

Ecclesall Kids Club

6.0 Health and Safety Policy

Ecclesall Kids Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff must follow the Club's **Health and Safety Policy** and is responsible for:

- Maintaining a safe environment, free of slips, trips and other hazards.
- Taking reasonable care for the health and safety of themselves, children and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Roles and Responsibilities

The Registered Person and Management Committee hold ultimate responsibility for the safe operation of the Club. The club has a designated Health and Safety Lead who will be fully trained to level 3. Play Supervisors and some qualified staff will also be required to undertake at least a level 1 basic health and safety qualification as part of their mandatory training.

The Club's designated Health and Safety Lead is supported by the Play Supervisors) Club Manager/s and Committee.

- All staff receive information on health and safety matters, and receive training where necessary
- Daily checks before and after session (inside and outside) and during session are delivered by the Health and Safety Lead and Management/supervisory staff as per the rota.
- The Health and Safety policy and procedures are reviewed regularly and at least annually.
- Staff understand and follow health and safety procedures including the requirements for personal and food hygiene and appropriate clothing and suitable footwear.
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed by the Management/Supervisory team and Committee, and discussed at staff meetings so that lessons can be learned and preventative measures can be taken.

Responsibilities of the Health and Safety Lead

The Club's Health and Safety lead is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are clear in severe weather (school caretaker does on request)
- Daily environment checks (inside and outside) are carried out on via the **Health and Safety check list** in accordance with our **Risk Assessment** policy. The checklist identifies hazards, identifies who might be harmed, looks to reduce or eliminate the risk and is used to inform staff.

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities or to walk home as a Y6 child with parental permission).

During Club sessions all external doors are kept locked and internal doors are monitored to prevent unsupervised free movement of children into the school, ensuring our children are kept within our designated rental areas (dining room, studio/on occasions the hall, outdoor playground and TEC gallery). A designated member of staff (on rota) with a Walkie Talkie must monitor the only "freeflow" entrance and exit (TEC door) between indoors and outdoors **at all times** and keep a register as children enter and leave. During outdoor sessions the gates are locked with a coded padlock and children are only allowed outside "freeflow" when the TEC door is staffed, their name is on the outside list and staff are outside in the yard (with Walkie Talkies) to receive them.

All parents are required to pick up their children from the pick up point at the club entrance, where childrens personal items are to be retrieved from classrooms as they have not been brought to club this will be done by a member of staff wherever possible. Parents are allowed into club areas by agreement with the Supervisor and only when accompanied by a member of staff so we know at all times who is in our area (for fire and safety reasons) and their purpose. Daily registration (entering and leaving club) is via the Magic Booking tablets (or via a paper list if there is an IT failure) entry registration (nd exit) is only performed by experienced staff who know the children and their parents/carers.

All other visitors to the Club must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the Manager/s, Committee and Play Supervisory Team, in consultation with staff and parents.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that age appropriate craft, toys and games are kept within the designated areas e.g. complex construction activity, toys with small parts are confined to the KS2 studio.

Food and personal hygiene

Staff at Ecclesall Kids Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available (daily under contract from school although we will deal with hazards eg wet floors and bodily fluids if cleaning staff are not available).
- Staff who prepare and handle food are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff promote good hand hygiene ensuring that children use antibacterial gel on their hands before handling food or drink and that hands should be washed after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Bodily Fluids policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at all times and at least one of these will be level 3 Play Work/ nursery qualified (or equivalent) and at least one of those two staff must be Paediatric first Aider. **Lone working by staff is not allowed**, where a member of staff arrives before their shift they must not conduct any activity which constitutes a hazard, eg heavy lifting, cutting food with knives. At the end of club the remaining two members of staff must leave the club together, the caretaker will lock the building.

First Aid and Storage of medications/equipment

All First Aid Boxes and outdoor portable First Aid “bumbags” must be accessible to staff who are Paediatric First Aid trained (All permanent staff and some experienced supply staff) they should be fully stocked and in date. A Paediatric first Aider must be in each area (at least one indoors and one outdoors at all times) each outdoor trip must have at least one Paediatric First Aider present or it cannot operate. As all permanent staff are first Aid trained it should not be necessary for any staff who are not trained to undertake any first Aid at all beyond basic cleaning or very minor cuts and grazes. Staff who are not first aid trained should report any head bumps or injuries beyond superficial to the Supervisors immediately to ensure a head bump/injury email and note is completed.

Maintenance of Gas and Electrical Equipment

An inventory is kept of all electrical equipment and unless it is bought as new (and less than 1 year old) all equipment will be PAT tested by a qualified electrician in line with the schools own schedule and labelled with the test date. If a piece of equipment is faulty it will be marked with a “do not use faulty” sticker and stored away whilst a decision is taken to repair or replace it. Ideally plug extension sockets will not be used at all but where they are they must be used safely bearing in mind voltage capacity and over loading as well as trip hazards from wires.

The club does not use gas equipment, except on rare occasions the school cooker hob, a schedule of maintenance is overseen by the school. **Where the gas cooker hob is used this should only be under the direction and supervision of the kids club staff who work for the school kitchen and have the authority to use it.** If a gas leak is smelt the building must be evacuated and the **Gas Emergency Service should be contacted immediately on 0800 111 999.**

- Electric switches and equipment must not be used
- Windows and doors should be opened immediately
- No naked flames should be used
- The gas supply should be turned off at the meter if possible.
- Children and staff should evacuate as per the fire evacuation policy.

Control of Substances Hazardous to Health (COSHH)

The Club recognises the importance of safe handling and storage of substances which may be hazardous to health. The Club Managers, Health and Safety Supervisor and Play Supervisors are responsible for identifying substances that may present a hazard.

- All hazardous substances will be locked away in the metal cupboard, stored safely out of reach and never in any of the areas children have access too.
- If any hazardous substance is spilt, eg cleaning fluid, the children will be removed from the area and staff have a responsibility to protect themselves whilst cleaning up the area eg wearing gloves if necessary.
- Any contaminated materials must be suitably wrapped and disposed of safely in accordance with the instructions on the product and the schools disposal policy.

Related policies

See also our related policies: including **Illness and Accidents, Emergency Evacuation, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Visitor.**

This policy was adopted by: Ecclesall Kids Club	Date: 8/2/17
Reviewed: 3/1/19	Signed: <i>Ecclesall Kids Club Committee</i>