

JUNIOR ADVENTURES GROUP UK

HEALTH & SAFETY

Policy

September 2026

S.A.F.E is the JAG UK safeguarding mascot he promotes JAG as clubs which provide.
Safe And Fun Experiences - Look out for S.A.F.E in our clubs.



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JAG H & S Advisor	Mekila Kelly (IOSH)
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Signed by Board Member/Director & Ofsted Nominee Craig Jones	Craig Jones
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JAG Lead DSL Team - Key Contacts

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The health, safety and welfare of the children is of paramount importance

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Policy Statement

JAG recognises its duty of care and is committed to safeguarding from harm and promoting the wellbeing of all children attending our clubs. All JAG policies and ways of working are in place to keep our clubs, the children, our leaders and partners safe always.

Children learn best when they are healthy, safe, secure and when their individual needs are being met. JAG leaders must ensure the premises and equipment used for the purposes of club provisions are safe and suitable and the children are kept safe, secure and healthy always. JAG will ensure the Health & Safety of the children and leaders by ensuring the following procedures are adhered to.

JAG has robust policies and procedures to support all leaders and ensure the level of care is of the highest standard. These are reviewed at least annually, and/or following a serious incident, a change in legislation, or a change in industry standards.

JAG ensures all clubs have up to date public liability insurance and that the certificate is displayed on the information board in the welcome area.

Legal Framework and Policies

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children Act 2004
- Children's Wellbeing and Schools Act 2026
- Children's Act 1989, What to do if you are Worried a child is being Abused 2015
- Crime and Policing Act 2026
- Early years Foundation Stage Statutory Framework 2026
- Equality Act 2010
- Health and Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Holiday activities and food programme 2025 guidance
- Keeping Children Safe in Education 2026
- Online Safety Act 2023
- SEND Code of Conduct 2014
- Working together to Safeguard Children 2026

JAG Related Policies

- Safeguarding and Child Protection Policy
- Accidents and Incidents Policy
- Allergy and Anaphylaxis Policy
- Complaints and Confidentiality Policy
- Curriculum Policy
- Online Safety Policy
- AI, Deep Fakes and Image Protection Policy

All employees are required to adhere to all obligations and requirements as set out above.

Health and Safety Management Planning

Employee Consultation and Participation

JAG recognises that effective health and safety management is dependent upon the active involvement, cooperation and consultation of all employees. The organisation is committed to ensuring that employees are provided with suitable opportunities to contribute to the development, implementation, monitoring and review of health and safety arrangements.

JAG will consult employees and/or their representatives on matters affecting their health, safety and welfare, including:

- The introduction of new work activities, equipment, substances or technologies.
- Changes to working practices, procedures or organisational arrangements.
- The findings of risk assessments and the implementation of control measures.
- Health and safety training arrangements.
- The planning and implementation of health and safety initiatives.
- The review of accident, incident and near miss data.
- Any matter that may substantially affect health, safety or welfare.

Consultation will be undertaken in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations

1996. Employees will be consulted either directly or through appointed employee representatives, as appropriate.

Employee engagement and consultation will be facilitated through:

- Team meetings and management meetings where health and safety is a standing agenda item.
- Staff briefings and organisational communications.
- Supervision and one-to-one meetings.
- Participation in risk assessments and workplace reviews.
- Hazard, accident, incident and near miss reporting procedures.
- Employee feedback mechanisms.
- The Grievance Procedure and Complaints Procedure.
- The Whistleblowing Policy.
- Consultation with employee representatives, where applicable.

Employees are encouraged to raise concerns, make suggestions and report hazards without fear of detriment. All concerns will be considered and, where appropriate, acted upon by management.

Health and Safety Planning

Health and safety planning forms part of JAG's overall management framework and supports the continual improvement of health and safety performance.

The organisation will review and develop its health and safety arrangements through:

- Risk assessment processes.
- Workplace inspections and audits.
- Monitoring of accidents, incidents and near misses.
- Employee consultation and feedback.
- Analysis of health and safety performance data.
- Monitoring changes in legislation, guidance and best practice.
- Reviews following significant organisational, operational or environmental changes.

The outcomes of these activities will be used to establish objectives, develop action plans and implement measures to reduce risk and improve health and safety performance.

Health and safety arrangements will be reviewed at least annually, or sooner where changes in legislation, operational activities, incidents or risk profiles indicate that a review is required.

Monitoring, Investigation and Recording of Workplace Incidents

Reporting of Incidents

JAG is committed to maintaining a safe working environment through the effective reporting, recording, monitoring and investigation of workplace incidents.

All employees are required to report, as soon as reasonably practicable:

- Accidents resulting in injury or ill health.
- Near misses.
- Dangerous occurrences.
- Acts of violence or aggression.
- Unsafe acts or unsafe conditions.
- Occupational health concerns.
- Any other event with the potential to cause harm, injury, loss or damage.

Reports must be submitted using the organisation's approved reporting systems and procedures.

Recording of Incidents

The organisation will maintain accurate, secure and confidential records of all reported accidents, incidents, near misses and work-related health issues.

Where required, JAG will maintain an Accident Book and associated incident records in accordance with statutory requirements. Records will be retained and managed in accordance with relevant legislation, including data protection requirements and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Incident records will include, where applicable:

- Date, time and location of the incident.
- Details of those involved.
- Description of the incident.
- Nature of any injury, illness or harm caused.
- Witness details.
- Immediate actions taken.
- Investigation findings.
- Corrective and preventative actions identified.

Investigation of Incidents

All incidents will be investigated in proportion to their actual or potential severity.

The purpose of an investigation is to:

- Establish the facts surrounding the incident.
- Determine the immediate, underlying and root causes.
- Assess the effectiveness of existing control measures.
- Identify any failures in policies, procedures or safe systems of work.
- Determine whether further action is required.
- Prevent recurrence.

Investigations may involve:

- Interviews with those involved and relevant witnesses.
- Review of policies, procedures and risk assessments.
- Inspection of the workplace and equipment.
- Review of training records and supervision arrangements.
- Assessment of contributing organisational or environmental factors.

Monitoring and Review

JAG will analyse incident information to identify trends, patterns and recurring hazards and to support continual improvement.

Where necessary, the organisation will:

- Review and update risk assessments.
- Amend policies, procedures and safe systems of work.
- Introduce additional control measures.
- Provide further information, instruction, training or supervision.
- Communicate lessons learned to employees.

Incidents that meet statutory reporting thresholds will be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Records of all reportable incidents will be maintained in accordance with legal requirements.

Risk Assessments/Risk Analysis

A risk assessment is the process of identifying hazards and then assessing their potential for causing harm or loss. It also includes an evaluation of the consequences of a risk if it materialises and suggests what needs to be done to avoid or minimise the risk.

There are five steps to risk assessment:

1. Identify the hazard
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record the findings and implement them
5. Review your assessment and update if necessary



Risk-benefit analysis is the comparison of the risk of a situation to its related benefits. If a situation involves more than a minimal risk of harm to children, JAG leaders must be sure that the amount of benefit clearly outweighs the amount of risk. We will be offering play opportunities that offer risk and challenge, but leaders use their professional judgment to know when to intervene in children's play without disrupting the play cycle.

