



Health and Safety Policy

Last updated 11.04.11

Play Service

Risk Assessment

Our club will carry out, record and review annual risk assessments. Risk assessments will also be conducted as and when hazards arise. Any member of the team can complete these assessments and the findings must be reported to senior member of staff and filed in the relevant folder.

Club Policies

Our club has a variety of relevant policies and procedures to support members of staff. These policies are reviewed regularly and made available to parents and carers.

Fire Safety

The fire evacuation procedures are on display. Our club completes regular Fire Drills to ensure children and staff are aware of their responsibilities. These are recorded in a fire drill logbook and reviewed. Fire exits are clearly identifiable and always kept clear. Fire fighting detection and equipment is checked annually.

Security

The entrance and exits to our club are safe and secure. All visitors are required to report to a member of staff and sign the visitor's book. Children and staff are signed in and out of the premises on a daily basis.

We will obtain written permission from parents where children are to be collected by another adult.

Outside Play Area

Staff will conduct a health and safety check around the outside play space before children are allowed access.

Equipment

During activities all staff members are required to be vigilant about the resources and equipment in use. Any broken or damaged equipment must be removed or replaced and reported to a senior member of staff. An equipment inventory will be maintained including a cleaning schedule.

Hazardous Substances

Cleaning equipment and fluids are stored safely and securely as per Control of Substances Hazardous to Health (COSHH) guidance. These will always be kept out of the reach of children. All staff are provided with appropriate Personal Protective Equipment (PPE) for example disposable gloves and aprons.

Insurance

Our club ensures they have up to date public liability insurance and the certificate is displayed on their parent's notice board.

Food Handling

All staff members who are handling food have attended food hygiene training and follow good practice at all times.

First Aid

We will ensure that there is at least one member of staff on site at all times who is first aid trained. Named first aiders will be prominently displayed in the club.

A well stocked first aid box will be easily accessible on site at all times and the contents reviewed regularly. This will be taken on trips or into other areas used during activities.

(See Illnesses & Injuries Policy for more detail)

Accident Record

Any accidents involving either children or staff must be recorded in the relevant accident book and signed by a parent and manager. Serious accidents will be reported to Ofsted and through RIDDOR.

Lighting & Temperature

We will ensure that the club premises is adequately ventilated and well lit. Daylight will be the main source of light where this is not possible we will ensure that lighting is of good quality.

An appropriate temperature will be maintained and monitored at all times.

Electrical Equipment

All electrical equipment will be visually checked before use. Equipment will be Portable Appliance Tested (PAT) annually.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.