Health & Safety Policy

Shabang shall provide and maintain a safe and healthy environment for all the staff, volunteers and children. Reasonable and responsible steps shall be always taken to ensure a safe and healthy environment. These steps will include:

1. Health and safety as a priority when organising and planning activities with the implementation of a risk assessment system for each event and activity.
2. Always discouraging negative and/or aggressive behaviour from the children.
3. Ensuring that there is constant adult supervision, to ensure the safety of the children.
4. Always supervising outdoor play and activities that can be potentially dangerous ie cooking.
5. The careful monitoring of all equipment to ensure that it is safe to use and that it is being used according to its recommended purpose.
6. Keeping all dangerous substances and potentially dangerous substances to include bleaches, aerosols, matches and medicines etc, locked away and out of reach and sight of the children.

In addition:

- Shabang will have overall responsibility for ensuring the implementation of the policy.
- All staff and volunteers will also be responsible for health and safety in the planning of activities, checking of equipment when it is put out and put away, in accordance with the policy.
- There will be a trained and up to date first aider on the staff team.
- All accidents will be recorded in the accident file, (KEPT ON TOP SHELF OF BLACK UNIT BY SINK IN GWENNIE'S ROOM) and accidents concerning any child will also be reported to that child's parent/carer.
- Anybody dealing with an incident shall be required to wear gloves as and when appropriate. The site of the incident shall be made safe as soon as possible and all waste shall be disposed of safely and hygienically.
- The health and safety policy shall be explained to all the staff and volunteers and the policy itself shall be made available for parent/carers to read through as well.

Accident and Incident Policy

Any accident or incident involving a child, volunteer or member of staff will be recorded in the appropriate accident file. In the case of an incident or accident involving a child a member of staff must inform either by telephone or in person parent/carers. Shabang's board of Trustees will be informed of any accidents or incidents that are deemed serious.

Children that are attending activities must have a signed consent form from their main carer, giving permission for emergency treatment in the case of an accident, where we cannot get in contact with the main carer.

Policy reviewed March 2025

First Aid Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

Responsibilities

First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:-

- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are restocked when necessary

Procedures

- If you are aware that anyone on the premises has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the person's condition and then call 999 or 112 for advice.
- The main Shabang First Aiders are Russell Elias and Amanda Waterhouse

Where a child is involved contact the parents in the first instance. If they are not present their mobile number will be on the Contacts clipboard updated for every project.

First Aid Kits

There is a first aid kit on the following areas of the premises:

- The Kitchen
- The Pink
- Gwennie's Room
- The Shabang Office

If you need to access a first aid kit for personal use, do not remove it from its designated place.

- Any loss or damage to first aid equipment must be reported to Russell Elias
- If a first aid kit is poorly stocked, this should be reported to Russell Elias

FIRE Procedures

Shabang Inclusive Learning deliver most of their work at Old Providence Chapel, Hollins Row, Slaithwaite, HD7 5LA. The Chapel has a detailed fire procedure policy, which is kept on site.

The building has all appropriate equipment, fire extinguishers, fire blankets, fire doors, fire alarms in place and operational.

Fire Extinguishers – are checked annually

Fire Alarms – checked monthly and checks are recorded in logbook

Fire evacuation procedures are included in all Shabang Inclusive Learning staff training including the use of the EVAC chair.

Details Evacuation procedures are posted around the building.

PAT Testing

PAT testing takes place annually and all test relevant certificates are kept in the Shabang office

Hazardous Substances

Any paints or glue deemed non-child friendly are kept in a locked cupboard or high shelf.

Cleaning materials are kept in a cupboard or high shelf.