When leaders are carrying out the risk-benefit analysis, there must be no potential damage to themselves, others or property and the risk level should be acceptable. The factors to determine whether the level of risk is acceptable are:

- the likelihood of coming to harm
- the severity of harm
- the benefits, rewards or outcomes of the activity.

JAG leaders carry out, record and review at least annually site-specific risk assessments on the following areas, **which MUST be in place for each JAG Setting.**

- Indoor play spaces
- Outside play spaces
- First aid provision
- Fire & emergency evacuation
- Safer Eating
- Allergy & Anaphylaxis

These, together with JAG generic risk assessments identify all areas where hazards could be present and the control measures which must be in place to minimise these risks. Copies of all risk assessments can be found on SharePoint. All risk assessments are reviewed and updated at least annually or when a change occurs.



Daily site risk assessments are conducted prior to the start of every session to ensure all areas; facilities are resources remain suitable to enable safe operations.

"The law does not expect you to eliminate all risk, but you are required to protect people as far as reasonably practicable. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks." (Five Steps to Risk Assessment, HSE Publications)



Leader responsibilities

Every JAG leader has, in accordance with the requirements of Health & Safety law to observe any instruction or requirement designed for their protection and that of others. Sections 7 & 8 of the Health & safety at Work Act 1974 places a duty on leaders to take all reasonable care for the health and safety of themselves and others and to co-operate with others so as to enable them to carry out their own responsibilities successfully. It is also the duty of every JAG leader to act responsibly and to do everything possible to prevent harm or injury to themselves and others

In particular JAG leaders should:

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- Adopt safe working practices and follow safe working procedures at all times and ensure, as far as is possible, that others do so too.
 - Inform their line manager of any hazardous or potentially hazardous situations which may reasonably be considered a serious and immediate danger to health and safety.
 - Report as soon as practicable any accident or dangerous occurrence which happens during work that effects their own health and safety or that of others.
 - Inform their line manager of any matter which may reasonably be considered to represent a shortcoming in the arrangements for health and safety.
 - Failure to comply with the Health & safety instructions could lead to disciplinary action.

During activities all JAG leaders are required to be vigilant about the resources and equipment in use. Any broken or damaged equipment must be removed or replaced and reported to the Club Manager. An equipment inventory will be maintained. Cleaning will be on a clean as you go basis to ensure ongoing high levels of cleanliness.

JAG leaders will ensure the club is well ventilated and well lit. Daylight will be the main source of light, where this is not possible, we will ensure good quality lighting, and the temperature of clubs will be always maintained at a suitable level.

Ratios and deployment

JAG as a wraparound care provider we can determine our own staff: child ratios if the children and leaders are all safe and healthy with the ratios set.

This is as per Statutory Framework for the Early Years Foundation Stage 2026 which states.

Before/after school care and holiday provision

Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager, and/or staff should have.



To support the determination of these ratios JAG has adopted a 'blueprint' system whereby the ratios are set based on the following points.

- Location of club on the host premises site
- Ages and level of development of children

- Individual identified needs of the cohort of children attending
- Experience of team including Managers
- Operation logistics including location of amenities from base room
- Access to the club
- Activities being provided – level of activity

However, in JAG settings, where Nursery aged Wrap around Care is provided, which is attended by 2- and 3-year-old children, JAG follows the EYFS (2026) guidance states the following staff to child ratios are required, but also that the staff are required to hold specific qualifications to be in ratio:

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- For children aged two: There must be at least one member of staff for every five children (1:5). At least one member of staff must hold an approved level 3 qualification. At least half of all other staff must hold an approved level 2 qualification.
 - For children aged three: There must be at least one member of staff for every 8 children (1:8). At least one other member of staff must hold an approved level 3 qualification.

Fire Safety

Fire Safety is the responsibility of every JAG leader and must be considered daily with overall responsibility sitting with the Club Manager as the designated Fire Safety Officer. All leaders are made aware of fire safety procedures during their induction period.

JAG work in partnership with both schools and leisure venues and will be required to follow the site's evacuation plan/procedure. Should the partner have a Fire Drill – JAG will take part and record this and complete these, independent of the site every period.

The danger of fire and the need to remain calm in the event of a fire is regularly explained to the children as part of the fire drills and at the club daily welcome meeting.

The Club Manager (Fire Safety Officer) is responsible for carrying out site specific fire safety risk assessments and for ensuring that all leaders are made aware of the fire safety procedures and control measures in place during their induction period.

This procedure forms part of the Regulatory Reform (Fire Safety) Order 2005 and requires the 'responsible person' for the premises to ensure that all fire safety facilities, equipment and devices are maintained in sufficient working order and are in good repair.

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1. In an emergency JAG leaders must operate the nearest alarm point.
 2. 999 must be called immediately and the emergency reported to the relevant services.
 3. On hearing the alarm all leaders and children must leave the building by the nearest exit.
 4. DO NOT STOP COLLECT PERSONAL BELONGINGS OR TAKE RISKS.
 5. Ensure that the register and visitors log is taken with you to the evacuation point and used effectively to account for all the leaders, children and any visitors, with a clear head count taken.
 6. Appointed JAG leaders should inspect all inside locations.
 7. Upon inspecting inside locations, leaders must close all doors behind them and leave the

building by the nearest exit.

8. All leaders and children should be escorted in an orderly fashion to the designated meeting point

On exiting the building, JAG leaders should complete designated jobs.

- Take the register – notify the Club Manager immediately of any missing leaders, children or visitors
- Group to be directed to a suitable location (meeting point) for shelter due to weather conditions
- Contact parents to collect their children and School Manager/ Duty Manager (if they are not onsite)
- All children will be supervised until collected and signed out as per procedures
- If after every attempt, parent or carers cannot be contacted, the setting will follow its Uncollected Children procedure.
- If the club must close, even temporarily, or operate from alternative premises, because of the emergency a JAG lead DSL will inform Ofsted. All emergency evacuations will be recorded on an Emergency Evacuation Log.

Leaders & children **MUST NOT** reenter the building unless informed it is safe to do so by the site staff, Club Manager or Emergency Services. Following an Emergency Evacuation the Club Manager must complete an Emergency Evacuation Log.

Fire Prevention/Risk Analysis

JAG carry out, record and review fire safety risk assessments annually or as and when a hazard arrives. The Fire Safety risk assessment should include:

- Identification of potential fire risks
- Identification of people at risk
- Evaluating the risk arising from the hazards identified and the control measures in place to minimize those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with all colleagues
- Procedures in the event of an emergency
- Site specific fire plan – showing exits and meeting point
- Review the fire safety risk assessment at least annually

JAG will take all steps to prevent fires occurring by:

- Ensuring that power points are not overloaded with adapters
- Ensuring that the company's No Smoking policy is always observed
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging all equipment before leaving the premises
- Storing any potentially flammable materials and liquids safely

The Fire Safety officer should liaise with the local Fire and Rescue Service for further advice if required and should ensure emergency contact details are recorded at the front of the fire plan.

