

# HEALTH AND SAFETY POLICY

## 1. Legislation

In keeping with legislation the ratio of staff: children will 1:8. If any trips are taken out with the club the ratio will be reduced to 1:5 or 1:4 depending on the activity. For example, swimming would demand a 1:4 ratio. In the operation of the Club the following legislation will be consulted:

The Children Act 1989

Health and safety at Work Act 1974

## 2. Insurance

Appropriate and adequate insurance cover will be organised by the Club. A certificate of insurance will be available for all to see.

## 3. Toilet Facilities

Adequate toilet facilities are available for children and staff. The environment will have sufficient heating, lighting and ventilation.

## 4. Fire Safety

All recommendations from the fire officer will be implemented. Fire drills will take place twice per school term and will be recorded in a fire safety folder.

## 5. Health Care

A well-stocked first aid kit will be available at all times. It will be stored in a suitable location making it easily accessible. A minimum of one member of staff will be qualified to administer first aid.

A system will be in operation, which will allow staff to see at a glance if any child has any specific health care or dietary requirements and risk assessments will be carried out on these.

## 6. Access to Club and Collection of Children

Access to the premises will be by a separate Club door, which has a separate entry system from the school. Staff will allow access to parents/guardians collecting children from the Club only.

All entrances and exits will be free from obstruction.

A signing out procedure will be in place where parents/guardians collecting children will have to sign a register when collecting the child. These records will be held by the Club.

## 7. Accident/Incident Procedure

G.O. Kids Club has accident/incident forms, which will be completed in the event of any accident or incident. These forms have to be checked and signed by the parent/guardian of the child and the Project Manager/Assistant Project Manager/Practitioner.

In the event of a serious accident, appropriate first aid will be administered, emergency services will be called for as soon as possible, parents will be contacted and informed of the accident and the outcome i.e. the child has had to be taken to hospital.

## **8. Security**

G.O. Kids Club has their own entry system for parents/guardians collecting children from the Club. The door has a buzzer entry system. Staff will only allow access to persons collecting children.

On registration form for the Club parents have to state names of persons allowed to pick up their child from the Club. Only these people will be allowed to collect the child.

Persons collecting children will have to sign a register to state that they have collected the child from the club.

## **9. Food and Drink**

Any products will be stored in a suitable place (e.g. fridge).

When preparing food and drink staff will do so in a hygienic manner and follow Cooksafe regulations.

## **10. General**

Good standards of hygiene will be applied at all times in relation to all areas of the Club.

Cleaning materials which would be deemed as substances hazardous to health will be stored in a secure place. Staff will be given clear instructions on how to use materials.

The Health and Safety Officers are Practitioners in each play setting and are responsible for the overall health and safety within the setting.

We are inspected on a routine basis by Environmental Health Agency.

THE KIDS CLUB AREA IS A NO SMOKING ZONE.