



# Health and Safety Policy

CCOOSC takes very seriously its obligation under the Health and Safety at Work Act 1974 and the Health and Safety Act 1984, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Children Act 2004, to take all reasonable steps to safeguard the health and safety of the children in its care, its employees, parents and visitors to the setting.

The club has appropriate insurance cover including employer's liability and public liability insurance. It is recognised that identification, assessment and control of hazards are vital steps to reducing accidents and incidents. The Manager and Deputy Manager will be responsible for assessing health and safety risks associated with the club's activities and will introduce appropriate steps to eliminate or control any such risks.

The Directors of Cowlersley Community Out of School Club CIC hold ultimate responsibility and liability for ensuring that the Club operates in a safe and hazard free manner. The Directors are responsible for ensuring that all staff understand and accept their responsibilities in regard to health and safety.

**The Club's Directors** will ensure that:

- The effectiveness of the health and safety policy is monitored regularly and any necessary revisions made. This will include reviewing all reported accidents, incidents and dangerous occurrences and the Club's responses.
- Adequate resources will be provided to meet the Club's health and safety responsibilities
- Adequate health and safety training will be provided for all staff
- All accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health & Safety Executive and Ofsted if necessary)
- All reported accidents, incidents and dangerous occurrences are reviewed so that preventative measures can be taken

**The Manager/Deputy Manager** is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. They will ensure that:

- Ensure that all areas used by the club are clean, well lit and adequately heated/ventilated.
- Health and safety checks are carried out on a regular basis and reports logged

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- Regularly checking the premises room by room for damage, worn fixtures and fittings or electrical equipment and either taking the necessary remedial action or reporting the problem to the Directors or Cowlerley Primary School.
- Any action required as a result of a check is promptly carried out
- Health and safety information is passed on to all staff members
- Any accidents, incidents or dangerous occurrences are investigated promptly and any changes in procedures required as a result are implemented
- Staff members are adequately trained to perform their health and safety responsibilities
- All staff and children are aware of the fire procedures and regular fire drills are carried out
- All members of staff are aware of the procedures in the event of accidents/incidents
- The highest possible standards of cleanliness are maintained on the premises (in consultation with the staff of Cowlerley Primary School)
- All members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves where appropriate, particularly in the case of applying first aid treatment or contact with bodily fluids
- Children are not allowed in the kitchen unless being properly supervised during an activity
- At least one working telephone is on the premises at all times

**Staff members** are responsible, individually and corporately, for maintaining a safe environment by ensuring that all health and safety procedures are adhered to at all times. They must:

- Read, understand and follow the health and safety policy and any additional guidance issued and perform all tasks required therein
- Take reasonable care for their own health and safety as well as the children, their parents, their colleagues and any other visitors to the setting
- Ensuring that entrances and exits from the building including the fire exits are kept safe and clear
- Ensure that equipment, furniture, fixtures and fittings are safe to be used and that they are maintained and stored safely
- Ensure that the activities undertaken by the children are safe whilst allowing an acceptable level of risk to allow the children to develop the ability to assess risk for themselves
- Report any accidents, incidents or dangerous occurrences that have led to, or could lead to, injury or damage and help with the investigation of any such incidents
- Undertake relevant health and safety training when required by the Management
- Ensure that they understand the principles of safe lifting and carrying
- Not lift or carry any equipment or item that is too heavy for them to carry by themselves but ask a colleague to help
- Not lift or carry any child (except in extreme circumstances and in accordance with safe procedures)
- Encourage children not to lift or carry any other child
- Inform the person in charge when leaving the main room or building (or room they are working in), to ensure adequate levels of child supervision are maintained AT ALL TIMES.

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

Staff members are not required to carry out any duty that they assess as unsafe or damaging to their personal health or safety or that of a child in their care. In this instance, the Manager/Deputy Manager should be advised as soon as possible.

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## **Health and safety plan**

- The health and safety policies and procedures will be reviewed regularly
- A daily check of all inside and outside areas used will be made to ensure health and safety standards are being maintained.
- A Daily Check List will be used and staff must sign each item checked. Any item which is unsatisfactory must be reported to the Manager/Deputy Manager as soon as possible and remedial action taken
- Opening and closing checks will be made in the kitchen daily and the relevant signatures entered onto the risk assessment

## **Security**

Children are not allowed to leave the building during the session without an adult. They are not allowed to leave the premises at all. During Club sessions an alarm on the outer door is activated to alert staff to the entry of people to the building. Any unknown persons will be challenged and escorted from the premises if they do not have permission or a valid reason for being in the building. If they refuse to leave, we will call the Police. In such an event, an Incident Report will be completed and the Management notified. Visitors to the club will be asked to sign in on the Staff/Visitors sign in sheet. The time they arrive and leave will also be logged. Security procedures will be reviewed regularly by the Management, in consultation with staff and parents.

## **Toys and equipment**

All resources will be kept clean, well maintained and in good repair. Toys, resources and equipment will be carefully selected to ensure they are fit for purpose. Damaged items will be disposed of promptly. All equipment and resources are stored safely and securely.

## **Food and personal hygiene**

We maintain high standards of personal hygiene and take all practicable steps to prevent and control and the spread of infection.

- A generally clean environment is maintained at all times
- Toilets are cleaned daily by Kirklees; soap and paper towels are always available
- Staff ensure that children wash 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 by staff, wearing gloves, and will be hygienically disposed of. Antibacterial spray will be used in areas affected. If children need assistance with intimate care, two staff members will be present.

## **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 staff will be on duty at all times.

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