Leaders

Must understand the importance of fire safety and be aware of the following:

- Fire safety equipment, fire exits, fire blankets and fire assembly points
- Fire extinguishers, fire alarms, fire blankets and smoke alarms are regularly tested in accordance with manufacturers' guidance. In most cases this will be carried out by the host school or leisure provider
- Fire exits and fire doors are clearly marked, are not obstructed at any time and are easily opened from the inside
- Fire doors are kept always closed but never locked
- Fire drills are conducted at least once every half term (term time) or weekly (holiday periods)
- All drills must be recorded on a Fire Drill Log
- Host school/leisure provider fire procedures are positioned next to every fire exit

Children

Children must be introduced to the fire safety procedures during settling in periods and through the fire drill practices and recapping of club expectations

- All children are shown the location of fire exits and fire assembly points
- The procedures in case of emergency are explained to all children
- The dangers of fire and the need to stay calm in an emergency are explained to all children

Electrical equipment - Portable Appliance Testing (PAT)

The Electricity at Work regulations (1989) require that any electrical equipment that has potential to cause injury is maintained in a safe condition. However, the regulations do not specify what needs to be done and by who or how frequently.

Therefore, JAG has an Electrical Risk Assessment in place which states that all appliances will be maintained and kept in good condition. Any appliances deemed as faulty, damaged or at risk must be removed from club immediately, safely disposed of and replaced – this is the responsibility of the Club Manager.

JAG has a minimal number of electrical appliances in each club, these include.

- iPad/tablet + charger
- Mobile phone + charger
- Toaster
- Fridge freezer
- Laminator
- Printer

We work in partnership with host schools and leisure venues to have these appliances tested as part of their annual testing programme.

Extreme weather

During extreme weather conditions JAG's aim is to ensure the wellbeing and safety of the children, our leaders and any visitors in our clubs.

Extreme weather conditions may include:

- Snow
- High temperatures
- High winds
- Sever storms

The ratio of JAG leaders to children and ensuring the safety of all on site are the priorities when making the decision whether to close the club.

Below are to be followed where it is deemed suitable to keep the setting open:

Hot Weather

- All children are required to bring a water bottle so they can keep hydrated during the day
- Children will be given regular water/rest breaks and encouraged to drink plenty of water
- Physical activities will be kept to a minimum and outside of peak temperature times
- Parents/guardians are advised to apply sun screen to their child prior to the start of the session and to provide them with a named sun screen which they can reapply during the day
- Children are not permitted to share sun screen
- Children will need to reapply their own sun screen, supervised by the leaders – if a child is deemed to need assistance then parents must provide prior written consent
- Children will not be exposed to excessive periods in direct sun and where it is deemed they are in danger or sun burn/sun stroke or heat stroke they will be kept inside
- Parents/guardians are advised to provide their child with a named sun hat and to dress them in appropriate light weight clothing
- If leaders feel a child is not appropriately protected from the sun as a result of inappropriate or insufficient sun protection then inside activities will be provided, the child will need to remain inside. The Club Manager will need to inform the parents/guardians and a suitable level of protection provided as required

Cold/Wet Weather

- Parents/guardians are advised to ensure children have a warm and waterproof coat and appropriate footwear suitable for outdoor activities
- If JAG leaders feel a child is not appropriately protected against the weather as a result of inappropriate or insufficient clothing and footwear then inside activities will be provided, the child will need to remain inside. The Club Manager will need to inform the parents/guardians and a suitable level of outer clothing provided as required
- Where the weather is extreme i.e hail/snow/high winds the children will be kept inside
- JAG leaders will action extra care and precautions in inclement weather when children are on walking buses, remember points like cars taking longer to stop in wet/icy conditions, vision being obstructed with hoods/umbrellas and hearing can be impacted in high winds and storms
- Children will wear high vis jackets without fail on walking buses and when accessing outside activities to ensure they are visible in poor conditions like snow/fog.

Major Incidents

In the event of a major incident our primary concern will be to ensure that both children and leaders are kept safe. If you are involved or caught up in an incident, please follow the below procedure.

An incident within proximity to your club location

- All children and leaders to assemble within the club main indoor area. Those who are outside must move quickly and safely into the inside area, leaders to use walkie talkie system to further aid communication.
- Head count and register of all children and leaders and any visitors to the club to be conducted. Anyone unaccounted for to be searched for by one designated leader.
- All doors and windows must be closed.
- Leaders to remain calm and ensure children are reassured and calm.
- All parties to maintain a safe environment and stay away from doors and windows and any other points which could be deemed vulnerable.
- A JAG leaders must call the police 999 immediately for further advice, which should be followed (explain you are calling from a club within your school location and tell them how many children, leaders and visitors are present)
- If caretakers or school personnel are on site work together to lock down the site, JAG leaders' main priority is the children in our care.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
- If phone networks are available, try to contact CRT via the Support Office and ask them to contact all parents/guardians to inform them of the situation and reassure them. Parents/guardians are not advised to come to the club, unless asked to by JAG leaders in the club or by other professionals including emergency services or school personnel.
- CRT to keep parents/guardians updated when possible.
- Children should be protected from information or images that may alarm or distress them. Ensure children are constantly reassured.

An incident within your club region

- Ensure children are registered and safe within the indoor facilities.
- JAG leaders to call parents/guardians to reassure and advise collection of their children.
- Leaders to keep in mind parents/guardians may work in the affected area and may not be able to get to the club to pick up on time.
- General Manager to provide further advise.
- Two JAG leaders must always stay with the children.
- When possible, stay connected with parents/guardians with updates.

In the event of an intruder or other emergency incident on site

Follow JAG's Emergency Lockdown Procedure:

- A JAG leader to call the Police 999 immediately (explain you are calling from a club within your school location and tell them how many children, leaders and visitors are present).

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- A JAG leaders must call the police 999 immediately for further advice, which should be followed (explain you are calling from a club within your school location and tell them how many children, leaders and visitors are present).
 - All children and leaders to assemble within the club main indoor area. Those who are outside must move quickly and safely into the inside area, leaders to use walkie talkie system to further aid communication.
 - Lockdown the club and assemble children and leaders together in a safe area and lock/barricade the doors if possible.
 - Head count and register of all children and leaders and any visitors to the club to be conducted. Anyone unaccounted for to be searched for by one designated leader.
 - All parties to maintain a safe environment and stay away from doors and windows and any other points which could be deemed vulnerable.
 - All doors and windows must be closed.
 - Leaders need to remain calm and ensure children are reassured and calm.
 - In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
 - Club Manager to contact general Manager for further advice.

Procedure for parents

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1. The care of your child is paramount, if we are caught up or involved in an incident, the club will comply fully with emergency services instructions and constantly reassure your child.
 2. Please do not attempt to come to the club, unless asked to collect your child, as this may put you or your child at greater risk.
 3. JAG leaders will keep you informed of actions taken when safe to do so.
 4. If you are caught up or involved in an incident, we will continue to care for your child until you are able to return or a person from the pickup list can collect them. We will try our best to stay connected via landline, mobile, or e-mail.
 5. All major incidents and events must be reported as soon as is reasonably possible on the day of the incident to a JAG lead DSL.

