

SHARP Safety Check Procedure

All equipment and materials are age-appropriate for each programme. Supervisors and Volunteers will make every effort to ensure that equipment is being used safely at all times.

Outside areas used during programme hours, including public parks will be checked before each use to ensure they are safe for children. The supervisor of the programme will perform the check and dispose of hazards (broken glass, litter, animal droppings and other harmful objects / substances) in the safest possible way.

At the beginning of each session/ day the Supervisor of each programme will:

- 1. Check that the plastic barrier arm is in place to ensure only SHARP children, Staff and Volunteers can enter the programme**
- 2. Check the areas according to safety checklist (See Appendix 25).**

The Supervisor will make a note on the safety checklist if any unusual hazards are encountered that day and how the risk was minimised.

The Supervisor of each programme will check all equipment, toys and games for safety and wear once a month and once during the school holidays.

Volunteers will report any damaged or unsafe equipment to the Supervisor anytime it comes to their attention.

All unsafe equipment will be removed from use. The Property Manager will be contacted to repair any unsafe aspects of the building prior to the commencement of the programme. Programme staff will place a barrier around any area that becomes unsafe during the running of the programme and supervise that area continually until the children leave or it is made safe.

Furniture, zips, ovens, fire alarms, smoke detectors and hot water temperatures are all checked regularly by the church/ venue property manager.

Hazards presented in each programme, activity and trip are identified in a separate and comprehensive risk management document where actions are implemented to minimize the risk of undesirable outcomes.

All first aid kits are replenished:

- Once a week for After-School Programme
- Once per Holiday Programme