



Cherry Kids' Club
Registered Charity Number 1064757

Health & Safety Policy

1 Policy Statement

It is the objective of Cherry Kids' Club that the children in its care, its employees, volunteer workers and others be protected; so far as is reasonably practicable, from risks to health and safety arising from the everyday activities of the Club.

This will be achieved by adopting a safety management strategy, which includes the provision of safe working systems and appropriate procedures to cover all significant risks.

The policy will be supported by issuing safety rules and procedure guidelines. These will each be subject to review and revision by the Club's Management Committee. The safety organization and arrangements for implementing this policy will be publicized to all employees, volunteer workers and Club members.

The responsibility for achieving and adhering to acceptable safety standards rests not only with the Club's Management Committee, but also with employees, volunteer workers, site authorities, and suppliers of materials to be used by the Club.

The children attending the Club have responsibility to comply with instructions from members of staff, which relate to their health and welfare and also to behave in a manner, which is in accordance with Club policies applicable to them.

Employers are required by law to publish this safety policy. It is the duty of all employees not only to read this document carefully, but also take an active interest in achieving safety at work. The successful implementation of this policy depends upon the wholehearted co-operation of all employees, volunteers and management.

This statement of policy will be reviewed and revised as appropriate to take account of changes in circumstances, or in legal requirements.

SIGNED:.....

NAME:..... (Chair of the Management Committee)

DATE:.....

2 Summary of Responsibilities

- 2.1 The overall legal responsibility for Health and Safety of Cherry Kids' Club rests with the Management Committee.
- 2.2 Cherry Kids' Club is registered with Cambridgeshire County Council for provision of after school childcare.
- 2.3 The Management Committee is responsible for ensuring the Club has suitable insurance cover for all activities and liabilities involving the Club's operation.
- 2.5 The governing body of Cherry Hinton Junior School is responsible for maintenance of the physical structure, integrity and fire safety precautions of the site.
- 2.6 The Play Coordinator is responsible for overseeing first aid treatment, with the assistance of suitably qualified assistants.
- 2.7 The Play Coordinator is responsible for investigating, recording and reporting accidents and incidents, including violence. A copy of all Accident Reports should be passed to the Community Wing Administrator.
- 2.8 In addition the Play Coordinator is given the responsibility for ensuring the day-to-day implementation of this policy. This includes the following responsibilities:
 - a) implementing this policy in the Club and ensuring all employees and volunteers are aware of same;
 - b) compliance with applicable safety precautions;
 - c) ensuring that all new employees and volunteers are properly inducted into the Club, including awareness of all precautions and procedures applicable to the job and the emergency procedures;
 - d) ensuring that all staff are aware of the fire evacuation procedure, the location of fire fighting equipment and of fire alarm points and are conversant with their effective use;
 - e) ensuring that no person is permitted to work at any kind of hazardous task, unless she or he has been properly and fully instructed;
 - f) ensuring that any legal requirements relating to the Club's operation within the site are complied with, including:
 - necessary safety training for staff;
 - statutory inspections of equipment;
 - arrangements for cleaning;
 - g) ensuring that any responsibilities delegated to staff are clearly identified;
 - h) ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- 2.9 Every employee is responsible for her or his own acts, or omissions and the effect these may have upon the safety of themselves or any other persons;
 - a) employees must use safety equipment and clothing in the proper manner and for the purpose intended;
 - b) employees who intentionally, or recklessly, misuse anything supplied in the interests of health and safety will be subject to disciplinary procedures;

- c) employees must work in accordance with any health and safety instruction, or training that has been given;
- d) no employee may undertake any task that includes a perceptible element of risk for which they have not been authorised, and for which they are not adequately trained;
- e) every employee is required to bring to the attention of the Play Leader, or a suitable responsible person any perceived shortcomings in the Club's safety arrangements;
- f) all employees are under a duty to familiarise themselves with this policy.

3 Rules and Regulations

3.1 Insurance

The current certificate of Employers Liability insurance will be displayed on the notice board in the Workshop area. <Public liability insurance?>

3.2 Fire prevention and precautions

The Club uses the Community facilities on the Cherry Hinton Junior School site. Servicing and maintenance of fire fighting equipment and fire alarms in these premises together with implementation of actions arising from Fire Brigade inspections are the responsibility of the governing body of Cherry Hinton Junior School.

Fire escape routes are clearly marked throughout the centre and must be kept clear of obstruction. At the start of each session a visual check should be made by the Play Leader, or a delegate to ensure they are clear and exits able to be opened easily from the inside.

