

## **WOOLENWICK BLAST CLUB** **HEALTH AND SAFETY POLICY**

One of the aims of the Club is to create a safe and caring environment in which everyone feels that they are valued and useful members of the Club.

The intention of this policy is to:

- Provide a written guide of procedures for identifying, controlling and reporting Health and Safety issues throughout the Club and to ensure that everyone understand the Health and Safety procedures relevant to them.
- Provide a procedure where any areas of concern can be identified and the Club deal with these in an effective and agreed manner.

We are committed to promoting a healthy and safe environment for all staff, visitors, children and students.

A Risk Assessment file is kept at the Club and reviewed/amended as necessary.

### **CONTENTS OF HEALTH AND SAFETY POLICY**

- Roles and responsibilities
- Insurance
- First Aid
- Illness
- Accidents
- Administering medication
- Smoking/alcohol/drugs
- Fire drills/safety
- Emergency evacuation of premises
- Security
- Risk Assessments
- Outings
- Sun protection
- Healthy eating

### **Roles and Responsibilities:**

The Manager is required to:

- Monitor the day to day responsibilities of Health and Safety throughout the Club;
- Share the responsibility with staff members for carrying out Health and Safety checks;
- Report any concerns to the Head teacher/governors on Health and Safety.

Staff are required to:

- Read and follow the Health and Safety policy;
- Take reasonable care for their own and others Health and Safety;
- Report any major Accidents or Incidents to the Manager.

Parents are required to:

- Inform staff of any concerns as they arise;
- Ensure that staff are kept up-to-date of any relevant medical information regarding their child.

## **INSURANCE**

During term time the club is covered under the school insurance. The Club has its own insurance during school holidays due to the fact that it is open to the wider community and includes Employer liability insurance. Responsibility will, in most cases, rest with the Club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts of omissions at work. If the Club is held responsible for any incident that may occur, public liability insurance will cover compensation.

## **FIRST AID**

First aid bag is put out at the beginning of each session and is only to be used by staff members. All members of staff are first aid trained and three members are paediatric first aid trained. New members of staff will receive training as part of their induction. A designated member of staff is responsible for ensuring that the contents of the first aid box is checked and replenished on a termly basis if not required before. The first aid box will always be checked after a fire drill.

## **ILLNESS**

No child will be allowed in the Club whom the parent knows to be unwell. If a child becomes ill whilst at the Club, their parent/carer will be contacted to come and collect them. Unwell children will be taken to a quiet area, away from the other children and looked after by one member of staff until their parent/carer arrives. No child should return to the Club within 48 hours after sickness or diarrhoea. A full list of Infectious diseases and period of exclusion is displayed in staff cupboard.

## **ACCIDENTS**

Recording and reporting of all accidents is paramount.

Only accidents that need recording are put in the First Aid Book to include the child's name, date, time, description of accident and injury sustained, medical action taken and staff member's signature. Parent/carers are asked to sign the book when collecting their child. If an accident happens during breakfast club then a note is put in child's bag.

All serious accidents and injuries sustained to a child or adult of the Club will be notified to Ofsted and RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

## **ADMINISTERING MEDICATION**

The Club has no obligation to administer medicines and non-prescriptive medication will not be administered under any circumstances. Staff may only administer medication to a child if it is prescribed by a GP, with the child's name and instructions and in original bottle. Parent/carers are requested to complete an Administering Medication Form. Medicines will be kept in a refrigerator. When administering the medication another member of staff must be present as a witness and both members of staff must sign the medication form and fill out time/dosage information. Parents are requested to sign the form when collecting their child. If for any reason a child refuses to take their medication, they will not be forced and the parent/carer would be notified. Completed forms would then be filed in the child's file.

If Epi-pens or other such medication is to be administered then a trained member of staff must be on duty on the day that child attends.

Where children carry their own medication (asthma pumps), a member of staff will hold onto them until required. Inhalers should always have the child's name on.

## **SMOKING/ALCOHOL AND DRUGS**

Smoking is not permitted anywhere on the premises.

No alcohol or drugs are to be brought into the Club. Any member of staff to be found under the influence of alcohol will face disciplinary action.

