

## **MSD Level 3 Social Sector Accreditation Standards (SASS)** **Health and safety**

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## **MSD Level 3 Social Sector Accreditation Standards (SASS)**

### **Health and safety**

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At Highland Home Christian Camp, the safety and wellbeing of children is a paramount concern. The programme's procedures will comply with all relevant legislation and professional standards, including the Health and Safety at Work Act 2015 (HSWA).

Highland Home Christian Camp will, as far as reasonably practicable, provide a safe environment for all staff, children, parents and others involved in the programme. The main safety procedures implemented by the programme concern:

- Actively managing the risk of harm through effective supervision, regular safety checks and risk assessment
- Providing staff with appropriate information and training, as well as regular opportunities to participate in safety planning and to discuss incidents or concerns
- Informing everyone in the programme about safety precautions – children, parents etc.
- Regular recording and reporting of safety checks, incidents and concerns, including consultation or co-ordination as required with key stakeholders (BOT, MSD, OSCN etc.)
- Regular monitoring and review of safety practices in all areas of the programme
- Reporting to governance board on health and safety matters
- Appropriate planning and preparation for emergencies, including natural disasters

#### **Programme safety procedures**

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations. The programme will maintain a hazard register, to record hazards identified and steps taken to reduce the risk of harm.

The site manager/programme coordinator will ensure that a staff member checks the programme environment at the beginning of each week (ASC), (using the Venue and Hazard Check form). Programme management will regularly review these records at least twice per year.

In addition to these regular safety checks the programme will complete a risk assessment form (RAM) for excursions and other activities that pose particular safety risks, including any activity in water. The site manager/programme coordinator will complete the risk assessments with input from programme staff. Risk assessments will be filed and available for programme staff whenever these activities are going to occur.

All planned activities will meet relevant industry standards and be supervised by suitably qualified specialist staff where this applies, e.g. canoeing, rock climbing, gymnastics.

Parents can access our H & S policies on our website. If there are activities that have a significantly higher safety risk parents will be informed. Written parental consent is given on the enrolment form for all activities undertaken by Highland Home during Kids Camp.

There will be quarterly reporting to governance board on health and safety matters including any changes or improvements made to health and safety in the programme and outcomes from health and safety reviews.

The programme provides a smoke free environment. Staff who smoke are not permitted to do so anywhere in the programme facility or grounds. This policy is displayed for parents at the sign in/out area.

### **Programme supervision**

The staff/child ratio will be as follows:

- At Highland Home 1:10
- On excursions & water 1:6

There will always be a minimum of two staff on duty at the programme.

All staff counted in the ratios are 16 years or older. The programme supervisor will be 20 years or older and will be required to remain on site during the programme hours. All staff will have the appropriate level of maturity and experience to effectively supervise (refer to: staffing policy)

Swimming activities and other situations that pose a higher risk may have a lower number of children per staff member, which will be determined by a risk assessment process.

A minimum of one qualified first aider will be on-site at all times.

Staff will usually be allocated specified areas and/or activities to supervise (based on rosters) and staff will be within sight and/or sound of the children they are supervising. The programme requires active supervision. When staff are supervising they will be constantly observing *all* children in the area/activity they are responsible for.

Staff will position themselves so they can best see all the children. Staff will not join in on an activity if they will be unable to maintain good supervision.

Staff will not leave the area they are supervising without ensuring it is safe to do so by asking another staff member to supervise the area or moving the children to another place where they will be properly supervised

Staff will take a roll twice per day and do a head count occasionally and watch boundaries constantly (children are to be made aware of these beforehand).

If a staff member sees any possibility that an activity could cause an accident or injury, they should stop the activity immediately and not allow it to re-start until it can continue safely.

In an emergency, staff will ensure that they respond in a way that does not create a risk of further injury or leave children without adequate supervision. Stay calm and seek help immediately.

