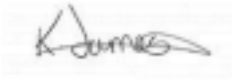




# Health & Safety Policy

Ownership and consultation	Signature	Date
Kaz James		18.8.2024
Sarah Swords	<i>s swords</i>	18.8.2024

**Revised by: Kaz James**

**Next review date: By November 18.8.2025**

APF aims to meet the Health and Safety requirements as much as reasonably possible in order to safeguard the well-being of all children, the parent(s)/guardian(s) and staff on camp.

APF complies with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. APF has appropriate insurance cover, including Employer's Liability Insurance and Public Liability Insurance.

Staff members are required to follow APF' Health and Safety Procedures and are responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the camp.
- Reporting all accidents, incidents and near misses which have caused injury or damage or may

do so in the future.

- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of the registered person**

APF designated health and safety officer is the Health and Safety Manager and this individual will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary.
- The Health and Safety policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the camp's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) when appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

The Camp Manager holds ultimate responsibility and liability for the safe operation of the camp they manage.

### **The Camp Manager is responsible for ensuring**

- The premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- Camp equipment is safely and securely stored.
- Children are only allowed in APF approved areas which have the necessary risk assessments. • A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets (Control of Substances Hazardous to Health).
- Daily risk assessment checks are carried out to ensure the premise does not have any additional risks.

### **Security**

The safety and security of children and staff are extremely important to APF. To ensure the all children and staff are secure with as minimal risk as possible, APF aims to restrict all external access to the public by locking doors and gates. When it is impossible to lock all external access, APF will endeavour to have all external/class room doors closed to prevent unwanted visitors. Staff are responsible for monitoring the entrances and exits to the premises throughout the session.

Children are not permitted to leave camp, unless prior permission has been given by the parent(s)/guardian(s) for a child to sign themselves out as per the **unaccompanied child**.

Security procedures will be regularly reviewed by the Camp Manager, in consultation with staff and the parent(s)/guardian(s).

## **Equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. All equipment is appropriately risk assessed before children or staff are allowed to use them. Broken/damaged equipment is to be decommissioned and returned to APF Head Office or appropriately disposed of at the camp.

APF store flammable equipment in safe and secure places, away from potential risks or hazards.

### **1.1 Food and personal hygiene**

It is part of the employment contract that all APF staff members are to maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection. To reduce the potential spread of infection APF do the following:

- Toilets are checked at regular intervals throughout the days and cleaned when necessary.
- During cookery sessions there will always be at least one member of staff that has completed Food Hygiene training.
- Waste is disposed of appropriately and all bins are changed before they overflow.
- Staff are to ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.
- The responsibility for daily cleanliness checks is held by the Camp Manager.
- Dealing with body fluids, spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with the **intimate care policy**.

### **Promoting good health**

APF staff will ensure that children in their care uphold high standards of cleanliness in regards to hand washing before handling food or after using the toilet, litter, and the equipment they use for the activities.

APF strongly believes in promoting good health through giving children an opportunity to be active via a wide variety of fun, sporting activities during school holidays. Each child is encouraged to participate in the wide variety of sports on offer which will not only teach them new skills but will also keep them fit and healthy.

APF encourages children and their parent(s)/guardian(s) to pack healthy lunchboxes with a balance of food groups and healthy snacks for morning and afternoon breaks. Additionally, APF advises a refillable water bottle is brought to camp each day to keep the children hydrated. A water station is always available for them to fill their bottles from. APF tries to discourage unhealthy eating by not offering a tuck shop or by offering sweets as prizes. In addition to this, we promote healthy eating by discussing healthy foods at lunchtime and ask staff to deliver nutrition quizzes.

Healthy play in the sun is also encouraged by requesting sun hats and sunscreen be worn. Time is allowed for sun cream to be applied before outdoor activities and will be applied using the **intimate**

**care policy.**

### **1.2 Food and drink**

APF believes that in order to participate effectively whilst on camp, children need to have a full and balanced diet. Whilst APF does not provide meals on camp, it actively encourages the parent(s)/guardian(s) to provide a healthy packed lunch for their child/children in a self-chilled container.

APF will ensure:

