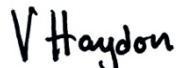




Health, Hygiene and Safety Policy & Practice

Policy Name:	Health, Hygiene and Safety Policy & Practice
Policy reference Number:	QAP007
Approved Date:	June 2026
Review Date:	June 2027
Approved by:  Caroline Baughan, Director.  Victoria Haydon, Director.	

Statement of Intent

Quercus Alternative Provision accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, children and other persons who may be affected by any of the provision's activities.

Quercus AP's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the provision. They will ensure that the setting and provision complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, children and others.

Food

All snacks provided, and any food that the young people bring in will be nutritious and pay due attention to the particular dietary requirements.

All perishable food stuff will be stored in a refrigerator in the kitchen and will be wrapped or stored in containers.

First Aid

A designated First Aider is a trained person holding a current First Aid at Work Certificate and/or a Paediatric First Aid Certificate. These persons have the responsibility for first aid on site. In the event of a serious injury or major illness the correct forms must be filled in and filed appropriately. There will always be a minimum of one member of staff on site and accompanying the children on offsite activities who holds an up to date First Aid at Work qualification.

First Aid kits are available on site and will also be taken on offsite activities; in addition emergency contact forms will be taken on offsite visits. All staff are familiar with the locations of the First Aid kit(s) and also the names of the qualified First Aiders.

Fire Precautions

All staff and children are made aware of the procedure to follow in the event of fire when in the setting. The responsibility of the testing and maintenance of the fire alarms, firefighting equipment, exit/escape routes and signage lies with Berryfield's Parish Council – who will liaise with the Directors of Quercus AP.

The directors are responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually
- The provision of fire drill training to all staff
- That an emergency fire drill is undertaken regularly in liaison with Berryfield's Parish Council
- The preparation of specific evacuation arrangements for staff/young people with special needs

Outdoor Learning

Young people will have the opportunity to explore the outdoor space both on site in the fresh air throughout the year. Staff will ensure the outside space is risk assessed before anyone goes into the area. Parents/carers should provide their child with suitable clothing for this purpose. All children will be monitored at all times. If anyone goes off site without permission, the parent / guardian will be informed and also the Police contacted should we be unable to contact parents or if deemed necessary.

In the home (home visits)

All children / young people will have a responsible adult aged 18 years old or over in the house at all times whilst any member of Quercus AP staff is present. Quercus AP will follow QAP009 Lone Working Policy during visits.

Visitors to the Setting

All visitors must report to a member of Quercus Alternative Provision's staff on arrival, sign in via the visitor log and take an appropriate visitors pass. Entry to the setting is through the gate which will only be opened by Quercus staff.

Illness

In the event of illness booked sessions will still be chargeable.

On attending the setting parents/carers should inform the staff as to the nature of any symptoms a child might be experiencing so that the directors make careful observations of any child who might become unwell and/or can alert the other parents/carers as required.

Parents are asked not to bring any child into the setting who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. The sessions are still chargeable.

Parents/carers are asked not to bring any child into the setting who has a rash, abrasion, sore eyes, or similar, until they have been checked by a doctor and he/she has confirmed that the child is not contagious to others.

If a child, young person or adult are unwell or injured at the setting, the emergency contact will be telephoned (if appropriate) to collect them. If they need to rest then a member of staff will remain with them until the adult arrives. The incident will be recorded in the first aid book/Incident form as necessary.

If a child is on prescribed medication the following procedures will be followed:
Quercus AP trained staff are able to administer medication providing appropriate forms are completed. Once medication is given, all details are recorded.