The Club's fire evacuation procedures should be practiced at least once each term. The procedure and assembly point are displayed on the notice board in the Workshop area.

After evacuation to the designated assembly point the Play Leader will ensure a register is taken before any further action.

3.3 Accident reporting and First Aid

The Play Leader is designated the Responsible Person for First Aid. Other staff should also undergo appropriate training to assist the Play Leader.

The First Aid box is kept in the Workshop area, together with the Accident Record book. All injuries or accidents whatsoever should be recorded in this book and reported to the Play Leader and Centre Administrator in the Community Office within 24 hours of the incident.

A record should also be made of any child arriving at the Club with evidence of an injury sustained during the school day prior to arrival at the Club. This should also be entered into the Accident Report book.

Any accidents or incidents recorded in the Accident Record book should be reported to the parent or guardian on the same day and an entry to that effect made in the Accident Report book.

In the event of a major accident or incident occurring, the Play Leader should ensure the emergency services are contacted, followed by a parent or guardian and finally the Management Committee should be informed.

The Play Leader must notify the Management Committee if an incident or accident occurs which requires reporting under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).

Note that the First Aid kit must not contain any medicines or tablets.

Cherry Kids' Club will not administer any medication without explicit written permission from a parent or guardian.

All such medications should be stored appropriately and clearly labelled with the child's name, the medication and the dosage.

3.4 **Hazardous substances**

Any potentially hazardous chemicals, such as those used for cleaning will be stored away from general access; preferably in a lockable cupboard. No children should be allowed to handle chemicals which may be harmful to them. A COSHH assessment will be undertaken for all hazardous substances and a list of those stored on site, and their location held by the Play Leader and a copy sent to the Centre Administrator in the Community Office.

Smoking is not permitted within the premises.

3.5 **Maintenance and Housekeeping**

The responsibility for the structural integrity of the premises rests with both the governing body of Cherry Hinton Junior School. However, it is the responsibility of all staff to report any issues that could present an avoidable, or unnecessary risk to any persons using the Club.

All areas used by the Club should be kept in a clean, tidy and safe manner, to ensure no incidents arise from poor housekeeping issues. In practice where areas are often shared with other groups this may be limited to ensuring that items belonging to the club do not present a hazard and that areas used by the Club are checked by the Play Leader, or delegated member of staff immediately prior to use.

Spillages will be cleaned up as soon as possible after the event.

Storage areas will be kept tidy. Where shelving or cupboard space is available this will be used.

Toilets and washing facilities should be checked at the start of each session by the Play Coordinator or a delegate; to ensure they are clean and have sufficient toilet tissue and paper towels. This check should be repeated at intervals.

Damage or maintenance issues will be reported to the Centre Administrator in the Community Office.

3.6 **Kitchens and Food Preparation**

The Kitchen area contains electrical equipment and a cooker. These should be visually checked before use to ensure they are safe.

No children should enter the Kitchen area when the area is being used for food preparation or the cooker and/or kettle are in use.

Surfaces in the Kitchen area should be wiped down before and after use.

3.7 **General Electrical**

Where electrical sockets or power points are present in areas readily accessed by children they should be covered by suitable protective plug fascias when not in use.

Any electrical equipment used in the Club should be visually checked before use to ensure that plugs and cabling are in a safe condition.

Electrical equipment should be subject to an annual portable electrical appliances test.

3.8 **Training and Protective Equipment**

Where specific training is required to perform a task the Play Leader will ensure all employees have adequate training.

For any activity, which requires specific equipment, (*e.g.* aprons, gloves etc) this should be made available in advance of the activity.

3.9 **Activities**

Wherever issues arise which involve children directly or indirectly the guidelines laid down under the Children's Act 1989 should be followed in relation to levels of supervision and safe environment.

3.10 **Transport**

The Cherry Kids' Club assumes responsibility for children once they arrive at the Club, or are collected by a designated collector paid by the Club. Children arrive at the Club in a variety of ways, but always under the supervision of a designated collector. All collectors should wear identity cards.

Those who arrive by Taxi-cab, or private car should be restrained in suitable seatbelts.

Those who walk to the Club should be supervised; especially when crossing roads.

4 **Risk Assessment and Control**

Risks are evaluated as arising in two main categories: either from issues that impact people universally, or from the specific activities undertaken during the Club's operation. Many of the subcategories specified apply to staff; volunteers and children - although sometimes differently.

In the case of children, under the 1989 Children's Act observation of some forms of activity should be treated as if they are harmful to a child's health. In particular children's observation of swearing, violence and sexual activity are considered risks (and not for adults).

Individual policies may be implemented to cover specific issues as required.