Staff will inform the site manager and/or co-ordinator as soon as possible if there are any injuries, incidents, dangerous behaviour, and unsafe equipment etc.

### **Toilets**

- Children will inform a staff member when they are going to go to the toilet.
- If using public toilets a staff member will be monitoring outside the toilet.
- Staff will not use any toilets in use by children. At the programme facility there is a designated staff toilet.

### **Attendance / sign in-out**

A programme roll is maintained daily that records children attending.

The programme coordinator is responsible for the roll during the programme, which will be kept in the lounge kitchen. In any emergency evacuation the roll will be retrieved and taken to the assembly point.

The roll call is done twice per day and other informal attendance checks will be made regularly during the session – eg prior to excursions.

Names and emergency contacts for all children, will be available to staff at all times. This is kept secure in the kitchen.

Parents are expected to sign children in and out of the programme and provide a list of adults authorised to collect their children (on the enrolment form). Children will not be allowed to leave with an unauthorised adult.

### **Missing children**

#### *Holiday programme policy:*

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED: the coordinator will attempt to contact the parents. Due to the cost of mobile phone calls it is not a priority to reach parents in this situation. The coordinator will inform the staff of any unexpected absences.

Parents are expected to inform the coordinator if they will be dropping children off late or picking them up early. If the group is not at Highland Home (e.g. outdoors in playground) parents must make sure that the staff know their child has been dropped off.

If a child is found to be missing during the programme:

- Staff will check their head count and buddy check to be certain the child is missing.
- Check programme sign in/out records.
- Notify programme coordinator and consult about next steps.
- Check with children and staff about when the child was last seen.
- Check all toilets thoroughly – enter and check cubicles. Check other possible hiding places such as cupboards and rooms.
- Search programme grounds and immediate locality.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- The coordinator may also follow up on information and conduct a wider search.
- If the child can still not be located, the Police will be notified.

### **Late Collection of Children**

If a child is not collected at the end of a programme the following procedure will be followed:

- Two staff members will remain with the child – it may be necessary to call the site manager for assistance.
- Parents and emergency contacts will be contacted and programme management informed.
- If there has been no contact with the parents within 1.5 hours of the programme closing, the child will be kept at Highland Home with the site manager until the family can be contacted

### **Staff induction, participation and training in health and safety**

As part of staff induction, relevant health and safety procedures will be explained including:

- duty of care and the staff code of conduct
- programme hazards and safe use of equipment and facilities
- programme rules and boundaries
- programme supervision
- emergency procedures
- sign in/out requirements
- medical and special needs, including food allergies
- food hygiene

As part of their induction, new staff will be monitored and receive regular feedback on health and safety practices. New staff will not be placed in roles above their level of experience and competence – in particular supervising playgrounds and water activities. In these situations new staff will be supervised by an experienced staff member.

There will be regular staff meetings. These will be minuted. Health and safety will be a regular agenda item for these meetings. Any concerns and safety issues can be raised and discussed. Staff will also be informed that they may raise concerns at any time with the programme supervisor or programme management.

All paid staff will participate as a group in an annual health and safety review, which will be recorded and filed.

Paid staff will be encouraged to participate in external health and safety training.

### **Accidents and First Aid**

A first aid kit will be kept at Highland Home and taken on excursions along with emergency contact numbers. All first aid kits are checked at the end of each term. Checks are recorded in the first aid cupboard.

One currently qualified first-aid person will be on site at all times.

In the event of any accident the following procedure will be followed:

1. Staff will immediately inform the programme coordinator/ site manager
2. Appropriate first aid will be administered
3. If a child needs medical attention, parents will be contacted to ascertain if they want to take the child themselves or would prefer staff to take them to the medical centre or hospital of their choice. If parents or alternative contacts are unavailable the child will be taken to the nearest available medical facility. Site Manager will also be informed of the situation as soon as possible.

