an emergency, particularly during off-site activities and what they are expected to do in an emergency situation.

The Play Leader/senior worker should follow any advice of the emergency services and ensure that the group is escorted to a suitable position of safety.

Emergency Evacuation Procedure

If an accident happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to any casualties
- Inform the emergency services and anyone else who would need to know of the incident e.g. HAPG Senior Team
- Establish and write down accurately the nature, location, date, time and full details of the incident
- Complete an accident report form as soon as possible. Incidents that have not led to injury but give cause for concern must also be recorded
- Staff should not talk to the media or discuss legal liability with any other parties

Emergency procedure for staff

If any emergency incident requires that the playground site be evacuated the staff and children should, in the first instance, follow the established fire evacuation procedure in order to exit the building.

On hearing the fire alarm:

- Staff in charge to contact the emergency services
- Staff in charge to ensure all areas are evacuated
- Escort the children out as quickly as possible
- Member of staff in main area/room must check the toilets and collect the registers
- Member of staff in play/other areas must escort the children out via the fire exit
- Take the register with you to the assembly point
- Go to assembly point
- Call the register/home tick list

- Staff should not put themselves at risk

Risk Assessment Policy

The Management of Health & Safety at Work Regulations Act 1974 requires that the potential risk in any activity is identified and assessed.

HAPG has a responsibility to carry out risk assessments for the Playground from a Health & Safety perspective, to identify 'significant risks' and to make recommendations about their elimination or reduction.

Play Leaders have a responsibility to carry out risk assessments before running special events and trips.

Play Leaders are responsible for carrying out risk assessments for all 'On Site' activities. In general these should only have to be carried out once **UNLESS** there have been any significant changes to the timetables i.e. New activity brought in or an activity that requires specific instruction/training.

Play Leaders are responsible for carrying out both an outdoor and indoor Health + Safety check before children arrive at the Playground to ensure that the premises are safe for children to play in.

HAPG will provide training to ensure that each Centre is able to do its own on-going risk assessments.

Risk assessment general Information

'The Management of Health + Safety at Work Regulations 1974 require employers to assess the risk to staff and any other who may be affected by their undertaking'

There are five key steps to carrying out a risk assessment:

1. Hazard identification (what is the danger?)
2. Risk assessment (what is the risk, how likely is it that the hazard will cause harm)
3. Identify control measures (what is in place or can be introduced to reduce the likelihood of the danger being a risk)
4. Ongoing assessments update (monitoring and reviewing records and assessments of risk, especially after an incident)

Useful definitions

Hazard: Something with the potential to cause harm

Risk: How likely is it that the hazard will cause an accident or harm

A useful tool to assess any risk factor is the following grid

Risk Assessment Matrix – Level of Risk

RISK = LIKELIHOOD X SEVERITY

High Risk **16 – 25** **Immediate action required**
Medium Risk **8 – 15** **Action necessary**
Low Risk **1 – 6** **Action discretionary**

VALUE	WHAT IS THE POTENTIAL SEVERITY OF THE OUTCOME		
	HARM	DAMAGE	LOSS
1	Minor Injury	Minor	Minor
2	First Aid Injury/illness	Moderate	Moderate
3	Reportable injury/illness	Serious	Serious
4	Major injury	Major	Major
5	Fatality	Extensive	Extensive

VALUE	HOW LIKELY IS IT THAT A HAZARD WILL CAUSE AN ACCIDENT	
1	Very Unlikely	The event may only occur in exceptional circumstances
2	Unlikely	The event could occur at some time
3	Likely	The event should occur at some time
4	Very Likely	The event is expected to occur in most circumstances
5	Certain	The event will occur in most circumstances

		SEVERITY				
		1	2	3	4	5
L I K E L I H O O D	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Once you have worked out the risk level, you should take steps to minimise risk by putting 'control measures' in place.

An example: you carry out a risk assessment for a dance session. You notice all the chairs and tables have been moved to a safe place and are properly stacked. A member of staff has plugged the stereo into an extension lead which is trailing across the floor.

- 1) What is the hazard? **Trailing cable is a trip hazard**
- 2) What is the risk level? **Likely (3) x Reportable injury such as a broken bone**
- (3) = 9 Medium Risk**
- 3) Identify control measures **Removal of cable**
- 4) Implement **Remove the cable**
- 5) Record it **Sessional Recording sheet**

A Risk Assessment Recording sheet should be used for all equipment, activities and play areas. Staff will undertake risk assessments for all activities where they may be risk. All Senior Playworkers will be trained in Risk Assessment and will train their own teams in undertaking risk assessments and recording incidents.

Risk Assessment for trips and outings

The basis of all safe and successful outings and off-site activities is the risk assessments on which they are based.

A risk assessment must be undertaken prior to every outing and off-site activity.

These do not need to be complicated, but they do need to be comprehensive. The fundamental principle, as always, is that children must not be placed in situations in which they are exposed to unacceptable levels of risk. High-risk activities are unacceptable and are to be avoided.

The Play Leader should appoint a Lead member of staff for each specific trip. The Play Leader should also carry out the risk assessment which should be kept on file for future reference.

