

## Health and Safety Processes: Self-Assessment Tool

	OK	needs attention
<b>Legal requirements and standards</b>		
Working knowledge of key health and safety legislation		
<i>MSD OSCAR Standards:</i>		
1) understand requirements for safety, child protection and programme supervision		
2) copy of the standards at programme site and accessible to staff		
<b>General facility risk assessment</b>		
The facility is in good working order and is suitable for children's activity (for more detail, refer to OSCN Venue Safety Check List)		
Building has applicable compliance certificates, warrant of fitness etc.		
Local environment has been checked for hazards: water, chemicals, animals etc.		
Traffic routes and any areas used by vehicles are identified and well-managed for children's safety		
Playground areas are in good order; equipment is safe and age appropriate		
Hazardous equipment and substances are stored safely, including any medications required by children		
Contact details for emergency services are easily accessible to all staff		
There is a Civil Defence preparedness plan in place		
Enrolment procedures: collect essential information on allergies, emergency contacts, people authorised (or not) to collect children		
There is adequate provision of comfortable space for children who become unwell		
<b>Health and safety policies</b>		
All health and safety policies have been checked and approved by management / governing body		
There are regular reviews, with staff involvement, of safety policies and procedures		
Child protection policies are regularly reviewed and updated		
The programme has an effective sun safety policy		
<b>Checks and procedures</b>		
<i>There is evidence of the following:</i>		
Hazard identification, regular safety checks and emergency drills		
Risk assessment for higher risk activities such as swimming, excursions etc.		
Regular attendance checks and head counts		
Sign in/out procedures		
All visitors to the facilities are well-monitored		
Programme practices discourage the attention/actions of inappropriate people		
Incident and accident reporting, including follow up actions required		
Written records of any first aid / medication administered		
Effective procedures for ensuring safety when children are transported or off-site		
<b>Staff training &amp; supervision</b>		
First aid certificates – a minimum of one qualified first aider on site at all times		
New staff are inducted into essential safety procedures, including maintaining personal safety		
Staff are trained in hazard identification and emergency procedures		
Staff are trained in child protection and responding to concerns of abuse / mistreatment		
Staff are trained to recognise and respond to inappropriate conduct around children		
Duty of care obligations have been explained to staff		
Higher risk situations (e.g. swimming pool, road crossing) are primarily supervised by experienced, suitably skilled staff		
There is regular monitoring of staff supervision practices		
Staff are encouraged to ask questions and seek support if they are concerned or uncertain about any situations		