



Health and Safety Policy and Procedure

Ashley Down After School Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff and volunteers will be familiarised with the provisions contained within this policy as part of their induction and will be expected to act in accordance with them at all times. Any references to the 'Club' include both Main Site and Brunel Field sites. When site specific information is required this will be clearly labelled.

Legislation and Responsibility

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Play Facilitator and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below 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.

The Chair of Trustees holds ultimate responsibility and liability for ensuring that the Club operates in a safe and hazard-free manner. The Board of Trustees will nominate an additional designated officer in charge of Health and Safety- external or part of the board. The Registered Person/Health and Safety Officer – along with the Play Facilitator – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures and risk assessment provisions. Staff who are found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Registered Person/Health and Safety Officer's Responsibilities

The Chair of the Trustees of the Club will ensure that adequate arrangements exist for:

- Monitoring the effectiveness of this Health and Safety policy and authorising 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.
- 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, volunteers and any other adults who come into contact with children at the Club have appropriate and up to date Disclosure & Barring Service checks.

Play Facilitator's Responsibilities

The Play Facilitator is responsible for the day to day implementation, management and monitoring of this Health and Safety policy. The Play Facilitator is required to report any matter of concern regarding this Health and Safety policy to the Registered Person.

The Play Facilitator 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.
- A member of staff is charged with supervising the main entrance at the beginning and end of each session.
- A Fire Safety Officer is appointed.
- A qualified first aider is always available.

- Risk assessments are carried out for all the Club's activities, including transfers from school to Club and any planned visits or outings.
- All risk assessments are regularly reviewed and the identified mitigation actions are effective.
- Induction for staff and volunteers covers the requirements of this policy.
- Staff preparing food must be shown what to do by a member staff who has received food hygiene training.

Staff Responsibilities

Staff are responsible for ensuring that the provisions of this Health and Safety policy are adhered to at all times. They are required to:

- Have regard for this Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Play Facilitator 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.
- Report any accidents, incidents 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.
- Ensure all visitors are signed in.
- Maintaining good hygiene practices.
- Undergo relevant health and safety training when instructed to do so by the Play Facilitator.

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.
- 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: tel 0117 9036444

Local Inspector

Health & Safety Executive Tel: 0300 003 1647

Bristol City Council Health & Safety Inspector 0117 922 2500 or
email health.safety@bristol.gov.uk

RIDDOR on-line reporting form: www.hse.gov.uk/riddor/report.htm

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974 place a number of legal responsibilities on the Club. The Club therefore has insurance cover appropriate to its duties under this legislation, including Employers' 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 will cover compensation.

Physical Environment

Our Club is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

The Club's premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of the Club is welcoming to children and offers access to the necessary facilities for a broad and varied programme of activities.

The Club is committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with special educational needs and/or disabilities (for further details see the Equal Opportunities Policy).

The Play Facilitator is responsible for ensuring that the Club's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily safety inspections are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration.

During the opening hours, the premises are used by and solely available to the Club, its staff and the children, as far as this is possible.

There is adequate space for storing the Club's equipment safely and securely. No child will be left unsupervised in the storage area.

The Childcare Register states that there must be a sufficient number of toilet and hand washing facilities suitable for the use of children.

No children are allowed in the kitchen area.

Members of staff will have access to a telephone on the Club's premises at all times.

Outdoor Play

Any outdoor play will take place in safe, secure and well-supervised spaces. As with the indoor facilities, a safety inspection must be carried out before any outdoor activities commence.

Outdoor play areas will be well maintained and free from hazardous holes, bumps or uneven surface areas. Ponds, drains, pools or any standing water will be made safe or inaccessible to children.

Staff will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun, according to the provisions set out in the Health, Illness and Emergency section (below).

Equipment

Materials and Equipment

At Ashley Down After School Club, we believe a child's play experience will be considerably enhanced if they have access to a wide range of materials that stimulates enjoyment, learning and development, both indoors and outdoors. All materials used at the club will be child-friendly and, without exception, the manufacturer's instructions of their use will be followed.

1. All new furniture, toys and equipment will be obtained from reputable suppliers and conform to relevant standards (e.g. CE marked) or will be risk assessed.
2. Furniture, toys and equipment will be kept clean and in good repair. Workers will check all equipment regularly.
3. Equipment and furnishings will be accessible and of an appropriate size.
4. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or over.
5. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.
6. Workers will read the instructions of any equipment in use and follow them.

7. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.
 8. Any unsafe item or situation will be made safe or reported immediately to the Play Facilitator or Chair of the Trustees.
- **Donated materials** – We will be sure about the history of donated materials and check for damage, ad hoc repairs etc. We will ensure manufacturer instructions are followed, read labels and if in doubt will not use.
 - **Tools / Implements** – We will ensure these are child-friendly and safe for children to use and ensure manufacturer's instructions are being followed. Where needed, protective wear is available and used. We are aware that children will find inventive ways of using items of material, equipment or even furniture (e.g. a table for a 'den') this is not necessarily misuse of equipment; it is children at play. However this will be supervised closely so that the children are not at risk of injury. Children will make their own tools, we will ensure these are safe and closely supervise their use. We will endeavour to ensure that sharp edged tools are stored so that the cutting edges cannot cause accidental injury.
 - **High risk tools**
 - Power tools- Children will be able to use power tools for appropriate activities under the supervision of staff members and when a full risk assessment has been carried out for the activity.
 - Glue gun- The glue gun will be kept out of reach of children; it will be used in activities with the supervision of a play worker and will also be subject to a full risk assessment.

Electrical equipment.

- All electrical equipment will be installed to a suitable standard e.g.: BS 7671 requirements for electrical equipment.
- All electrical equipment will be appropriate for use and a program for safety testing and maintenance will be agreed and documented
- 'Portable Appliance Testing' (PAT testing) will be carried out every 2 years by a qualified electrician. All checked equipment will be labelled detailing the date of the next test due. (see Appendix 1 for Schedule of PAT testing)
- Records of testing and any maintenance carried out will be kept.
- Any faults in electrical equipment will be reported immediately to the Play Facilitator or Trustee who is responsible for Health and Safety.
- A risk assessment will be carried out for all electrical equipment used.

Outside the club's opening hours, all equipment will be kept in a suitable and secure location, safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Office/ Storage areas

The Club has an office and storage area at both the Main Site and the Brunel Field Site. These will be kept as clean and tidy as practicable so that equipment and materials can be readily accessed and staff are able to use the office space effectively. Children will not be allowed into the office/ storage areas unsupervised.

Risk Assessment

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. Our written risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place.

The Club is responsible for the transfer of children from their school to the Club's premises. This activity therefore comes under the scope of this policy and must be covered by appropriate risk assessments.

The Play Facilitator is responsible for making sure that risk assessments are completed, recorded and reviewed. New assessments are required when:

- new activities are proposed;
- equipment is purchased;
- there is any change to the Club's premises;
- the special needs of a child or other visitor need to be accommodated.

The Play Facilitator must ensure that all mitigation actions identified in the assessments are enacted.

Risk assessments must be reviewed annually by a member of staff or sooner if circumstances require (e.g. change of circumstances or change in regulations).

Staff Daily Responsibilities

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily (monitored by completing a sheet in the H&S file). This will be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

During the session staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Club's environment, both indoors and outdoors
- All activities, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard staff will take all steps necessary to make themselves and any other people potentially affected safe. They will then notify the Play Facilitator and ensure that a record is made in the Incident Record Book.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents will be recorded in the Accident Book. Incidents and dangerous occurrences will be recorded in the Incident Book, and also the Accident Book if there is an injury involved, on the same day as the event took place. Both the Main Site and Brunel Field Site will have books for the specific site.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

The Accident and Incident books will be inspected annually to check for any trends in occurrences.

Site Security

Our Club is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the Club.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Club's premises during the session.

Staff and any other authorised persons who are regular visitors to the Club will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear them at all times while engaged in club business.

Supervision

Children will not be left unsupervised at any time during Club sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the Adult to Child ratio provisions set out in the Staffing policy.

The Play Facilitator will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

Visitors

The Club sites have Visitors Books that are kept close to the main entrance. All visitors (other than parents collecting their children) must sign, giving the following information:

- Their name.
- The date and time of their arrival.
- The reason for their visit.
- Their departure time.

The After School Club has an agreed procedure for checking the identity of visitors before they sign in. Staff must:

- Ask for intent (i.e. why they are visiting the club)
- Ask for the identification or badge of the organisation.
- If it is not to their satisfaction make a call to the visitor's organisation
- If they are still not happy, not to permit entrance

Visitors to the Club will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the Club's premises. If the visitor has no suitable reason to be on the Club's premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Book, and the Play Facilitator will be immediately notified.

Smoking

Smoking is not allowed at any time at Ashley Down After School Club.

Visits and Outings

Our Club believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events the safety of children remains paramount.

The policy for trips and outings is covered by the separate Outings and Trips Policy.

Health, Illness and Emergency

Our Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club.

The Play Facilitator will ensure that there is a trained First Aider available at all times during sessions at the Club at both Main Site and Brunel Field Site.

The Play Facilitator will take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. A risk assessment has been written for the Main Site and the Brunel Field site.

The First Aid box will be regularly checked to ensure its contents are up to date and in good condition and any items used are replaced. The box contents should meet the minimum standard recommended by BAND.

The location of the First Aid box, and the names of qualified first-aiders, will be clearly displayed around the Club's premises.

A First Aid box will be taken on all off site visits or outings.