Some venues may have drawn up their own general risk assessments these should be obtained in advance when you are planning your visit.

The risk assessment is to be recorded on the HAPG standard risk assessment form and must take into account the following:

- The specific needs of the individuals going on the trip, including medical needs
- The relationships and any potential problems between the children who are going on the trip
- Any hazards that are associated with the venue and/or activities, planned and unplanned
- Any hazards associated with travel to and from the venue
- **Importantly**, it will need to specify the staff ratio that is necessary to ensure that all foreseeable risks to the members of the group can be managed safely, for that specific trip and those specific children

Staff Guidelines for Trips and Outings

Play Leaders

Prior to trip:

1. Visit the destination; if possible speak to the manager about:
 - First Aid
 - Security
 - Health & Safety issues
 - Price, special deals and concessions
 - The number of children you will be taking
2. Decide on a means of transport. Consider any risks involved.
3. Consider the following:
 - Dangers along the way
 - The best route to take
4. Discussing with the children where they would like to go and making plans with the children as to what will happen when they get there, the mode of travel and any safety issues they need to be aware of
5. Obtain written parental permission using the parental consent form for each child. This form states that the Play Leader can authorise medical treatment in an emergency

6. Making sure that the outings operate within the correct ratios for trips (currently 1 adult to 8 children) and recruiting extra help where needed. Volunteers (which may include parents/carers) may be counted in the ratios for trips, but must always be supervised by a member of staff
7. Giving parents/carers full written details of the place to be visited, the times for leaving and returning, and a contact telephone number if there is an emergency
8. Transport must be arranged by the HAPG Co-ordinator or Senior Worker
9. A copy of the names and emergency contact numbers of children going on the trip must be left with the HAPG Co-ordinator or Senior Worker; they will be responsible for contacting parents/carers in an emergency situation
10. Head Office must be informed **in advance** of the time and the destination of each outing in case of emergency
11. If money is to be collected it must be done so beforehand
12. Inform parent/carers that children must arrive at playground 30 minutes prior to departure to ensure you leave on time
13. Inform parents/carers of the time you will return to playground
14. Telephone your destination prior to leaving so as to confirm your booking
15. Ensure all workers are aware of HAPG Child Protection and Lost Children policies and are able to follow the procedure
16. It is recommended that play leaders stay on site when trips are taking place. If for some reason this isn't possible please notify the office
17. At least one member of staff accompanying the group must be a qualified first-aider

During the trip:

The following items are to be taken on the trip and held by the group leader or other nominated person:

- First aid kit and small notepad to record any incidents/accidents
- Register of children and staff (copy to be left at site)
- Permission slips
- Staff ID badges
- Individual medication and consent forms (where applicable)
- A copy of the risk assessment
- Mobile phone and HAPG office number
- Wipes, gloves, plastic bags
- Spare clothing
- Towels
- Packed lunches, drinks (including extra water)

Conducting the trip:

Staff and children should be given clear instructions as to where they are going and any ground rules that need to be established.

Children:

- Listen to and keep up with staff
- Do not talk to strangers
- Always stay in twos
- When crossing the road everyone should remain quiet

Staff:

- Never leave children unattended
- Check that seat belts are in good working order and used
- That children with special needs have the appropriate level of supervision (extra staff/volunteers cover may be required for this)
- Positioning staff at the front and back
- All children must wear a sticky label with the office address – **no names**
- Bibs need to be worn at all times on the trip
- Staff must wear uniform at all times
- Children should walk in twos at all times
- Once you have set off **stop frequently** to ensure everything is ok
- On arrival reaffirm any rules and expectations to both children and staff
- On arrival contact the HAPG to let them know you have arrived safely. If possible do the same on departure

Remember to evaluate the trip once you have returned to the playground

Security Procedures

There should always be a member of staff at the entrance/exit to the Adventure Playground. When children or parents arrive and leave we ask them to sign-in and sign-out. This should provide a record of who is at the facility and who has left.

All staff must be aware of “Stranger Danger” and adhere to the following guidelines

If an unknown person enters the building, they will be approached immediately and the Playworker will:

- Ask the person if they need help or ask for identification, if necessary
- Escort the person to the senior worker or the Co-ordinator’s office and sign them in/out, if necessary
- If the unknown person is acting suspiciously, they should be escorted off the premises or the police will be called, if necessary

If an unknown person is collecting a child, the Playworker will:

- Explain the procedure for collecting a child
- Check the registration form for their contact details
- Contact the parent/carer to verify the person’s identity and explain politely the need to telephone in advance to notify changes of the person collecting
- If not included on the form, the parent/carer must update the information immediately
- If parent/carer cannot be contacted, the child will not be able to leave until clarification has been given

Equipment Policy

At HAPG we are committed to providing children with access to a wide range of equipment that stimulates play.

All furniture, toys and equipment will be kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable. Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and relevant staff will be trained on the correct use of computers and other IT equipment.

All equipment and resources will be selected with care, and risk benefit assessments carried out before new equipment and resources are purchased, according to the principles of Risk Benefit Assessment.

Each project should have equipment and resources suitable for all children/young people currently in attendance, including those with special educational needs, physical disabilities and for those for whom English is an additional language.