



Health & Safety Policy

Introduction

The XYZ After School Club is committed to promoting a healthy and safe environment for all users of the club - staff, children and visitors. The intention of this policy is to provide a written guide so that procedures for identifying, controlling and reporting safety issues are understood by all staff and children and put into practice throughout the club.

Health & safety policy statement

Health and safety risks are managed through risk assessment, the formal process used to make judgements about health and safety risks in the workplace. Important stages in the process are identification of adequate control measures and ensuring that they are effectively implemented. All staff are required to alert the Manager to new health and safety hazards, verbally. These reports and other hazards identified by additional monitoring procedures lead to formal assessments which are recorded in the Risk Assessment File. Staff are alerted promptly to changes and additions, and all assessments are reviewed regularly.

Hazards are also reported directly to the school

The object of this health and safety policy is to make our club as safe as possible for all associated with it. Staff pay attention to this in their daily practices but are encouraged not to be over-anxious about the requirements placed upon them, but use reasonable judgement and actions. Good playing experiences for children are often challenging and stimulating. When this involves a small element of risk, all staff endeavour to keep health and safety issues in perspective.

Policy into practice

Development and implementation procedures

All new staff are given an induction programme, which includes an introduction to the health and safety policy and staff responsibilities. The staff development plan includes emergency aid training and up-date training when appropriate, and any health and safety training related to specialist responsibilities or the use of new equipment. Children are introduced to health and safety on a day-to-day basis as issues arise naturally.

Monitoring is an informal part of the professional duty of all staff, supported by the following audits and reports which are carried out on a regular basis:

- Daily risk assessment of premises at start of each session by Manager.
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Record keeping

All staff are expected to be vigilant and to report promptly to the Manager any health and safety concerns. The following records are kept :

- Accident/Incident Book
- Fire Drill Record

In the case of accidents, a record is completed as soon as possible after the relevant incident is under control.

Staff training

The club provides professional paediatric first aid training to relevant staff and ensure at least one qualified first aider present at every session.

When new equipment and materials are introduced, staff are given appropriate training and guidance which includes health and safety issues.

Emergency procedures

In the event of a serious situation requiring hospital attendance, the supervising member of staff will seek the assistance of the Manager. If the Manager is not immediately available the nearest responsible adult will be asked to summon an ambulance. In the event of a child being needed to pass on a message, more than one child (if possible) will be instructed to say 'ambulance' and be given an emergency card, to help explain the situation to the nearest adult (as well as the nearest member of staff). Any member of staff receiving this message will alert others and phone for an ambulance without delay.

Minor injuries

Minor injuries are dealt with by the first aider. If necessary, a second opinion will be sought from the Manager. Incidents are recorded in the accident book. It is always a matter of judgement as to what constitutes appropriate action and communication. However injuries to eyes and heads should always be notified to parents. Any treatment given is recorded in the appropriate accident/incident book, and parent/carer's signature is required when the child is collected.

Any adult dealing with blood should wear plastic gloves and double plastic wrap and waste. Other children should not be allowed to assist in these circumstances.

Any child considered by the Manager as too unwell to remain at the club will be seated away from the main body of children, but are in view of an adult at all times), and a member of staff will contact the parent or nominated person. If a child needs company of an adult, this may affect running of activities. In order to maintain a safe environment for the children, it may be necessary to re-organise that day so that remaining staff can care for children.

Planned responses for known medical conditions

All children who have potentially severe medical conditions are identified through the registration form. Conditions are brought to the attention of all staff. Children that have severe allergic responses requiring epipens are identified on the list. Parents are involved in drawing up protocols for dealing with these children. The protocols are kept with the First Aid Box.

Administering Medicines

This is included in the First Aid Policy

Other policies

Child protection

Drugs, Alcohol & Smoking

First Aid (inc administering medicines)

Behaviour

Other documentation - external

COSHH (0845 345 0055)

HCC Health and Safety - Policy and Guidance

RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

employers;
self-employed people;
people in control of premises; to report work-related deaths, major injuries, or over three-day injuries, work related diseases, and dangerous occurrences (near-miss accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.

Records

Accident/Incident Book
Pupils' registration form
Risk assessments file
Visitors Book
Emergency evacuation

Procedures

Daily Risk Assessment
Half-termly Emergency Evacuation Procedure

Signed:

Adopted: 2010:

Reviewed: Jan 2011

Sept 2012,

Sept 2013,

Sept 2014,

Nov 2015