

Health and Safety

Whoosh Learning believes that the health and safety of children is of utmost importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks. We identify risks taking in to account who is at risk, the likelihood of the risk happening and the severity and possible impact of the risk. We put in procedures to ensure that any risks that are identified can be minimised or eliminated; these procedures are reviewed to ensure they are effective.

While Whoosh Learning is not responsible for the health and safety provision of the venues, we liaise with management to ensure that it meets our needs.

This policy should be read in conjunction with the latest COVID 19 Risk Assessment.

General Information

- The leader of Whoosh Learning has a current and clear Disclosure and Barring Certificate which is a legal requirement for anyone working with children and families.
- Whoosh Learning is a no-smoking environment - both indoor and outdoor. Please do not smoke either in the venue or close to the entrance doors.
- We have public liability insurance. The certificate for public liability insurance is displayed on our website. The equipment is also covered by adequate insurance.
- Whoosh Learning kindly requests that no soiled or wet nappies are left at our venues. Please place them in a nappy bag and take them home for disposal.
- No animals, should be brought to Whoosh Learning.
- We ask all that attend to notify the leader if there is a spillage of any kind so that it can be dealt with appropriately. If it is bodily fluid, please ensure the leader knows this so that they can wear appropriate PPE and use appropriate cleaning materials.

Set up at venues - procedures

- When we arrive at the venues we check the floor is clean and free of anything left by other groups to ensure any potential hazards have been removed.
- Whoosh Learning notifies the management of the venue if there is a concern around the hygiene of the hall.
- We always ensure we have checked the toilets are suitable for use.
- We make sure that any electric sockets have child covers on them.
- COVID 19 – please refer to our separate risk assessment to see how we are lessening the risk of the spread of infection.

Fire emergencies

- The leader of the sessions will ensure they follow the Fire Safety procedures for the venue.
- The main fire doors at the venues are clearly marked, always accessible, free from obstacles and easily opened. PLEASE ensure no buggies, prams or chairs are blocking the fire exits.
- Fire extinguishers and other fire-fighting items are provided by the venues.
- If a fire is detected within the building the fire alarm should be sounded to alert everyone present.
- In the event of an emergency we ask parents and carers to pick up their child(ren) and to calmly leave the building following the nearest unobstructed route. Remaining calm is especially important in the presence of small children who may not understand what is happening.
- The sign-in sheet will be checked to make sure everyone is present, bearing in mind that some people may have left the building before the fire emergency.
- If a real fire or other emergency requiring help has occurred the emergency services will be contacted as soon as it is safe to do so.

Activities and equipment

- We provide equipment and resources that are safe for the ages and stages of the children attending the sessions.
- The layout of play equipment allows adults and children to move safely and freely between activities.

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- All equipment is regularly checked for cleanliness and safety and any broken items/ items with cracks are discarded.
- All materials, including paint and glue, are non-toxic.
- If there are any smaller parts in our activities, we ensure that this is highlighted on the cards by each activity.
- Any messy activity including trays with food is clearly highlighted on our cards beside each activity. The leader is aware of any allergies that the children attending may have and will avoid any products with these items in.
- We provide furniture which is suitable for children and furniture which is suitable for adults.
- In the event of a water play or a wet messy play activity, care should be taken when walking around near it as the floor may be wet or slippery.

Illness and first aid

- We ask parents/carers and children who are unwell not to attend the sessions to ensure that they recover from the illness as swiftly as possible and to prevent the infection of other children and adults.
- In the instance of vomiting or diarrhoea, parents/carers/children are asked to wait for 48 hours after the last occurrence before attending Whoosh.
- After a high temperature, parents/carers/children are asked to wait for 24 hours before attending Whoosh.
- Although children are in attendance at Whoosh under the supervision of their parents, we hold a basic first aid kit for accidents that happen during the session. This kit is placed so that it is easily accessible to adults but out of reach of the children. First aid will only be given to a child with the consent of their parent/carer.
- The leader has a basic first aid certificate.

Food / Drink Procedures and hygiene

- We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. We use reliable suppliers for the food we purchase. Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use. We provide a hand-wash for children and parents/carers to wash their hands before eating. Waste food is disposed of.
- Children should be seated when eating and drinking snack time.
- We ask that hot drinks are preferably only consumed during snack times and that care is taken not to place them within a child's reach or in any other place which may cause harm to someone.
- We are a NO NUT group. Please do not bring anything with nuts into the group.
- COVID 19 UPDATE – we will not be offering tea / coffee/ snacks or drinks for children during this time. Parents may bring their own snacks for their children to consume.

Monitoring

The policy will be reviewed every year ensuring all procedures are up to date in light of:

- any changes in legislation and/or government guidance
- as a result of any other significant change or event.

This policy was last reviewed on: 20th August 2020

Signed: Louise Hack

Date:20th August 2020