**COSHH** – no dangerous substances are permitted or stored on the club premises. The School contract cleaners are responsible for cleaning the dining room and toilets.

### **FIRE DRILLS/SAFETY**

Staff and children are made aware of the fire safety procedure to follow in case of a fire and know where the fire assembly point is. Fire drills are carried out termly and recorded on the Premises Check form. The school is responsible for the maintenance of fire extinguishers, fire alarms etc. Fire doors and exits are clearly marked, are not obstructed at any time and are easily opened from the inside. The Manager will explain fire procedure to new staff as part of their induction.

### **EMERGENCY EVACUATION OF THE PREMISES**

In exceptional circumstances the Club may need to be closed at very short notice due to an emergency. The Manager and staff will ensure that all steps are taken to keep both children and themselves safe/calm. All children will be escorted to the Infant school by staff where a register will be taken. Parents/carers would be informed and children collected by them if necessary.

### **SECURITY**

At the end of breakfast club infant children put on a high visibility jacket and line up in pairs where a register is taken. The children then hold a walking rope and walk over to the infant school in pairs with one adult at the front and one at the back. Once over at the infant school the children are walked to their classroom. Junior children are taken out into the playground 5-10 minutes before school by a member of staff.

For After School club infant school children are collected by 2 members of staff from their classrooms where a register of children is checked. All infant children must wear a visibility jacket and a walking rope is used to escort them in pairs to the junior school. One member of staff is at the front and one at the back. Once over at the Junior school children are then signed in. Junior school children go straight to the hall where they are signed in. If the whereabouts of a child is not clear, this will be checked with the school office or parents contacted.

All children are signed in/out of the Club by a parent/carer. If a person unfamiliar to Club staff arrives to collect a child, they will not be released until parent/carer has been contacted.

Any strangers will be challenged and their identity checked.

Walkie Talkies will be used by staff when outside.

A staff ratio of 1:8 applies at all times (except on trips when a lower ratio may be required).

Children will not be left unsupervised at any time whilst at the Club.

All visitors must sign in and out and will not be left unsupervised.

Children are only allowed in the hall, dining room and designated toilets. Other areas are off limits unless accompanied by a member of staff. Children set rules for them to follow whilst at the Club.

### **RISK ASSESSMENTS**

The Club has a duty to ensure that the premises are a safe place for children, parents, staff and visitors. A member of staff carries out a daily premises and equipment check of all areas used.

Regular risk assessments are undertaken, as required, for new activities, resources or when particular needs of a child necessitates this in accordance with the Health and Safety at Work Regulations 1999. The Manager is responsible for making sure that Risk Assessments are completed, filed and updated yearly. Staff are continuously aware of any potential risks to Health and Safety.

### **OUTINGS**

A thorough risk assessment will be carried out prior to the trip. This should take into consideration the journey and any transportation involved. If a prior visit is not possible, we will contact the venue to request a copy of their risk assessment.

Parental consent is required for all trips.

The correct staff to child ratio of 1:8 is adhered to. On a big trip, ie Zoo visit, we will operate a 1:5 for safety reasons. Children wear high visibility jackets and also have the Club's name and mobile number on their person, eg wrist band. Children will remain under close supervision at all times.

Each member of staff has a mobile phone (the Manager will carry the Club's mobile) and all staff have all mobile numbers. A First aid kit is taken including any necessary medication.

A register will be taken at the beginning, middle and end of the trip. Additionally, regular head counts will be taken by staff.

### **SUN PROTECTION**

In hot weather, the parents can provide appropriate sun protection which can be used at the club. This needs to be labelled with the child's name and permission will be required by the parent/carer if they require a member of staff to apply. Children are also requested to bring in a hat to wear.

### **HEALTHY EATING/HYGIENE**

The Club provides a healthy menu in accordance with the New Food Standards for schools introduced in January 2015, ensuring that all dietary, religious and cultural needs are also met. Drinking water is available at all times.

A menu is displayed which has been designed to include children's preferences.

Staff and children should wash their hands before preparing food, eating and after using the toilet.

Spillages and breakages are cleaned up immediately using correct equipment.

Signed by:.....  
CLUB MANAGER