Emergency club closures

JAG will make every effort to keep clubs open, but in exceptional circumstances, we may need to close at short notice. The following are reasons for emergency closure:

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- Serious weather conditions
 - Heating system failure
 - Burst water pipes.
 - Fire or bomb scare/explosion.
 - Death of a member of staff or child
 - Assault on a staff member or child
 - Serious accident or illness
 - Staffing crisis due to infectious illness & disease

Healthy Eating & Food Management - (also see JAG's Allergies & Anaphylaxis Policy)

JAG regards the promotion of a healthy lifestyle as a priority, with regards to healthy eating. Eating is a social time for children and adults and helps them learn about healthy eating. Nutrition is a significant factor in the growth, development, and overall functioning of a child. Good nutrition provides the energy and nutrients essential to sustain life and promotes physical, emotional, and cognitive development. The development of healthy eating practices and physical activity can prevent disease and support a lifetime of good health.

A strict no nut policy is in effect in all our clubs.



JAG asks parents/guardians to note any special dietary requirements or allergies when they register their child's information.

JAG provides the following food options (site specific):

- Parents/guardians provide the children with packed lunch/snack
- JAG provides a food option
- Sites/Partners provide food options

Fresh drinking water will always be readily available and accessible to all children.

We do not provide hot meals, or re-heated food options, so please do not send your child with food that requires heating.

When booking children into JAG clubs we respectfully ask that the guidelines below are followed:

- **Nuts are not present in your child's lunchbox due to allergies.**
- Children require sufficient food in their lunch box to last them throughout a very active day including snacktimes
- Ensure you provide your child's lunch in a clearly labelled lunch box or bag
- Please provide your child with a refillable water bottle
- Fizzy/sugary drinks are not allowed in JAG clubs fruit or water are suggested alternatives
- Please do not send drinks in glass bottles
- Please provide your children with an ice pack or insulated lunch box to keep their lunch cool, where required as we do not have refrigeration facilities and items may perish quickly in hot weather
- Please do not send items that will perish quickly in hot weather
- Please do not provide food which requires cooking or re-heating as we do not have the facilities to assist with this



Food Provided by JAG

We aim to provide food that is as healthy and as varied as possible, food and drinks are safely prepared regarding the dietary and religious requirements of the children in our care. All food provided is in line with current healthy eating guidance and is prepared by leaders holding current Food Safety certificates. They will be responsible for handling and food storage – all required equipment and PPE will be provided in line with current regulations and guidance.

Clubs will follow the approved menu choices as per JAG sample menus. Appendix A – allergens charts as per approved products – clubs only order items as per the items listed on the allergens chart and use best endeavours to purchase products with the least noted allergens.

On site food and drink procedure

Leaders will always check the applicable system for children's allergies and requirements.

- Where children have allergies JAG leaders are required to ensure a separate area preparation area is used
- Fresh drinking water must always be accessible to the children, making them aware and encouraging them to rehydrate throughout
- Children are made aware that food cannot be shared due to allergy risks
- JAG leaders will actively engage with the children and ensure that they do not eat all their food at snack time, for example

JAG leaders will

- Ensure daily time slots for snack and lunch breaks are clearly planned
- **Ensure a PFA trained member of staff is with children, whilst they are eating**
- Fresh fruit is available every session
- Suitable healthy snacks are provided
- Children are encouraged to develop good eating skills and acceptable manners
- All children are given plenty of time to eat
- Where appropriate, children are involved in planning and preparing food and snacks
- **Must not have any hot food or drinks** in the vicinity of the children or club
- Present as positive role models

During lunch/snack times

- JAG leaders will never withhold food from children
- Leaders discuss with the children the importance of a balanced diet where appropriate
- Children are never forced to eat or drink anything against their will
- Sweet/sugary foods are not given to children except for special occasions (festivals/celebrations)

Purchasing

Each club purchases their own food, following the Healthy Eating sample menus, from a local supermarket. The food is delivered directly to the club and is delivered in refrigerated vehicles.

When the food arrives onsite it is immediately checked by a leader for Use By dates, damaged packaging, dented cans, and condition of the food. If it is damaged or out of date it will be thrown away or returned to the supplier. It is then stored correctly either in cupboards, boxes, the fridge, or freezer. If items are to be frozen, they are labelled with the date of freezing and used within 24 hours of de-frosting.

- Food must be checked on arrival for damage and use by dates.
- If food is to be frozen it must be labelled with the date of freezing and used within 24 hours of de-frosting

Storage

Fridge/freezer temperatures must be taken every working day using the independent thermometer and recorded on the Daily site Risk assessment. Any temperatures over 8c are notified to resources@junioradventuresgroup.co.uk. No raw meat is ever used in the clubs so is not stored. Packets are un-opened or wrapped in cling film. No items past their Use By date or sell buy date are served unless previously frozen.

- The fridge/freezer temperature must be recorded on the Daily site Risk Assessment
- Any temperatures over 8c must be reported.
- Packets must be unopen or wrapped in clingfilm.
- Items must be thrown away if their use by date is that day and it has not been used.
- De-frosted items must be used within 24 hours or thrown away.
- Raw vegetables must be stored in a separate part of the fridge, usually the salad box or in a designated container.

Preparation

To reduce the risk of e-coli cross contamination salad items must be washed and chopping boards, utensils and work surfaces thoroughly cleaned and sanitised using a cleaner meeting the BS EN 1276 standard.

The following equipment is used during food preparation:

- Disposable or wipeable/cleanable aprons
- Blue food preparation gloves
- A green board for salad and fruit
- A white board for bread

Most of the preparation is in relation to fruit and salad vegetables.

- Only leaders who have a recognised Food Hygiene & Safety certificate can prepare food.
- All leaders are required to undertake Food Hygiene training at level 2 as available as part of the essentials training on the applicable system.
- One coloured coded board and set of utensils must be used for protein (yellow), a separately coloured set for vegetables (green) and another set for bread (white)
- leaders must wash their hands before and after preparing, after using the toilet when changing between proteins and fruit and vegetables or serving food. Any broken skin is covered with blue plasters.
- To reduce contamination one leader should prepare protein and another fruit and vegetables.

Serving

The food is prepared within a maximum half an hour of serving and chilled food is not kept unrefrigerated for more than 2 hours. The food is served buffet style. Children wash their hands before eating and are encouraged to self-select using tongs or cutlery provided. This is always supervised by a leader who has a recognised Food Hygiene & Safety certificate.

Cleaning

All clubs have running hot water and wash up by hand. Crockery and cutlery are left to air dry where possible and tea towels are used to dry anything if this is not possible. Clean tea towels are used daily. Tables are cleaned using anti-bacterial spray following to the manufacturer's instructions.

