



DEBS OUT OF SCHOOL CLUBS

HEALTH & SAFETY POLICY

The day to day responsibility for ensuring this policy is put into practice is delegated to the Persons in Charge in each of the settings.

The club:

- Displays the appropriate public liability insurance certificate on the premises.
- Adheres to regulations required to maintain registration with CIW
- Adheres to all the relevant health & safety regulations with reference to the Health & 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 well-being.

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 recognized food hygiene qualification. This will be kept updated.

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 an area for quiet play.
- The designated areas are for the sole use of the club during hours of operation.
- Are secure from unauthorised 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 degrees centigrade) and ventilated.
- Include a food preparation area which conforms to environmental health and food safety regulations.
- Offer adequate wash basins and toilets for numbers of staff and children attending.
- Has safety glass or protective film covering fitted to any door with glass.
- 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 the club premises 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 appropriate for the ages and individual development of children attending.
- Are clean, well maintained and conforms to BSEN safety standards or relevant Toys (safety) Regulations where applicable.
- All 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 mobile phone is available and accessible at all times.

Risk Assessment:

Debs Out of School Clubs 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:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Monitor and review the assessment and update if necessary
- An action plan with necessary actions to remove/adequately minimize 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 the staff to ensure that risk assessments are carried out and to notify their 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:

- Identify the hazards
- Identify the people at risk in and around the premises and people who may be especially at risk
- 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.
- Record findings and action taken, discuss and work with other, prepare emergency plans and inform and instruct relevant people
- 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 firefighting 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 with 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

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 once during every half term recognizing 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
- Accidents and ill health at work will be reported under RIDDOR
- Significant accidents, incidents and outbreaks of serious disease are reported to CIW in line with The Child Minding and Day Care (Wales) Regulations 2010