



## 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
- 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.

#### **Responsibilities of the registered person**

The Registered Person and Management Committee hold ultimate responsibility and liability for the safe operation of the Club. The club has a designated Health and Safety Lead and Deputy who will be fully trained to level 3. Deputy Managers 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 the Play Manager, Natalie Lunn supported by Tammy Mason, (Job share Play Manager) Deputy Play Manager Denise Bluff and the Committee. The above named members of staff, alongside committee will ensure that:

- A copy of the current Health and Safety at Work poster is displayed
- All staff receive information on health and safety matters, and receive training where necessary
- Opening and Closing checks are carried out each session and staff continuously monitor for any changes during a session.
- 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 including evacuation, fire detection and control and suitable resourcing.
- 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 duty manager

The Duty manager 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
- 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 is responsible for premises)
- Opening and Closing Checks are carried out each session

## Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents in agreement with the club in writing (for example, to attend other extra-curricular activities or to walk home).

During Club sessions all external doors are kept locked except for the fire doors 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/hall/gallery and outdoor playground).

During outdoor sessions the gates are locked and children are only allowed outside "free flow" when the door is staffed, their name is on the outside list and staff are outside (with Walkie Talkies) to receive them.

All parents are required to pick up their children from the pick-up point at the club entrance, Parents are allowed into club areas by agreement with the management team and only when accompanied by a member of staff, so we always know 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 ( and exit) is only performed by experienced staff who know how to use Magic booking, children are signed out via a checkout button, which brings a drop box of collectors names, so staff can ensure the child is going to the agreed collector.

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 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.

## 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 e.g. wet floors and bodily fluids and are responsible for cleaning the toilets during school holidays).
- 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 clean their hands before handling food and drink and 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 Intimate care and Bodily Fluids policies.

### **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 any time and at least one of these will be qualified and at least one of those two staff must be a 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, e.g. 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 kits must be accessible to staff who are Paediatric First Aid trained (we aim to have all permanent staff trained) they should be fully stocked and in date. A Paediatric First Aider must always be in each area (at least one indoors per group and one outdoors) each outdoor trip must have at least one Paediatric First Aider present or it cannot operate. Staff who are not trained are not to be undertaking any First Aid at all. Staff who are not first aid trained should report any head bumps or injuries to a first aider immediately to ensure the appropriate first aid is carried out and a head bump/injury email and note is completed.

### **Maintenance of Gas and Electrical Equipment**

The club does not use gas 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 overloading as well as trip hazards from wires.



## 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 Managers are responsible for identifying substances that may present a hazard.

- All hazardous substances will be locked away, stored safely out of reach and never in any of the area's children have access too.
- If any hazardous substance is spilt, e.g. cleaning fluid, the children will be removed from the area and staff have a responsibility to protect themselves whilst cleaning up the area e.g. 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 school's disposal policy.

### Related policies

**See also our related policies: including Illness and Accidents, Emergency Evacuation, Healthy Eating, Food Safety, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, intimate Care, Cleaning of bodily fluids and Visitor.**

This policy was adopted by: Ecclesall Kids Club	Date: 8/2/17
Reviewed: 30/4/26	Signed: <i>Ecclesall Kids Club Committee</i>