

WILD SPARKS OUTDOOR PLAY CIC

Health and Safety Policy: HOLIDAY ACTIVITIES

Sites: Quarry Woods, Bamff Estate, Alyth, PH11 8LF

Atholl Woods and The Field, Brae Street, Dunkeld, PH8 0BA

1) Introduction and Statement of Intent

Wild Sparks recognizes the importance of, and is committed to, implementing a high standard of Health and Safety to ensure the safety and well being of all children and adults that participate in activities. We aim to provide a safe and nurturing space for children to enjoy a wide variety of outdoor activities, including those which present some physical challenges and risk. The following policy outlines the ways in which our play spaces and activities are risk benefit assessed and our day to day operations are conducted to ensure health, safety and well being of those on site.

The following Health and Safety Policy and Procedures have been created to ensure the above commitments can be met.

A. Commitment (H&S)

The leader, and supporting team will demonstrate a commitment to the health and safety of all children, staff and volunteers by:

- effectively managing health and safety risk, for everyone taking part in activities
- providing and maintaining safe equipment
- ensuring all staff/volunteers are able to complete their tasks competently, and have undertaken adequate induction/training
- acting to prevent accidents and cases of related ill health
- reviewing this policy at regular intervals, revising as necessary
- Making these policies available to all users, including in accessible formats or other languages as required.

B. Roles and Responsibilities (H&S)

All staff and volunteers have a duty of care to ensure Wild Sparks Policies and Procedures are put into practice on a day-to-day basis. The leader and support staff roles are outlined in full in the staff handbook.



C. Operations

Risk assessment

All activities will be risk assessed with measures in place to mitigate harm. Potential risks are weighed up against the benefits for the child, as per guidelines in CHILDREN'S PLAY AND LEISURE – PROMOTING A BALANCED APPROACH (2012), Health and Safety Executive.

'When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks & benefits. No child will learn about risk if they are wrapped in cotton wool'.

www.hse.gov.uk/entertainment/childrens-play-july-2012.pdf

*See also: Risk assessment P&P

Premises

Documented procedures are in place to ensure the site is checked prior to each session and all structures kept in good order and hazards are removed in accordance with risk benefit assessment procedures.

*See also: site check and maintenance P&P

Arrival and departures

Children are met by a member of staff and signed in to a register. Policies are in place for dealing with instances of missing or additional children.

*See also: Arrivals and Departures P&P

Supervision

Children will be supervised at all times and staff will pay attention to what is happening around them. Practitioners will take care to ensure they know the whereabouts of each child at all times, even though they may at time be out of sight of staff. Staff will take care not to become too involved in specific activities, which would detract from good supervision. Children are not permitted to leave the main activity area without staff consent.

* See also: Admissions & Supervision policy

Ratios

Wild Sparks ensures a high ratio of leaders to participants: a minimum of 2 adults must accompany any group in compliance with the National Care Standards. Standard staff/child ratios are:

- **Children aged 4.5+:** Minimum of 1:10 but usually 1:7
- **Children with additional Needs:** Ratios are determined by assessment on an individual basis, with some children allocated 1:1 support.

*See also: 1:1 Policy and Admissions & Supervision policy



Achieving Positive Behaviour

Staff are provided with training to present a consistent and effective approach to achieving positive behaviours and reducing incidents of challenging and potentially harmful behaviours. Policies and procedures, outlining staff training requirements, are also in place to support staff to deal with crisis intervention, instances requiring physical restraint and other challenging behaviours.

*See also: Behaviour Leadership Policy P&P, Physical restraint P&P

Maintenance and Storage of Equipment and Materials

A wide variety of play equipment will be available to the children including loose parts and tools. All equipment will be regularly checked and maintained. Equipment or materials, which pose a health or safety risk are only used under supervision and are stored separately and securely after use. Full policies and procedures for the induction and supervision of tools are in place.

*See also: Tool use P&P

Clothing and Personal Protective Equipment

Children and adults are required to dress in a way that suits the weather and provides them with protection and comfort outdoors. Wild Sparks can provide footwear and waterproofs for any child/adult member that does not have their own. Spare clothing is available for emergencies. Wild Sparks will provide PPE for staff and children as required for activities, such as tool use or campfire cooking.

*See also: Tool use P&P and Inclement Weather P&P

Weather

Wild Sparks sessions take place entirely outdoors. Sessions will be cancelled in exceptional circumstances including high winds or lightening. Parents and staff are advised on how to dress to suit the weather to take account for seasonal variations including extreme hot/cold/wet weather

*See also: Inclement Weather P&P. **Welfare and First Aid kit**

Welfare First Aid

At least one First Aid trained member of staff is on duty at all times. A full welfare kit and fully stocked first aid kit is available on site at all times.

*See also: First Aid P&P and Emergencies P&P

Food, drink, cooking and healthy eating

Children are required to bring their own snacks and lunch in accordance with the setting's healthy eating requirements. All cooking activities are conducted in accordance with food hygiene standards.

*See also: Healthy & Hygiene P&P and Infection control P&P



Illness and infection control

Children will not be admitted to the club if they are showing signs of sickness or any ailment, which could be contagious. If a child becomes unwell during the course of a session, staff should ensure that the child is treated promptly and appropriately and the risk to any of the other children is minimised.

*See also: Infection Control P&P

Storage and Administration of Medication

There is a procedure in place which ensures that any medication to be administered to a child has been authorised by the parent/carer that a named member of staff has been trained to administer it and records are kept of any medicines administered. Measures are in place to store medicine in accordance with National Care Standards.

*See also: Medication on site P&P.

Incident and accident reporting

There is a documented procedure for emergencies and this is included in the staff handbook.. All staff are trained in the emergency procedure.

*See also: Accidents & First Aid P&P

Emergency Procedures

There is a documented procedure for emergencies and this is included in the staff handbook. All staff are trained in the emergency procedure and practice emergency evacuation.

*See also: Emergency Evacuation P&P and Accidents & First Aid P&P

Photography, filming and social media

Permission to photograph/film children is sought from all parents/carers as part of the child registration process, requests for privacy are adhered to and communicated to all staff. Children/staff are not permitted to take photographs on their own camera.

Staff induction and training

All staff are provided with training as part of inductions or ongoing training and personal development to ensure they have the skills and knowledge required to follow these health and safety procedures competently and confidently.

See also: Staff handbook & STAFF TRAINING & DEVELOPMENT

Child Protection policy

All staff will receive training in Child Protection. There are documented procedures to be followed for dealing with suspected cases of child abuse and all staff are to be made aware of these procedures during their induction training.

*see also [Child Protection P&P](#)



D. Policy Review

This and all associated policies will be reviewed regularly, at least annually or following any incident that brings into question the suitability of current practices.

Signed by: AWarren ALICE WARREN

Date: 21/06/2018

