

## HEALTH & SAFETY

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Stepping Stones considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Kids Club has appropriate insurance cover, including employer's liability insurance and public liability insurance. Each member of staff follows Kids Club's Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager. Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of Kids Club. The registered person will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet Kids Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### Responsibilities of the manager

Kids Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All Kids Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our Risk Assessment policy.

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### Security

Children are not allowed to leave Kids Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

Staff monitor the entrances and exits to the premises throughout the session.

All visitors to Kids Club must sign the Visitor Log in the school reception and give the reason for their visit. Visitors will never be left alone with the children. Security procedures will be regularly reviewed by the manager, in consultation with the head teacher, staff and parents.

### Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

### Food and personal hygiene

Staff at Out of School Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands or use sanitiser before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

### Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time. If ever a situation arises where only one member of staff is working, school staff will also be informed and will be on hand to help if required in an emergency.

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This policy was adopted by: Stepping Stones Kids Club

Date: March 2023

To be reviewed: March 2024

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65]