

## Health and Safety policy

Knutz Out of School Club considers health and safety to be of utmost importance and complies with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Club's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required so to do by the manager.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person will ensure that:

- The Club has designated health and safety officers: Lesley Berry & Jayne Marks
- All members of staff and volunteers receive information on health and safety matters, and staff receive Health and Safety at work training
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### Responsibilities of the manager

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

### Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

Throughout Club sessions Staff monitor the entrances and exits to the premises and conduct periodic head count of children.

All visitors to the Club must sign the **Visitor Log** and give the reason for their visit. Visitors are not left alone with the children.

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Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

### Toys, equipment and resources

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

### Electrical Equipment

Staff must take care to ensure electrical equipment is used correctly and safely for their own and children's protection. Particular consideration must be given to the placement and use of electrical equipment that gets hot (e.g. toasters, iron). Cables must not be left where they could cause a trip hazard. Electrical items that are charging should not be accessible to children. Portable Appliance Testing (PAT) is conducted annually to check electrical equipment is safe to use.

### Food and personal hygiene

Staff at Knutz Out of School Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (on children or staff) are kept covered.

### Dealing with body fluids

Spillages of bodily fluids (e.g. blood, vomit, urine and faeces) will be cleaned up immediately in accordance with our **Intimate Care** policy.

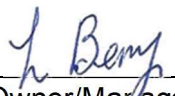
### Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

### Related policies

**Administering Medication, Coronavirus/COVID-19, Emergency Evacuation or Unexpected Closure, Fire Safety, Food Safety, Healthy Eating, Illness and Accidents, Intimate Care, Manual Handling, Risk Assessment, Safeguarding, Visitor**

Policy adopted by	<b>Knutz Out of School Club</b>
Version adopted	01 December 2021
Due for review	January 2023

Signed:   
Owner/Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65].*