- If a club only has one sink, then they must have two separately coloured and labelled washing up bowls, one for hands and one for dishes. The sink must be used for washing fruit and vegetables.
- After each use the bowls and sink need to be cleaned with anti-bacterial spray following the manufacturer's instructions
- Chemicals must be stored safely away from food and children.
- Jay cloths should be used for cleaning and disposed of daily.

All rubbish is removed from the setting daily and disposed of in accordance with the specific site instructions.

Allergies and Food Preferences - (See Allergy & Anaphylaxis Policy)

Any child or leader with a food allergy or preference is notified of by way of their photos and related information being stored somewhere practical for those preparing and serving food.

Appendix A – Allergens chart available for clubs and partners to use to check approved food items and their allergens.

JAG leader Illness

Leaders who are suffering from sickness and/or diarrhoea must not return to work until at least 48 hours after the last bout.

Food Safety Certificates

JAG requires all leaders to complete a Level 2 Food Safety course as part of their essentials training. Only leaders who have completed this course can prepare and serve food.

Pests

If JAG leaders notice evidence of pests, i.e. mouse droppings, ants, etc. they must inform the General manager immediately who will then liaise with the site controller about what measures will be implemented to remove.

Food Business Registration

JAG details provided to Ofsted will be used automatically to register the club as a food business. Registered details will be available to every local authority; JAG also takes responsibility for registering all clubs independently. Once a club is registered it may be inspected by a local authority inspector.

Noise management

JAG is sensitive to the residents within the local communities surrounding the location of its clubs.

Whilst we provide valuable service to the families and our partners within these communities, we are aware of the impact excessive noise during unsociable hours could have.

The plan as stated is in place to ensure we are minimising the potential noise impact our activities may have on residents during our operational hours. The activities undertaken by JAG are all implemented on the grounds of approved local authority premises, including schools and leisure centres where local authority permission supports these activities during agreed contracted hours.

Potential noise sources

Potential noise sources identified relating to JAG clubs and its activities and within its vicinity include (but are not limited to).

- Sports and/or other equipment being thrown and/or kicked hitting the ground and perimeter fencing
- Children shouting, cheering, chanting, singing during play and activities
- Traffic arriving and departing the premises
- Use of whistles or other high pitched/loud forms of gaining attention (outside of in an emergency)
- Use of music and/or sound systems

To ensure JAG is minimising the potential noise impact we have a risk assessment in place which should be viewed in line with this document which states control measures in place to reduce impacts. A summary of key points include.

- Controlled capacity numbers of children attending at any one given time
- Controlled numbers of JAG leaders present at any one given time
- Restricted hours of operations, as detailed following
- Whistles and other high pitched sound emitting resources only used during selected activities and as required in an emergency
- All activities and children's interactions are supervised by JAG leaders who monitor and manage acceptable behaviours accordingly
- Activities are located in spaces most suitable to minimise impact on residents
- Unacceptable use of language, unreasonable screaming by children addressed by JAG leaders
- Drop off, pick up parking locations as of the premises grounds and allocated areas only
- Music and sound systems kept to a non-intrusive level and only used to support play and activities

JAG activities are restricted to the following operational hours:

Monday to Friday (Term time only) 7.30am – 9am and 3pm – 6.30pm

Monday to Friday (School advised holiday periods only) 8.30am – 6pm

Occasional Saturdays or evening training sessions outside of these hours are restricted to a start time of 7.30am and finish time of 8pm. During these operational hours children outside play and activities are limited to a maximum of six consecutive hours in any one day.

JAG leaders are informed they do not shout and use alternative ways of gaining the children's attention – these strategies may include clapping, 'hands on top' or rhyme time. JAG leaders will only shout when it is deemed essential to prevent a child from causing harm to themselves or another and when they are no alternative to intervention.

Smoking (vaping & other substances)

JAG operates within non smoking environments, all premises are a smoke free. Smoking is prohibited in all enclosed and substantially enclosed premises of the workplace. Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within the premises within which JAG operate.

JAG leaders do not comply with this policy and smoke free law may face disciplinary procedures and may also be liable to a fixed penalty fine and possible criminal prosecution.

Leaders (No smoking policy)

- JAG leaders must not smoke in sight of our customers – including parents/guardians and children.
- JAG leaders must not smoke whilst in uniform – this is to ensure we are promoting a healthy lifestyle and role model values at all times in view of the public.
- All leaders are made aware of the no smoking policy at induction.
- This policy applies to all leaders, consultants, contractors, customers and visitors at JAG clubs.
- Overall responsibility for policy implementation rests with the Setting Manager, however all colleagues are responsible for adhering to and supporting implementations of the policy
- Colleagues who do not comply with the policy could face disciplinary action

Drugs

JAG has a zero tolerance to drugs.

Anyone who arrives at our club with or under the influence of illegal, over counter or prescription drugs will be asked to leave immediately. If they are a JAG leader disciplinary procedures will follow.

Any JAG leader that suspects another leader is under the influence of illegal, over counter or prescription drugs should inform their line manager or where they feel more suitable should follow the whistle blowing policy.

Any JAG UK leader who is seen in uniform with or clearly under the influence of illegal, over counter or prescription drugs will be reported to HR and subject to disciplinary procedures and action.

If a leader is taking prescribed drugs that may affect their ability to function effectively they must inform their line manager immediately and seek medical advice. The line manager will then complete a risk assessment. Leaders with medication on the premises will ensure these are stored securely and out of the reach of the children at all times.

Drugs defined by the misuse of Drugs Act 1971

- *such as heroin, cocaine, crack cocaine, amphetamine sulphate, MDMA, ecstasy and cannabis*
- *Legally purchased or prescribed medication that is being used for purposes other than that intended such as anti-depressants, steroids and benzodiazepine*
- *Substances which are not illegal but may have an intoxicating and/or stimulating and/or hallucinating and/or mind altering effect. The use of animal, mineral or vegetable products which have such an effect, for example magic mushrooms*
- *Any other substances which can be purchased legally such as glue, solvents, performance related drugs, anabolic steroids and legal highs if they are being held or supplied for misuse. Mood enhancing products such as nitrous oxide and other illegal highs*

All are strictly forbidden – This is not an exhaustive list.

Alcohol

Anyone who arrives at a JAG club and is deemed to be under the influence of alcohol or deemed to be intoxicated will be asked to leave immediately. If this is a JAG leader this will then be referred to the HR/People team and subject to disciplinary procedures.

If a JAG leader believes another leader is under the influence of alcohol they should inform their line manager immediately or where more suitable follow the whistle blowing policy.

JAG leaders may not drink alcohol whilst in uniform - this is to ensure we are promoting a healthy lifestyle and role model values at all times in view of the public

Safeguarding children – Parental alcohol or drug abuse on collection

All JAG leaders have a duty to inform the General Manager or a JAG lead DSL if they believe that a parent/guardian is a threat to the safety of a child due to being under the influence of alcohol or illegal drugs when they drop off or collect a child. The General Manager and a JAG lead DSL will decide on the appropriate course of action

- If a parent/guardian is clearly over the alcohol limit or under the influence of illegal drugs leaders will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary **call the police if you believe a child is in immediate danger**
- Leaders should never confront a parent/guardian or put themselves in any danger of abuse or violence

If a child arrives at a JAG club with tobacco products, drugs, alcohol these will be confiscated from the child and the parents/guardians contacted. It may be suitable to call the police or Local Safeguarding Children's Partnership where appropriate or where there are concerns about the child.