In the Event of a Major Accident, Incident or Illness

At registration the Club requires that parents/carers give consent to the Play Facilitator or any member of staff so empowered to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to appropriate medical treatment being given.
- If the child does not need to go straight to hospital, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Club's Sickness and Infection Control policy will govern the child's return to the Club).
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.
- All such accidents or incidents will be recorded in detail and logged in the Incident Book or the Accident Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.
- The Play Facilitator and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

In the first instance the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.

If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session. At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.

If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted

immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Club's Sickness and Infection Control policy will govern the child's return to the Club).

All such accidents and incidents will be recorded in detail and logged in the Incident Book or the Accident Book and parents/carers should sign to acknowledge the incident and any action taken.

The Play Facilitator and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Club's policies or procedures, and make suitable adjustments if necessary.

Medication

Wherever possible children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.

The policy for administering medication is covered within the Medication Policy.

Sun Protection

The Play Facilitator and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will be encouraged to wear a hat when playing outside in the sun. Staff will ensure that a supply of water is available at all times and will encourage children to drink adequate amounts.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer within the Registration Pack in the section 'Details of Specific Requirements'. In hot weather staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the Club in an emergency

In very exceptional circumstances the Club may need to be closed at very short notice due to an unexpected emergency.

The Contingency Policy will be followed in such an event.

Hygiene

Our Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The Play Facilitator and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

For examples of good personal hygiene:

- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Encouraging children to adopt these same routines.
- Covering cuts and abrasions while at the premises.
- Taking any other steps that are likely to minimise the spread of infections.

The Play Facilitator will ensure that all staff and volunteers follow food hygiene guidance.

Hygiene in the Club

All staff will be vigilant to any potential threats to good hygiene in the Club. To this end a generally clean and tidy environment will be maintained at all times. The Play Facilitator will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children.

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

First Aid and Hygiene

Further to the provisions set out in the Health, Illness and Emergency policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. They will wash their

hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

Food Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.
- Additionally, staff will be aware of the provisions set out in the Food Hygiene Policy when handling, preparing, cooking and serving food or drink at the Club.

Animals

No animal will be allowed on the premises without the prior knowledge and permission of the Play Facilitator. Children are strongly discouraged from bringing pets or other animals to the Club, and parents/carers are asked to help enforce this rule. If for any reason an animal does come onto the premises, the Play Facilitator will be immediately informed and take action to remove the animal.

Designated person at Muller Road and Brunel Field site: 2020/2021

**Designated person for Health and safety in addition with the Play Facilitator,
 Raquel de Mena
 Chair Of the Trustees: Julia Hodgson
 Additional designated Trustee as responsible person in H&S: Jess Tibble/Katy
 Bruce**

Designated person for food safety and hygiene

Main site

Rakel de Mena

Brunel site

Tammi Redman

Fire officer

Main site

Rakel de Mena

Brunel site

Tammi Redman

Equipment record officer

Main site

Rakel de Mena

Brunel site

Tammi Redman

SEN-co Play Facilitator

Main site

Rakel de Mena

Brunel site

Rakel de Mena

Behaviour Management officer

Main site

Rakel de Mena

Brunel site

Tammi Redman

Child protection officers

MR- Katy Bruce (Trustee)

MR- Rakel de Mena

BF- Julia Hodgson (Trustee)

BF- Tammi Redman (Deputy)

Early years foundation stage officer

Main site

Rakel de Mena

Brunel site

Rakel De Mena

Document History

Reference	Author	Summary of changes	Issued
Issue 1		Original Version	
Issue 2	Alan Gould	Simplification and consistency checks	November 2010
Issue 3	Emma Hallett	Formatting and minor changes	June 2011
Issue 4	Emma Hallett	Equipment and materials section updated	November 11
Issue 5	Raquel de Mena	Updated to ensure compliance with new EYFS	September 2012
Issue 6	Raquel De Mena and Sheila Gould	Update to reflect Muller Road and Brunel Field sites and include designated officers	November 2013
Issue 7	Raquel De Mena	Update to reflect new designated person for H & S and additional Trustee responsible H&S	December 2014
Issue 8	Ana Escudero	Update to reflect PAT test	September 2015
Issue 8.1	Shawn Pearson	Slight text changes	September 2015
Issue 9	Rakel de Mena	Update to reflect new designated persons	November 2016
Issue 10	Aimee Bowden	Update to equipment and designated persons	May 2019
Issue 11	Rakel de Mena	Update to reflect Muller Road and Brunel Field sites and include designated officers, new regulations First aiders and government's contacts	June 2020
Issue 12	Rakel de Mena	Update to reflect staff change and remove Fire Safety to create a separate policy	February 2021

Date Approved: 1.6.21

Signed:

Position: Trustee

Name: J. Tibble and K. Bruce

Date for review: Feb 2022