- Drinking water is available on all camps, which the children may access at all times.
- Children are welcome to access their lunch-boxes at morning and afternoon break time as well as the lunch break.
- Children are encouraged to bring from home and carry with them a refillable drink bottle. • APF members of staff will encourage children to take drink breaks at frequent intervals. This is a high priority for all staff, especially on hot days throughout the summer.
- APF staff receive training in recognising signs of dehydration and the appropriate course of action.
- Packed lunches must be provided in a clearly named lunch-box. Although APF endeavour to store the lunch-boxes in a cool, dry environment they do not provide refrigeration so advise all food is brought on camp in a self-chilled container.
- APF recommends strongly that the parent(s)/guardian(s) give careful consideration to the contents of the packed lunch, especially to any high risk foods such as cooked meats and dairy products, which are best kept chilled.
- Children should also be provided with a mid-morning and afternoon snack for break times. • At lunch time children will be supervised at all times whilst eating and will be encouraged to eat what is in their lunch-box.
- At no time will children be forced or punished in any way for not eating what is in their lunch box. Should a child refuse to eat what is in their lunch-box it will be returned home uneaten or part eaten so that the parent(s)/guardian(s) can see for themselves. The child's Camp Manager will highlight this to the parent/guardian concerned at collection time.
- Allergy and special dietary requirements are requested at the time of booking and recorded. Every staff member has a full list of these requirements.
- Due to the seriousness of food allergies and special dietary requirements APF has a policy of never allowing children to share or swap food, regardless of whether the children have any known allergies or special dietary requirements or not.
- Although APF does not enforce a No Nut or other allergy Policy it does take all allergies very seriously. If it is made known to APF that a child on camp has a specific allergy, APF will make every attempt to prevent any spread of the allergen. This may result in the child with the allergy being separated during break and lunchtimes.
- If the allergy is severe, APF reserves the right to enforce a ban on the offending allergen at that camp.
- Where camps provide snacks, staff will have a Food Hygiene qualification.

Ofsted will be notified of any food poisoning affecting 2 or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident. APF may also involve other agencies.

### **Health and sickness**

APF requires that all children who are ill or infectious are kept home for the full duration of their

ailment, and for 48 hours after the last symptom occurs. If the Camp Manager or staff has any suspicions regarding a child's health they should first refer to the HSE the infectious diseases chart to compare symptoms. The Camp Manager will then make a decision as to whether the child should be allowed to remain on camp or whether to seek further medical advice.

In the event of a child becoming ill whilst at camp, the following procedure will be followed:

- The child will be removed from the group and made comfortable in an area where they can rest and be supervised until they can be collected.

- The Camp Manager will contact the child's parent(s)/guardian(s) and inform them that their child is ill and needs to be collected as soon as possible.
  - The Camp Manager and first aider will continue to monitor the condition of the child and make them comfortable until the parent(s)/guardian(s) comes to collect them.
  - If at any time the child's condition deteriorates and requires immediate medical attention the Camp Manager will call for an ambulance and follow the **serious accident procedure**
- APF will inform parents/guardians if an outbreak of any infectious diseases or illnesses occurs. Although head lice can be easily passed from one individual to another, APF are bound by government policy not to exclude a child suspected to have head lice, or disclose the identity of the child affected. APF will however inform parent(s)/guardian(s) if an outbreak occurs on camp, recommending that they check their children for any signs and apply the appropriate treatment if necessary.

### **Illness Protection Scheme**

To provide cover against illness, APF offers an Illness Protection Scheme which must be added to an order no later than 28 days before the start of camp. If the parent(s)/guardian(s) opt not to take the Illness Protection Scheme, there is no refund available in case of illness or injury. Any claim made under the Illness Protection Scheme must be made within four weeks of the first date of illness or injury on completion of the **Illness Protection Scheme Claim Form**.

All claims need to be supported by a doctor's note. If this is not possible, APF will accept self certification for a maximum of 3 days within one camp season. (A season is defined as an individual school holiday break be it half term or between terms). If the claim is successful, APF will hold the value of the claim as a credit on the parent(s)/guardian(s) account.

### **2. Incident and Accident Policy**

APF is committed to providing an environment which is as healthy and as safe as possible for its children, staff and visitors. However, accidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and safety Executive (HSE) and Ofsted. APF also has a duty to investigate and report all accidents and incidents affecting children, staff and visitors. All accidents and incidents must be reported for monitoring and investigation to ensure that procedures are in place to prevent, as far as possible, similar accidents happening in the future. All Incidents and Accidents will be recorded in the relevant Accident and Incident Books. These books are duplicated to allow the Parents / Guardian to have a copy of the report.

***The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).***

### **Incident reporting**

Any incident that occurs involving children, staff or the parent(s)/guardian(s) that falls outside the

normal every day running of camp should be relayed back to head office. If substantial, the information should be reported to APF Head Office at the earliest convenience. APF Head Office will then be responsible for informing any relevant authorities of serious incidents that occurred. If, during a local authority visit, there are any safeguarding or health and safety matters/concerns, we will encourage the LEA to report this to us immediately and to liaise with the site managers (who will document the information given so that we can evidence it has been followed up / addressed). We will then keep then update the LEA as and when matters have been addressed. In addition, the feedback given from LEA visits will inform particular focus at our future monitoring visits performed by Head office.

Ofsted will be notified of all significant illness (incl. food poisoning), accidents, injuries and incidents that occur on camp. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident. APF may also involve other agencies such as the local safeguarding board or the HSE (Health and Safety Executive).