



## Health and Safety Policy

We believe that staff, parents and children should be exposed to a safe environment in which they can work and play, where high standards of health and safety are maintained.

Staff will receive the relevant information, training and supervision to ensure health and safety issues are reviewed on a regular basis.

Equipment and resources will be safe, clean and meet the necessary safety Requirements. Regular safety checks will be made to assess the wear and tear of the equipment. Any defects should be reported to the Manager and removed from use immediately. All equipment will be cleaned on a rota basis and recorded.

C.O.S.H.H requirements will be regarding the storage and usage of cleaning Products. They will be stored out of reach of children in the storage shed and used appropriately. Data sheets will be displayed alongside products and potential risks identified. Protective clothing and equipment will be provided for the protection of staff.

In the event of an accident requiring first aid, a qualified first aider will administer it. A first aider will be on the premises at all times. Accidents will be recorded in the accident book and signed by staff members and parents/carers. Accidents that require hospital treatment will be reported to Ofsted.

Fire procedures will be displayed in Conker Club. Staff will be familiar with evacuation plan and will practice this on a regular basis. These will be recorded in the fire procedure book. All fire fighting equipment will be inspected by a competent person, the results recorded and appropriate action taken.

Any child or staff member suffering from infections, contagious or notifiable disease will not be admitted to Conker Club. Advice will be sought from the department of public health medicine and social services inspection unit if required. Any outbreaks will be notified to the environment health services and social services inspection unit.

The safety of children is of paramount importance. In order to ensure the safety of both children and adults. Conker Club staff will ensure safety in the following areas:-

### **Environment**

Safety checks on premises, both indoors and outdoors, will be before session.

Equipment will be checked regularly and any dangerous items repaired/discarded.

The layout and space ratios will allow children and adults to move safely and freely between activities.

There will be adequate systems and equipment for the detection and control of fire.

Fire doors will never be obstructed and fire exits will be easily identifiable.

A record will be kept of any fire drills. (Each term).

Electric points/wires and leads will be adequately guarded.

All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.

Large equipment will be erected with care and checked regularly.

Equipment offered to children will be developmentally appropriate recognising that materials suitable for an older child may pose a risk to younger/less mature children.

### **Supervision**

All children will be supervised by adults at all times and will always be within sight of an adult.

Children will leave the group only with authorised adults.

Children will not have unsupervised access to kitchens/cookers.

### **Adult safety**

All adults in the group, both staff and visitors will be aware of and respect safety policies. (All parents/carers are supplied with Conker Club Policies and Procedures).

If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

### **Management**

Folders will be available at all times for the reporting of any accidents/incidents.

Regular safety monitoring will include checking of the accident record as a basis for risk assessment.

All adults including parents/carers will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.

Adults will not walk about with hot drinks or leave them within reach of children.

### **Special requirements**

Systems will be in place to ensure that no child can leave the premises unattended.

### **Risk Assessment**

An annual risk assessment is carried out. Findings of the risk assessment will be communicated to all persons affected.