Walking bus (internal and external)

A walking bus is a safe way of transporting children from one site to another. JAG believe that the health and safety of children is of paramount importance when walking with the children. The walking bus will follow a fixed route with designated 'bus stops' and 'pick up' times in which they collect the children and drop them at the awaiting site.

Prior to the start of Walking bus:

1. *Route:* Club Manager to identify route and distance, no more than a 10-minute walk from venue to venue. Length and timing to be appropriate for the age of the children.
2. *Ratios:* A maximum of 16 children per Walking Bus, (1:8) unless further leaders are available then additional leaders will be used.

Risk Assessment: Each Walking Bus Route will require a risk assessment by a responsible leader and be reviewed annually or when necessary. This would be carried out prior to the walking bus starting its service.

During the Walking bus:

- Appoint a responsible leader to lead the group and instruct the children and adults. The Leader will ensure the register includes emergency contacts (children's), a mobile and a basic first aid kit in case of emergencies. One leader on the walking bus must be Paediatric first aid trained.
- All children should be issued with High Visibility vests to ensure they are easily identifiable; these must be always worn.
- Children should walk in pairs with a JAG leader at the front and at the back

It is the responsibility of all leaders to carry out regular head counts during the walking bus.

General Health & safety Information

In addition to the information provided with this policy document all other JAG policy documents reflect areas of Health & safety.

The following outline additions to the procedures as outlined.

- JAG requires children to wear high vis jackets in the following situations: walking bus (both internal and external), on trips and outings and when accessing outside play spaces where other site users are around.
- JAG required leaders to always use two-way radios to aid communication across the club locations, including children moving between indoors and outside play spaces.
- JAG requires leaders to undertake regular headcounts always confirming the number of children in club. Headcounts must be carried out at the time of registration, as children move between indoor and outside play spaces and at regular timed intervals throughout the session

Qualifications and Training

Commitment to Training and Competence

JAG recognises that training is a fundamental component of an effective health and safety management system. The organisation is committed to providing all employees with appropriate information, instruction, training and supervision to enable them to carry out their duties safely and competently. Health and Safety training forms part of both the employee induction process and ongoing professional development arrangements.

The organisation will ensure that employees receive sufficient information, instruction, training and supervision relevant to their role and level of responsibility. Employee competence will be assessed and monitored on an ongoing basis, and additional training, supervision or support will be provided where necessary.

Responsibilities

Managers are responsible for:

- Identifying health and safety training needs.
- Ensuring mandatory and role-specific training is completed.
- Monitoring compliance with training requirements.
- Arranging refresher training where required.
- Ensuring employees are adequately supervised until competence is demonstrated.

Employees are responsible for:

- Attending all mandatory and required training.
- Applying training and safe working practices in the workplace.
- Following organisational policies and procedures.
- Reporting any additional training needs to their manager.
- Cooperating with the organisation on health and safety matters.

In accordance with their legal duties, employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees must cooperate with JAG in complying with health and safety requirements and must use equipment, safety devices and protective measures in accordance with training and instructions provided.

JAG will maintain records of all health and safety training undertaken.

Refresher Training

Refresher training will be provided at intervals determined by:

- Legislative requirements.
- Professional and regulatory standards.
- Organisational policies and procedures.
- Risk assessments.
- Operational requirements.

Additional training may be provided following:

- Changes in legislation or guidance.
- Changes in workplace activities or equipment.
- Findings arising from audits or inspections.
- Accidents, incidents or near misses.
- Identification of competency gaps.

The effectiveness of training will be monitored through supervision, audits, workplace observations, competency assessments, performance reviews and analysis of accident and incident trends. This will ensure employees remain competent and capable of undertaking their duties safely and effectively.



Appendix A – Allergens chart

Allergen content

(Note – Please state the name of the cereal(s) containing gluten* and/or the name of the nut(s)†)

CEREALS														
	Fruit and Veg	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Dairy	Mollusc	Mustard	Nuts†	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
Nestle Cheerios' (Multi grain)		Oat Wheat Barley								May contain nuts				
Nestle Cheerios' (Honey)		Oat Wheat Barley					May contain milk			May contain nuts				
Tesco's Honey Hoops		Oat Wheat Barley					May contain milk			May contain nuts	May contain peanuts		May contain soya	
Tesco's Multi Grain Hoops		Oat Wheat Barley					May contain milk			May contain nuts	May contain peanuts		May contain soya	
Sainsbury's Multi Grain Hoops		Oat Wheat Barley Rye					May contain milk			May contain nuts			May contain soya	
Sainsbury's Honey Hooplas		Oat Wheat Barley Rye					May contain milk			May contain nuts			May contain soya	

Kellogg's Cornflakes		Barley												
Tesco's Cornflakes		Barley												
Sainsbury's Cornflakes		Wheat Rye Oat					May contain milk			May contain nuts				
Kellogg's Rice Krispies		Barley												
Sainsbury's Rice Pop		Wheat Rye Oat Barley					May contain milk			May contain nuts			May contain soya	
Tesco's Rice Snaps		Barley												
Weetabix		Wheat Barley												
Tesco's Weetabix		Wheat Barley												
Sainsbury Weetabix		Wheat Barley												
Tesco's Porridge		Wheat					May contain milk			Almond Brazil Cashew Coconut	May contain peanut			

[illegible]

Kingsmill Crumpets	Wheat					May contain milk						May contain soya
Warburtons Crumpets	Wheat		May contain egg			May contain milk		Sesame seeds				May contain soya
Kingsmill 50/50 Medium Bread	Wheat											May contain soya
Hovis Medium Bread	Wheat											May contain soya
Tesco's White Bread	Wheat											
Hovis Wholemeal Medium Bread	Wheat											May contain soya
Hovis Best of Both Medium Bread	Wheat											May contain soya
Tesco's Wholemeal Medium Bread	Wheat Rye											May contain soya
Kingsmill Wholemeal Bread	Wheat Barley											May contain soya
Warburtons Half and Half Bread	Wheat Barley											May contain soya
Warburtons Wholemeal Bread	Wheat											May contain soya

Sainsbury's White Bread	Wheat											May contain soya
Sainsbury's Wholemeal Medium Bread	Rye Barley Oat Wheat											May contain soya
Tesco's Free from Brown Bread			May contain egg									
Tesco's Free from White Bread			May contain egg									
Sainsbury's Free From Brown Bread			May contain egg									
Sainsbury's Free From White Bread			May contain egg									
Tesco's White Tortilla Wraps	Wheat											
Mission Deli Wheat and White Wraps	Wheat											
Tesco's Wholemeal Wraps	Wheat											
Sainsbury's White Plain Tortilla	Wheat											
Sainsbury's Wholemeal	Wheat											