4. If serious injury occurs, parents will be notified and an ambulance helicopter called. If it is not possible to call an ambulance and the need is urgent, then children may be transported in a private vehicle.
5. If the situation is urgent, the coordinator will take necessary actions and inform parents and the site management as soon as possible.

All mild accidents and incidents are recorded in the folder in the first aid cupboard. Parents will sign incident reports that involve their child. (Names of other children involved will be kept confidential.)

For injuries requiring medical attention, or when a more serious injury is suspected (e.g. a head injury) a complete accident report will be filled out and signed by a parent.

The Health and Safety at Work Act 2015 defines a “notifiable event” as either a death, or notifiable illness injury or illness. The programme will as soon as possible notify Worksafe, the Ministry of Social Development (MSD Approvals) and any other relevant agency of the incident. The programme will also take reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.

- A notifiable injury or illness is one that requires the person to have immediate treatment (other than first aid) for: amputation of any part of his or her body; serious head or eye injury, or a serious burn; separation of his or her skin from an underlying tissue (such as degloving or scalping); a spinal injury; the loss of a bodily function; serious lacerations; OR to be admitted to a hospital for immediate treatment OR have medical treatment within 48 hours of exposure to a substance.
- A notifiable injury or illness also includes any serious infection to which the carrying out of work is a significant contributing factor
- A notifiable incident means that someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident

### **Evacuation Drills**

Staff will conduct a full evacuation drill once per camp.

The evacuation drill will include the following checks:

- All emergency exits are clearly displayed.
- Emergency exits are regularly checked to be in working order and free of obstructions.
- Evacuation procedures are displayed, clearly indicating where people can assemble safely outside the building.

The evacuation procedure will be reviewed after the drill. Any recommendations are reported to programme coordinator and site manager. The drill, time and date, is recorded on the daily register.

### **Emergency procedures**

In all emergencies stay calm

Walk, do not run

## Alarm/signals

The signal to evacuate must be made as quickly as possible.

Should any immediate danger arise, notify a senior staff person who is on hand and proceed with response.

*Go to the assembly area on the bottom level of cabins. Get into cabin groups and wait for a roll call. Wait for the all clear from the programme coordinator.*

NOTE: THE VENUE FIRE ALARM IS NOT MONITORED DIRECTLY BY THE FIRE SERVICE.

## Staff responsibilities in an emergency

The designated emergency warden is the programme coordinator or site manager. They will oversee the evacuation by

- Contacting emergency services, as required
- Allocating staff to check toilets, homestead, lounge and cabins
- Allocating staff to supervise children during evacuation.
- Ensure everyone immediately proceeds calmly to safe assembly points, walk, and do not run.
- Collect attendance register, cell phone and emergency plan folder (including emergency contact information for all children).

The warden will remain at the safe assembly area. When all checks are complete call the roll. All children must be clearly accounted for (including children who have already left the programme), as well as visitors.

No one is to re-enter building until the all clear is given by the warden.

When on an excursion, assemble at a designated point.

The warden will ensure the evacuation is recorded / reported, along with any recommendations.

**Evacuation assembly point is outside the lower level of the cabins.**



### **Civil defence**

If a civil defence emergency is occurring, all children will remain at the programme if possible and staff will await instructions from emergency agencies.

It may be possible to contact parents, but in any case staff will remain with children until they are discharged to their parents/emergency contacts or until other appropriate provisions for their on-going care are made.

If it is necessary to remain for a longer period at the programme, staff will make provision for children's comfort and warmth. The programme maintains a supply of drinking water and emergency food.

If evacuation is necessary, parents will be notified if possible. Otherwise information will be posted at the programme venue and local emergency services notified. **Highland Home is an evacuation centre so we will most likely stay put.**

It may be necessary, before leaving the building, to take steps to turn off power or water supply.

If the evacuation is non-urgent, staff will take essential supplies:

- All contact information for children
- First aid kit
- Radio
- Drinking water
- Toilet paper
- Plastic rubbish bags
- Any special medication, inhalers etc.

