



Little Disciples Out of School Club

HEALTH AND SAFETY POLICY

The Club is safe and secure for children, staff and visitors.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the senior playworker.

The Club:

- Displays the appropriate public liability insurance certificate on club premises.
- Displays a health and safety law poster on club premises.
- Adheres to regulations required to maintain registration with CSSIW
- Adheres to all the relevant health and safety regulations with reference to the Health and Safety Executive.

Children:

- Are supervised at all times.
- Are only collected by an authorised adult.
- Are given opportunities to discuss ways to keep themselves safe and healthy. This includes involvement in establishing the Club's ground rules or for activities and special events such as trips.
- Are given opportunities to make decisions about their own play choices to help them develop their knowledge of the world, their own skills and their physical and emotional wellbeing.

Club Staff and Induction/Training:

- Staff are trained in health and safety requirements for the Club including fire prevention and drills.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification. This will be kept updated.
- Where relevant, staff hold a valid driver's licence and appropriate insurance cover when driving vehicles for Club use.

Premises:

- Are welcoming and friendly
- Provide adequate space both indoors and outdoors for children to play.
- Can be divided appropriately for groups of children and staff to take part in different activities, including a period for quiet play.
- School hall and foundation phase classrooms are for the sole use of the Club during hours of operation.
- Are secure from unauthorized access or unauthorised exit from the Club. The Club manages access to the premises and a visitors' book is kept, detailing ALL visitors to the club, including dates and times. No visitor to the club will be left unsupervised at any time.
- Are clean and well maintained

- Are of sound construction- internally and externally
- Are adequately lit, heated (to at least 18°C) and ventilated
- Include a food preparation area which conforms to environmental health and food safety regulations
- Offer adequate wash basins and lavatories for numbers of staff and children attending.
- Has safety glass or protective film covering fitted to any door fitted with glass.
- Any water features on the premises (eg. ponds) are made safe or inaccessible to unsupervised children
- All electrical, gas and oil burning appliances are checked at least annually by a suitably qualified technician and certificates are retained.
- Any hazardous materials/chemicals, are kept inaccessible to children in a locked cupboard.
- All waste is disposed of appropriately.
- Smoking is not permitted on club premises, in club vehicles or in any designated outdoor play space. Smoking in smoke free premises is also a criminal offence.

Furniture and Equipment:

- Are stored safely.
- Is sufficient and suitable to provide a stimulating play environment and opportunities (both indoors and outdoors) and appropriate for the ages and individual development needs of the children attending;
- Are clean, well maintained and conforms to BS EN safety standards or relevant Toys (Safety) Regulations where applicable.
- Are suitable for its intended use and kept in good repair.
- A first-aid box is accessible and adequately stocked in accordance with the Health and Safety (First Aid) Regulations 1981.
- Records of accidents, incidents and 'near misses' are kept.
- A telephone is available and accessible at all times.
- Records are kept about vehicles in which children are transported.

Risk Assessment

The Club undertakes and documents risk assessments - a careful examination of what could cause harm to people so that necessary safety precautions can be taken - in the following way:

1. [Identify the hazards](#) (anything that may cause harm).
2. [Decide who might be harmed and how.](#)
3. [Evaluate the risks](#) (the chance of someone being harmed and how serious the harm could be) [and decide on precaution.](#)
4. [Record findings and implement them.](#)
5. Monitor and [review the assessment and update if necessary.](#)

(For further guidance visit www.hse.gov.uk)

- An action plan with necessary actions to remove/adequately minimise risks with timescales is maintained.
- The Club will establish health and safety procedures to eliminate or minimise and control those risks and monitor and review them to improve safety arrangements.
 - It is the responsibility of ALL staff to ensure that risk assessments are carried out and to notify their line manager of any concerns.
 - All completed risk assessment records are safely stored for a suitable length of time and will be made available for inspection by any relevant authority.

Fire Safety

In line with appropriate guidance the Club will undertake fire risk assessments as follows:

1. Identify fire hazards
 2. Identify people at risk in and around premises and people who may be especially at risk
 3. Evaluate the risk of a fire starting and the risk to people from a fire, remove or reduce fire hazards and risks to people from fire and protect people by providing fire precautions
 4. Record findings and action taken, discuss and work with others, prepare emergency plans and inform and instruct relevant people.
 5. Review the fire risk assessment regularly, making changes where necessary.
- The Club will consult the relevant Fire Safety Officer to assess fire risk, take adequate precautions against the risk of fire and ensure people can safely escape if there is a fire.
 - Any recommendations made by the Fire Safety Officer will be actioned as soon as possible by the Club.
 - The premises, fire detection and fire fighting equipment will be checked annually by a Fire Safety Officer from the relevant Fire and Rescue Service. Certificates issued will be safely filed and will be made available to relevant authorities.
 - Staff receive suitable training in fire prevention.

Some of the fire precautions identified within the risk assessment process to reduce risk may include the following:

- Flammable materials are removed or separated from sources of ignition.
- Suitable fire detection and warning systems are in place, tested and maintained.
- Suitable fire extinguishers are provided and checked.
- Safe means of escape is identified so that everyone who might be on the premises or nearby can escape.
- Fire exits are clearly identified and unobstructed.
- Fire exit doors and those on any escape route are easy to use.

- Suitable fire safety signs are used
- Emergency lighting is in place.

Further information on fire risk assessment process and templates:

- <http://www.communities.gov.uk/fire/firesafety/> Department for Communities and Local Government [Accessed 14.04.11].
- A short guide to making your premises safe from fire, Department for Communities and Local Government
- Health and Safety Executive, www.hse.gov.uk.

Emergency Procedures

- The Club implements clear emergency procedures - evacuation in case of fire or other significant incident (including reverse fire drill). These will be made known to staff and will be practiced termly (and at least every 6 months, recognising that young children benefit from more frequent practice) and when a new child, staff member or volunteer starts at the club.
- People who cannot get themselves out of a building unaided will also be considered through personal emergency evacuation plans.
- Details of these practice drills will be logged and filed to the satisfaction of the Fire Safety Officer.
- Accidents and ill health at work will be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923
- Significant accidents, incidents and outbreaks of serious disease are reported to CSSIW in line with The Child Minding and Day Care (Wales) Regulations 2010.

This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>