Wraps														
Warburton's Gluten Free White Wraps				May contain egg										
Sainsbury's Genius Gluten Free White Wraps														
Sainsbury's Free From White Wraps														
Tesco's White Pitta Bread		Wheat												
Tesco's Wholemeal Pitta Bread		Wheat												
Warburtons White Soft Pitta		Wheat					May contain Milk			Sesame seeds			May contain soya	
Warburtons Wholemeal Soft Pitta		Wheat Barley											May contain soya	
Sainsbury's White Pitta		Wheat												
Sainsbury's Wholemeal Pitta		Wheat												
Bfree Wholegrain Pitta Bread														

JUNIOR ADVENTURES														
Tesco's Fruit Loaf	Sultanas Raisins Orange Peel Lemon Peel	Wheat		May contain egg			May contain milk						May contain soya	
Sainsbury's Fruit Loaf	Mixed Fruit Raisins Sultanas	Rye Barley Wheat		May contain egg			May contain milk						May contain soya	
Soreen Malt Loaf		Wheat Barley					May contain milk						May contain soya	
Warburtons Muffins		Wheat Barley					May contain milk			Sesame seeds			May contain soya	
Tesco's Whole Meal Muffins		Wheat					May contain milk			Sesame seeds			May contain soya	
Tesco's White Muffins		Wheat					May contain milk			Sesame seeds			May contain soya	
Sainsbury's White Muffins		Wheat					May contain milk						May contain soya	
Sainsbury's Wholemeal Muffins		Wheat					May contain milk						May contain soya	
Warburtons White Rolls		Wheat					May contain milk			Sesame seeds			May contain soya	
Tesco's Wholemeal Rolls		Wheat Barely											May contain soya	

Tesco's Free From White Rolls				May contain egg											
Kingsmill White Rolls		Wheat											May contain soya		
Sainsbury's Wholemeal Rolls		Wheat Rye Barley Oat Spelt <u>Kamut</u>											May contain soya		
Kingsmill Wholemeal Rolls		Wheat Barley Soya													
Sainsbury's Free From White Rolls				May contain egg											
Warburtons Hotdog rolls		Wheat Barley					May contain milk			Sesame seeds			May contain soya		
Tesco White Hotdog Rolls		Wheat		May contain egg			May contain milk			Sesame seeds			May contain soya		
Tesco's Free From Hotdog Rolls				May contain egg											
Sainsbury's White Hotdog Rolls		Wheat											May contain soya		
Tesco's Cream Crackers		Wheat													

Jacobs Cream Crackers		Wheat													
Tesco's Free From Plain Crackers				May contain egg			May contain milk			Sesame seeds			May contain soya		
Sainsbury's Cream Crackers		Wheat													
Tesco's Bread Sticks		Wheat Barley								Sesame seeds					
Tesco's Free From Mini Breadsticks				May contain egg			May contain milk			Sesame seeds			May contain soya		
Sainsbury's Breadsticks		Wheat Barley													
DAIRY															
	Fruit and Veg	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Dairy	Mollusc	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur Dioxide	
Tesco's Semi Skimmed Milk							Milk								
Sainsbury's Semi Skimmed Milk							Milk								
Alpro Soya Milk													May contain soya		

Sainsbury's Soya Milk																May contain soya
Tesco Soya Milk																May contain soya
Flora Butter																
Tesco Buttery Spread							Milk									
I can't believe it's not butter							Milk									
Sainsbury's soft spread																
Dairy Free Pure Sunflower Spread																
Arla Lactofree Spreadable							Milk									
Mild Cheddar Cheese							Milk									
Dairy Lea Cheese Spread							Milk Cheese									
Philadelphia Cheese							Milk									
Sainsbury's Soft Cheese							Milk									

Sainsbury's Free from Grated Cheddar Cheese	Oat															
Sainsbury's Free From Soft Cheese																May contain soya
Frube yogurts							Milk									
Petit Filous Yogurt							Milk									
Tesco's Free From Yogurt																May contain soya
Wildlife yogurts							Milk Cream									
Arla Lacto Free Yogurt							Milk									
SUNDERIES																
	Fruit and Veg	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Dairy	Mollusc	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur Dioxide		
Tesco's strawberry Jam	Strawberries															
Tesco's raspberry Jam	Raspberries															

Tesco's Apricot Jam	Apricot																		
Hartley's Raspberry Jam	Raspberries																		
Hartley's Strawberry Jam	Strawberries																		
Hartley's Apricot Jam	Apricot																		
Sainsbury's strawberry Jam	Strawberries																		
Sainsbury raspberry Jam	Raspberries																		
Sainsbury's Apricot Jam	Apricot																		
Marmite	Celery	Barley Wheat Oat Rye																	
Tesco's Humous												Sesame seeds							
Sainsbury's Houmous												Sesame seeds							
Sainsbury's be good to yourself Houmous												Sesame seeds							

PROTEIN														
	Fruit and Veg	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Dairy	Mollusc	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur Dioxide
Eastman's wafer thin cooked ham	(Pork)													
Tesco's wafer thin Ham	(Pork)													
Sainsbury's wafer thin Ham	(Pork)													
Quorn Vegan smokey Ham				May contain egg			Milk							Mycoprotein
Sainsbury's Cooked Chicken				May contain egg										
Quorn Chicken Slices														Mycoprotein
Tesco's Wafer thin roast chicken slices														
Eastman's Chicken roll slices														
Prince Tuna (in brine, water or sunflower oil)					Fish									

Tesco's Tuna (in brine, water or sunflower oil)					Fish										
John West Tuna (in brine, water or sunflower oil)					Fish										
Sainsbury's Tuna (in brine, water or sunflower oil)					Fish										
FRUIT & VEG															
	Fruit and Veg	Cereals containing gluten*	Crustaceans	Eggs	Fish	Lupin	Dairy	Mollusc	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur Dioxide	
Sainsbury's Tinned Peach	Grape Juice Peach														
Sainsbury's Tinned Mandarin	Mandarin														
Tesco Ready to eat Apricots														Sulphur dioxide Potassium sorbate	
Whitworth's Dried Apricots														Sulphur dioxide Potassium sorbate	
Green Giant Tinned Sweet Corn	Grape Juice														

Del Monte Fruit Cocktail	Pineapple Grape Pear Peach Cherries														
Sainsbury's Tinned Apricot	Apricot Grape Juice														
Del Monte Pineapple Chunks	Pineapple Juice and Pineapple														
Sunny Raisins	Raisins														Sunflower oil
Tesco Raisins	Raisins														Sunflower oil
Sainsbury's Raisins	Raisins														Sunflower oil
<u>Organix</u> Raisins	Raisins														

Appendix B – Health & Safety Process & Procedures



RISK ASSESSMENT PROCESS

A risk assessment involves identifying hazards, assessing their potential harm, and determining actions to avoid or minimize risks.