### **Fire**

Raise alarm.

Evacuate.

If safe to do so extinguish the fire.

Keep children at the assembly point until danger has passed.

NOTE: THE VENUE FIRE ALARM IS NOT MONITORED DIRECTLY BY THE FIRE SERVICE.

### **Earthquake**

If indoors:

- Staff to give clear instruction: "Earthquake, Drop, Cover, Hold."
- **Drop**, take **cover** under a desk or table and **hold** onto the legs until the shaking stops.
- Keep away from shelves containing heavy objects and other large items of furniture.
- Keep away from windows.

Stay indoors until the shaking stops and it's safe to go outside.

If outside, assemble away from power lines, trees, buildings.

Be alert for aftershocks.

It may be necessary to take steps to turn off power or water supply.

### **Tornado**

Stay indoors.

Close windows and external doors.

Close curtains to reduce risk from broken glass.

Move to centre of the room, away from windows, or to an internal room.

### **Business continuity & disaster recovery**

The programme is committed to providing a continuity of service, as feasible and appropriate.

If an alternative venue is required:

- MSD Approvals will be notified as soon as a potential venue has been identified and the programme will follow the advice of MSD staff to secure MSD Approval at the new facility. This will include a risk assessment process for the new facility. Relevant Work and Income staff will also be advised.
- Parents will be advised of new facility and any new arrangements re- arrival or releasing children from the venue.
- Children will be gradually orientated to the new facility as part of the programme activities.

The programme will liaise with other local/community groups to order to act in a coordinated manner when re-establishing.

Staff will be assisted to access appropriate support when the programme is re-establishing after a significant event such as natural disaster. The programme will offer the option to negotiate a period of leave to help staff through this transition.

As finances permit, the programme will retain a reserve of funds to assist with re-establishing the programme after a significant disruption.

### **Illness and Medication**

No sick children will be admitted to the programme

If a child becomes ill during the camp they will be made comfortable in a public area if appropriate or in the sick bay cabin. Parents will be notified and at the discretion of the coordinator may be asked to collect the child as soon as possible.

If a child is to be administered medication at the programme, parents must confirm details of the medication in writing on the medication form - in the case of any medication the child will administer themselves, parents must specify this.

Staff will ensure that all medicines are stored safely including those that children are allowed to self-administer e.g. asthma inhalers. There will be no risk of medicines being mixed up or tampered with by other children.

Staff will keep a record of all medication given and parents are required to check and sign this on arrival and departure.

All medical records kept by the programme are strictly confidential

All medicines must be clearly labelled, showing the child's name and dosage

Staff will only administer medicines in accordance with the written dosage

### **Excursions and transportation**

When children are taken off site, staff are aware of the higher risk this entails and the requirement for a high standard of supervision. Staff will be made aware of particular hazards and given clear guidelines for these situations e.g. road crossing, behaviour while in vehicles, supervision around water etc.

The staff/child ratio on excursions will be 1 adult to 6 children. Children will be put into groups with an adult whose primary responsibility will be to supervise that group.

On walks the children will be organised into a buddy system and will walk double or single file (when appropriate) with at least one adult at the rear and one adult leading. Where there is a road to cross, pedestrian crossings will be used if available. One adult will stand in the middle of the road to ensure traffic is stopped before children begin to cross and will remain there until all children are safely across the road.

Written consent is gained from parents before children are taken on excursions. (registration form)

The programme will have a timetable for the excursion and there will be no significant departure from the planned itinerary, unless an emergency requires it.

The planned itinerary will include contingency arrangements for weather etc.

A list of children participating in the excursion is to be left at Highland Home prior to departure and a copy carried by the authorised supervisor, including emergency contacts for each child.

A First Aid kit is taken on all excursions.

Excursions involving boating require a higher staff to child ratio and will be under expert professional supervision. Participating children will wear life jackets at all times (public ferries are an exception).

