



## HEALTH AND SAFETY POLICY

**Our Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarized with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.**

The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992 and the associated Approved Code of Practice (ACoP) and guidance complied with at all times. They provide a legal framework to ensure that all employees, customers and visitors can expect a healthy and safe environment. The Act places a considerable burden both on employees and employers to ensure a healthy environment and that safe working procedures are in force at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

These steps will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

### **RESPONSIBILITIES OF THE REGISTERED PERSON, THE MANAGER AND ALL STAFF:**

Both the Manager and Supervisor recognize and accept the responsibility to provide and maintain safe working conditions for all staff and a healthy environment for all persons who may be affected, subject to employees immediately reporting faults, equipment shortages (particularly safety equipment), electrical, mechanical or fitting hazards and other potential dangers.

The identification assessment and control of potential hazards within the Club is vital in reducing accidents and incidents.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Club's activities. Staff who have been found to have blatantly disregarded safety instructions or recognized safe practices will be subject to the procedures laid out in the Staff Disciplinary policy.

The Registered person (Mrs Kelly Keeling) holds ultimate responsibility and liability for ensuring that the Club operates in a safe and hazard free manner. The Registered person-along with the Supervisor are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The **Registered person** will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the health and safety policy and authorizing any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the Club's health and safety responsibilities.
- Providing adequate health and safety training for all staff members.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Club's response, to enable corrective measures to be implemented.

- Ensuring that all staff, students, volunteers and any other adult who comes into contact with children at the Club have the appropriate and up-to-date Criminal Records Bureau checks.

The Supervisor is responsible for the day to day implementation, management and monitoring of the health and safety policy. The Supervisor is required to report any matter of concern regarding the health and safety policy to the Registered person.

The Manager will ensure that:

- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the Club, as set out in this and other policies.
- Regular Safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfill their role within the Health and Safety policy.

**ALL STAFF** are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such they are required to:

- Have regard for Health and Safety policy and their responsibilities under it.
- Have regard for any Health and Safety guidance issued by the Manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the club are safe (using the risk assessment).
- Report any accidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo health and safety training when instructed to do so by the Manager.
- All accidents and incidents, suffered by staff, child or visitor must be entered in the accident/incident book.

### **INSURANCE:**

The Children's Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Club. Therefore, the Club has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the Club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Club is held responsible for any incident that may occur, Public Liability Insurance cover will cover compensation.

### **LIABILITY:**

Under provisions contained in the Occupiers Liability Act 1957, the Club has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

The Club's full responsibilities and procedures in respect of Health and safety, are contained in this policy, alongside the relevant sections of the following policies:

- Behaviour
- Child Protection
- Documentation and Information
- Emergency evacuation procedure
- Equipment
- Fire safety
- Health, Sickness and Medication
- Hygiene
- Physical environment
- Risk Assessment
- Site Security
- Site security
- Staffing
- Visits and Outings

Mrs Kelly Keeling (the Registered Person) is responsible for the implementation of this policy.

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Signed

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Dated

**Relates to EYFS Theme: Enabling Environments**

**Principle 3.4 The Wider Context**

**Theme: Learning and Development**

**Principle 4.1 Play and Exploration**

6<sup>th</sup> Sept 2008

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