

Kids Academy Out of School Club

Health and Safety Policy

Policy statement

At Kids Academy Out of School Club we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the club for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the club including:

- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH) and RIDDOR.
- Any guidance provided by Public Health Scotland, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the club including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimizing of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances

- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the club to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe club with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the club premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the club.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the club are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management. We believe the risks in the club environment are low and we will maintain the maximum protection for children, staff and parents.

The club will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly by janitors to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic toilet facilities
- Prohibit smoking on the club premises

- Prohibit any contractor from working on the premises without prior discussion with the club Manager.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the club
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the club.
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the club
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time
- Ensure staff paediatric first aid certificates are up to date. A copy of their certificate is kept in the individual staff member's CPD file.

Named person with Health and Safety responsibility

The designated Health and Safety Officer in the club is Shona Grant, as the Manager and Provider, Shona Grant, the employer has overall and final responsibility for this policy being carried out at: Kids Academy, Ellon Community Campus, Kellie Pearl Way, Ellon, AB41 8BP.

All employees have the responsibility to cooperate with the manager to achieve a healthy and safe club and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures). Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report

any concerns they may have to the manager. Daily contact, monthly staff meetings provide consultation between management and employees. This will include health and safety matters.

Employer's responsibilities

We display the necessary health and safety poster on the notice board (club corridor).
In general:

- Making the workplace safe and without risks to health
- Ensure that articles and substances are moved, stored and used safely
- Provide adequate welfare facilities
- Give information, instruction, training and supervision if necessary for health and safety
In particular:
 - Assess the risks to health and safety;
 - Make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
 - Record significant findings of the risk assessment and the arrangements for health and safety measures;
 - Draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to your attention;
 - Co-operate on health and safety with other employers sharing the same workplace;
 - Set up emergency procedures
 - Provide adequate first aid facilities
 - Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and sanitary, washing and rest facilities;
 - Make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
 - Prevent or adequately control exposure to substances which may damage your health;
 - Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;

- Avoid hazardous manual handling operations, & where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority. The Health and Safety Information for Employees Regulations 1989 require that an employer must display the approved Health and Safety Law poster. Employer's Liability Insurance The Employer's Liability (Compulsory Insurance) Act 1969 requires employers to insure against liability to pay damages for bodily injury or disease sustained by their employees arising out of and in the course of their employment. The club is insured for no less than £5 million. A copy certificate of the club's Liability insurance is displayed on the parent's notice board in the corridor where parents and employees can easily read it. Copies of these certificates will be kept for 40yrs.

Employee's responsibilities

All employees have the responsibility to co-operate with the management to achieve a healthy and safe workplace and to take care of themselves and others. Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- Co-operating with your employer on health and safety;
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions; and Not interfering with or misusing anything provided for your health, safety or welfare. Health and safety training Person responsible for monitoring staff training is Shona Grant. During our club induction, training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- The club keep records of these induction training sessions and new staff, students and volunteers are asked to sign the records to confirm that they have taken part.

- As part of the induction process for new families, we explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- The club operates a no-smoking policy.
- The club make children aware of health and safety issues through discussions, planned activities and routines and the creation of 'golden rules' poster.

Training table:

Area Training required Who

Paediatric First aid

Safeguarding/Child protection

Fire safety procedures, Use of fire extinguisher

Food hygiene

Allergy awareness

Manual handling

Stress awareness and management

Fire warden duties

Medication requiring technical or medical knowledge e.g. Epi Pen, diabetic pump etc

At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the club and when on outings.

All trained first aiders must be listed in the first aid policy.

Safety Checks

We make sure the club is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies. All staff should be aware of potential hazards in the club environment and monitor safety at all times.

Risk assessments

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible

The club carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the club. When circumstances change in the club, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance. All outings away from the club are individually risk assessed. For more details refer to our Risk Assessment Policy & our Supervision of children on outings Policy for more details.

Electrical equipment

Who checks How often – Community Campus maintenance team, arrange PAT testing of all electrical equipment annually.

- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level

Dangerous substances

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken and used e.g. gloves, apron and goggles. Please see our COSHH Policy and assessments for more information.

Hot drinks and food

Hot drinks must only be consumed in the children's rooms if using a cup with a secure lid.

Transport and outings

The club has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for

transporting and the supervision of children when away from the club, including transport to and from schools.

Room temperatures

- Staff should be aware of room temperatures in the club and should ensure that they are suitable at all times. There is a thermometer in the room to ensure this is monitored
- Temperatures should not fall below 16°C.
- Where fans are being used to cool the room, great care must be taken with regard to their positioning.

Water supplies

- A fresh drinking supply is available and accessible to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

Manual Handling

We recognise that staff need to carry out manual handling especially in relation to lifting children or furniture. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the club's manual handling policy and complete manual handling training. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

Monitoring and reviewing of Health and Safety Policy.

The club takes their responsibility towards Health and Safety extremely seriously and to help ensure that we are maintaining a healthy and safe environment we comply with all of the current health and safety legislation. Under the Management of Health and Safety at Work Regulations 1999 the club will carry out risk assessments that have been completed for every area in the club both indoors and outdoors and are kept as evidence. Risk assessments are carried out regularly to ensure that children are kept safe. They are recorded, and hazards and risk assessments are acted upon within realistic timescales. Practitioners are mindful that risk assessments are carried out. They will be reviewed on a regular basis to ensure that safety is not compromised. In the meantime, the club will be monitored at all times through carrying out safety checks and any property damage will be reported to the maintenance department immediately. Should we have to wait for the maintenance department, adjustments will be made to continue with our safe environment, and i.e. Children will be moved out of an area of damage if there is water leaking through the ceiling. The policy is kept up to date and reviewed especially if the club changes in nature and size. It is revised annually, or as

and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.