

Health and Safety Policy and Procedure

This policy cover School's Out Henleaze and applies to all employees and children attending the premises used by School's Out Henleaze. We have separate procedures in place for identifying, reporting and dealing with hazards and faulty equipment which are contained within the policy folder. Related documents are available, covering the risk assessment process and the risk assessments for School's Out Henleaze premises, trips and activities.

Policy

Our policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, staff and management members and visitors to the club.

The policy will be kept up to date, particularly as this setting and its project(s) change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Our setting also has public liability and employer's liability insurance. The certificate for public liability insurance is displayed within the setting.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

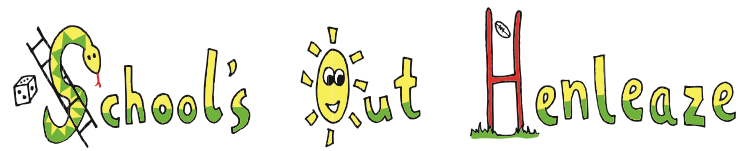
Overall and final responsibility for health and safety in this setting is that of the Management Committee.

Our health and safety poster is displayed in the setting.

Staff and Management Committee Responsibilities

The Management Committee have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. The Management Committee must seek assurance that risk assessments are completed and implemented, and a risk management system is in place. There is a committee member responsible for Health and Safety, whose responsibilities include checking that procedures and systems are in place, and will report back to the committee.

Management and staff will ensure that health and safety remains our first priority. Day to day operational health and safety responsibility is delegated to the senior School's Out Henleaze staff. The senior staff make sure the systems are in place, and that all



staff are trained/know how to use them. They also develop new systems if a new health and safety issue arises.

All staff have a responsibility to use the systems the club has and if they are unsure to tell a senior or if they notice a hazard/dangerous practice that they have a responsibility to report it to the seniors (not to assume someone else will do it).

As a team we will strive to:

- Develop a positive health and safety culture.
- Create an environment that is safe and healthy, where staff understand their responsibilities to themselves and others.
- Use, maintain and store equipment safely.
- Prevent accidents and cases of work-related ill health.
- Ensure that all staff are competent in the work in which they are engaged.
- Work in partnership with premises owners in buildings we use, to ensure health and safety is considered and managed.
- Involve, consult and communicate with staff in health and safety matters

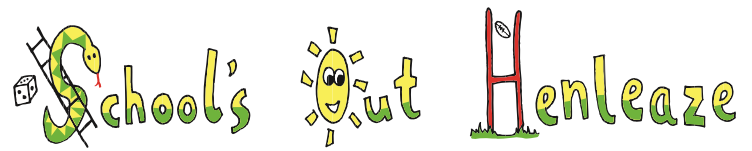
Overall Responsibility for Health and Safety in Bristol.

Health and safety enforcement is split between:

- Bristol City Council, which covers most service (including childcare) and retail premises within our area and
- The Health and Safety Executive (HSE) covering larger premises such as factories.

Please note there are two reporting routes for childcare settings:

- Reporting work related serious accidents, incidents, occupational diseases and occurrences which are hazardous to health should be made to RIDDOR but only if this concerns an employee or volunteer OR a pupil attending a maintained school.
- If the serious accident, incident or dangerous occurrences involves a child attending a PVI setting, the setting must report this as soon as possible to First Response using their normal on-line reporting form. Although the form isn't



designed for reporting such incidents, First Response advise that settings must use the form and make the information fit as best they can.

- <https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>.
- First Response: 0117 9036444

Local Inspector

Health & Safety Executive: 0300 003 1647
Bristol City Council Health & Safety Inspector: 0117 922 2500
Email: health.safety@bristol.gov.uk
RIDDOR on-line reporting form: www.hse.gov.uk/riddor/report.htm

Fire

We will abide by current legislation in regards to our settings roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority. We will also complete a fire risk assessment for our premises.

Premises and Outdoor Space

We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the health and safety of our premises and outdoor space. We make a commitment to ensuring our premises, outdoor space and equipment are safe and appropriate for their use.

We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.

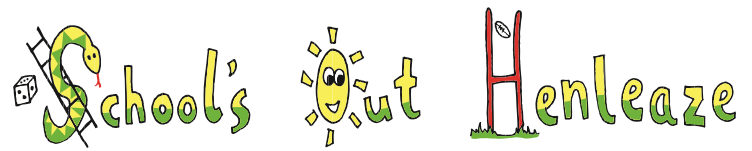
Materials and Equipment

We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception the manufacturer's instructions of their use will be followed.

Staffing and Supervision

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training. Workers under 17 years of age are not counted in the staff to child ratio.

Staff will be taken through an induction when they start with the club which includes a clear explanation of health and safety issues. Records of these inductions will be kept



and new staff and volunteers asked to sign these records to confirm that they have taken part.

All staff read the Health and Safety Policy and Procedure on an annual basis. New staff read it as part of the induction process. Records of these inductions will be kept and new staff asked to sign these records to confirm that they have taken part.

We will abide by current legislation in regards to staff to child ratios.

Control of Substances Hazardous to Health (COSHH)

We will abide by the COSHH regulations to prevent any employees coming into contact with substances hazardous to health. This is a legal requirement if we employ over 5 staff in the setting and good working practice if we have less than 5. Wherever possible, we will avoid the use of substances that have the risk of being hazardous to health. We will hold a COSHH Register, COSHH Risk Assessments and further information i.e. safety data sheets on any chemicals that are used in the setting. We will make staff aware of this information and train, support and monitor them in carrying out safe working practices.

Record Keeping

We will abide by current legislation in regards to documentation, providers records, registration and information of children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

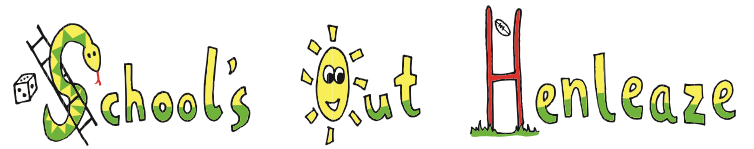
First Aid

Please refer to our settings First Aid Policy and Procedure.

In regards to allergies, dietary, medical requirements and care plans, a record will be kept of all allergies and specific dietary or medical requirements of registered children. The Manager will make all playworkers aware of any allergies or specific dietary or medical requirements of children in attendance.

We also hold a number of other policies and procedures that support the general Health and safety of those who work in, attend and visit our provision, including:

- Administration of Medication Policy/Care Plans.
- Arrival and Departure Policy and Procedure.
- Child Protection Policy and Procedure.
- Child Sickness Policy and Procedure.
- Confidentiality Policy.
- Control of Substances Hazardous to Health (COSHH).
- Drugs, Alcohol and No Smoking Policy.



- Fire Safety Policy and Procedure.
- First Aid Policy and Procedure.
- Food Hygiene Policy.
- Insurance Certificates.
- Toys and Play Equipment Policy.
- Missing Child Policy and Procedure.
- Photography, Mobile Phone, Video and E-safety.
- Record of Completed Fire Drills.
- Safer Recruitment Policy and Procedure.
- Registration Forms.
- Registration Policy and Procedure.
- Risk Assessments.
- Safeguarding Overview.
- Staff Induction.
- Uncollected Child Procedure.