FIVE STEPS TO RISK ASSESSMENT:

Identify the hazard
Decide who might be harmed and how
Evaluate the risks and precautions
Record and **implement** your findings
Review and **updating** the assessment as necessary

RISK-BENEFIT ANALYSIS:

This compares the risks of a situation to its benefits, ensuring that the benefits clearly outweigh any risks when children are involved.

PLAY OPPORTUNITIES:

JAG provides play opportunities with risks and challenges, but leaders use professional judgment to intervene only when necessary (*when they feel that safety is compromised*) without disrupting play.

WHAT RISK ASSESSMENTS MUST BE COMPLETED?

There are 5 Site Specific Risk Assessments that must be completed by the **JAG Club Team**. These are:

1. Indoor Play Area
2. Outdoor Play Area
3. First Aid
4. Fire and Emergency Evacuation
5. Lockdown

These must be reviewed **ANNUALLY** unless any legislation changes or changes are required. These must be uploaded to **Risk Assessments** Folder on your club-specific **SharePoint**

HOW TO COMPLETE A RISK ASSESSMENT:

VIDEO LINK

FIRE SAFETY

1

ACTIVATE THE ALARM:

A JAG leader must operate the nearest alarm point in an emergency

2

EVACUATE IMMEDIATELY:

Upon hearing the alarm, all leaders and children must exit the building through the nearest exit without stopping for personal belongings or taking risks.

3

GET OUT SAFELY:

Get all the children out calmly and safely
Pick up the tablet and first aid kit
Allocate one member of staff to check the toilets and to ensure all windows are closed meet at assembly point

4

TAKE REGISTERS:

Take the register and visitors log to the evacuation point to ensure all leaders, children, and visitors are accounted for through a head count.

5

CALL 999:

Immediately dial 999 to report the emergency to the relevant services.





COLD/WET WEATHER



Parents/guardians are advised to ensure children have a warm waterproof coat and appropriate footwear

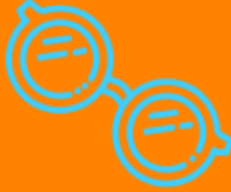
Where the weather is extreme i.e. hail/snow/high winds the children will be kept inside

JAG leaders will action extra care and precautions in inclement weather when children are on walking buses

Children will wear high vis jackets without fail on walking buses and when accessing outside activities to ensure they are visible in poor conditions like snow/fog

If JAG leaders feel a child is not appropriately protected against the weather as a result of inappropriate or insufficient clothing and footwear then inside activities will be provided, the child will need to remain inside.





HOT WEATHER

- All children are required to bring a water bottle**
- Children will be given regular water/rest breaks**
- Physical activities will be kept to a minimum**
- Parents/guardians are advised to apply sun screen**
- Children will need to reapply their own sun screen, supervised by the leaders**
- Parents/guardians are advised to provide their child with a named sun hat and to dress them in appropriate light weight clothing**
- If leaders feel a child is not appropriately protected from the sun as a result of inappropriate or insufficient sun protection then inside activities will be provided.**



Emergency club closures

JAG will make every effort to keep clubs open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

Serious weather conditions

**Fire or bomb
scare/explosion**

Heating system failure

**Assault on a staff member
or child**

Burst water pipes

**Death of a member of staff
or child**

Serious accident or illness

**Staffing crisis due to
infectious illness & disease**



INTRUDER & EMERGENCY INCIDENTS



! REMEMBER:

- 1 Designate one leader to find missing children
- 2 Conduct a Headcount!
- 3 Use walkie talkie system to aid communication (*keep volume low*)
- 4 In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
- 5 If phone networks are available try to contact CRT via the Support Office and ask them to contact all parents/guardians to inform them of the situation and reassure them. Parents/guardians are not advised to come to the club, unless asked to by JAG leaders in the club or by other professionals including emergency services or school personnel.



FOOD HYGIENE INFORMATION

E. COLI CONTAMINATION PREVENTION:

Salad items must be washed, and all chopping boards, utensils, and work surfaces must be thoroughly cleaned and sanitised with a cleaner that meets the BS EN 1276 standard to reduce the risk of cross-contamination.

SAFE FOOD ROTATION - FIFO

All leaders must implement FIFO (First In First Out) method to ensure that food is always fresh and oldest foods are used first to ensure correct rotation, optimum freshness and safety.

EQUIPMENT USED IN FOOD PREPARATION:

The following items are used: disposable or wipeable aprons, blue food preparation gloves, a green board for salad and fruit, and a white board for bread.

FOOD PREPARATION RESPONSIBILITIES:

Only leaders with a recognized Food Hygiene & Safety certificate are allowed to prepare food, particularly when handling fruit and salad vegetables.

FOOD HYGIENE TRAINING REQUIREMENT:

All leaders are required to complete Level 2 Food Hygiene training, which is completed as part of Essentials to Excellence training. A certificate becomes available once you complete the eLearning module.

USE OF COLOR-CODED EQUIPMENT:

Color-coded chopping boards and utensils must be used: yellow for protein, green for vegetables, and white for bread. This helps prevent cross-contamination between different types of food.

HYGIENE PRACTICES FOR LEADERS:

Leaders must wash their hands before and after preparing food, after using the toilet, and when switching between handling proteins and fruits/vegetables. They should cover any broken skin with blue plasters. To reduce contamination, different leaders should be assigned to prepare protein and fruits/vegetables.





CLUB FOOD PROCEDURES - ALLERGIES



magicbooking

Leaders must **ALWAYS** check MagicBooking for children's allergies and dietary requirements

**ALLERGY
ALERT**

Where children have allergies JAG leaders are required to ensure a separate preparation area is used



Fresh drinking water must be accessible at all times to the children making them aware and encourage them to rehydrate throughout



Children **MUST** be aware that food cannot be shared due to allergy risks



JAG leaders will actively engage with the children and ensure that they are safely consuming foods.
E.g. Ensuring that children do not eat all of their lunch at snack time for example





Early years choking hazards food safety advice

For babies and young children, food can be a choking hazard, especially when they do not chew their food well or they try to swallow it whole.

Choking can happen with any foods, but 'firm foods', bones and small round foods that can easily get stuck in the throat present a higher risk. Therefore, care givers should follow these five essential steps:

- 1** Make sure food is **suitably prepared and served** for babies and children under 5 years old. For suitable foods, see <https://www.nhs.uk/start4life/weaning/>. Introduce babies to solid foods from around 6 months of age.
- 2** **Think about size, shape and texture of food.** Cut food into narrow batons, avoid round shapes and firm foods. Firm fruit & vegetables can be softened by cooking.
- 3** Ensure that babies and young children are **alert and seated safely upright** in a highchair or appropriately sized low chair whilst eating.
- 4** **Babies and young children should be supervised at all times** while eating. You will be able to identify the early signs of choking and prevent harm.
- 5** **Encourage babies and young children to chew food well.** Teach children how to chew and swallow food properly, and ensure they take their time during meals. This will reduce their risk of choking.

Care givers and parents should be familiar with how to respond to a choking incident in line with guidance on first aid for children:

How to stop a child from choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>