Risk assessment documents will be consulted before each excursion.

Appropriate planning & preparation includes:

- ensuring access to phone/radio communication while away from Highland Home
- implementing a buddy system - children put into pairs and made responsible for their buddy
- scheduling of regular roll checks
- ensure staff have adequate knowledge of destination
- instructing children about safe road crossing
- revising clear safety guidelines for walking in groups on footpaths etc.
- briefing for children on behaviour and safety before they leave Highland Home and before they enter a venue

Children will only be transported in vehicles where seatbelts/restraints are available for each child (with the exception of buses). All vehicles need current WOF and a licensed driver/operator.

Where programme staff are drivers, there will be a specific induction process and record kept of this – including a period of supervised driving with an experienced senior staff member.

### **Food hygiene**

Food is prepared by the camp cook. Only authorised staff are allowed in the kitchen.

If there is a cooking activity that will be done in the main dining room. Any cooking will be done by the camp cook. All food hygiene standards are adhered to.

These guidelines will apply when handling/preparing food

- Wash hands before handling food and wear gloves

- Cover cuts and abrasions with a water-proof dressing
- Staff who may be unwell will not be involved in food handling

All children will be reminded to wash their hands before eating.

All fruit and vegetables are washed before use.

Any food requiring heating will only be done by members of kitchen staff and there will be care to ensure proper temperature and timing.

All utensils and surfaces will be washed thoroughly after use. Unused food is stored in clean sealed containers and refrigerated as required. Food will be regularly checked for spoilage and expiration date.

Tea towels and hand towels are replaced daily and washed. Kitchen towels are separated from hand towels.

Food that has been prepared will be covered until it is served for eating. Meats and dairy produce that has been served will not be left available for children after meals.

Rubbish containers for waste food-stuffs will be emptied daily.

Cleaning equipment and chemicals are stored separately from food and food utensils.

Children are not permitted in the kitchen area.

### **Sun safety**

The programme will identify and manage potential harm caused by excessive exposure to the ultraviolet radiation (UVR) from the sun. In particular it is recognised that children engaged in outdoor activities may have increased exposure to UVR.

Sun safe practices will apply from September until the end of April the following year, to ensure that children are protected from extended exposure to the UVR.

Children will be encouraged to wear sunscreen, appropriate clothing and hats for sun protection and renew sunscreen regularly.

Sunscreen with protection SPF 30+ or higher will be available for the use of children and adults. Sunscreen will be applied 20 minutes before exposure to the sun and re-applied every two hours.

Staff will encourage children to apply their own sunscreen and will supervise all children to ensure it is applied correctly and assist as required.

Children will need to play in the shade if dressed inappropriately for sun exposure.

Children will wear water resistant sunscreen whilst swimming and allow time for application.

Appropriate clothing for sun safety includes: shirts with sleeves and/or shoulder cover, collars and sun hats with wide brims and/or flaps.

Programme activities will be scheduled as much as possible to minimise exposure during the hottest part of the day.

Sun-safe and shaded areas at the programme venue will be utilised and children will have access to shaded play areas.

Risk assessment for excursions will include exposure to UVR as a risk factor and will minimise that risk through use of natural shade, provision of shade, access to drinking water and scheduling of activities to avoid peak UV times.

Staff will “model” wearing appropriate hats, clothing and sunscreen during the sun safe period, as well as opting for shaded areas where possible.

This policy is available on our website and at registration. A reminder to send children with appropriate clothing is on our gear list. When enrolling, parents will have the opportunity to tell us if their children have any allergy to sunscreen. Parents may provide their own sunscreen if they wish to do so.

Parents will be advised to provide appropriate sun-coverage clothing for swimming and beach trips such as suitable t-shirts, sun suits etc.

This policy will be communicated to parents prior to each sun safe period and will be positively reinforced through notices and other communication.