

Health and Safety Policy

Happy Times considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Happy Times has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Happy Times **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 camp
- 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 to do so by the directors.

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 persons, the directors, for the setting, hold ultimate responsibility and liability for the safe operation of wrap around care club. The registered persons will ensure that:

- The club's designated health and safety officer is the **manager**
- A copy of the current Health and Safety At work poster is displayed (poster is available here <http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- All staff receive information on health and safety matters, and receive training where necessary
- 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. A checklist is available in the supervisor folder for daily and weekly cleaning checks.
- The premises are used by and solely available to the school and club during opening hours
- All equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (e.g. for a cooking activity)

- A working mobile phone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately ,and in accordance with COSHH data sheets
- External pathways are cleared in severe weather with support from the site controller/caretaker
- 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).

During sessions all external doors and gates are kept locked, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the session.

All visitors must sign the **Visitor Log** and give the reason for their visit. Visitors will require a DBS and if this is not the case, they will never be left alone with a child.

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

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and where appropriate, 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.

Food and personal hygiene

Staff at Happy Times 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 general 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 (whether on children or staff) are kept covered.
- At least one member of staff at each setting will be trained in food hygiene and safety minimum level 2.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately. PPE equipment is available for intimate care. See also 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. Where numbers are low in a club, there may only be one member of staff. Refer to lone working policy and lone working risk assessment.

Related policies

See also our related policies: Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, FireSafety, and Intimate Care, Visitor.

This policy was adopted by: Happy Times After School Club	Date: June 2024
To be reviewed: March 2025	Signed: Surjit Bains Manager

written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65].