

Chew Stoke Out of School Club

Health and Safety

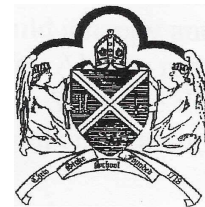
General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of other people who may be affected by our activities.

1. Overall and final responsibility for Health and Safety in the organisation is that of the **Chair of Trustees**
2. All employees have a responsibility to cooperate with the Play Leader and Management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
3. Wherever anyone notices a Health and Safety problem that they are not able to put right, they must immediately inform the appropriate person, ie: the **Chair of Trustees**.
4. Consultation between management and staff is provided by regular internal Staff Meetings that take place at least once a term.
5. Safety training is the responsibility of the person named above in paragraph 1. No one should undertake any task unless they have received adequate training and are deemed competent to undertake such a task.
6. An annual inspection should be carried out by the club manager and staff.

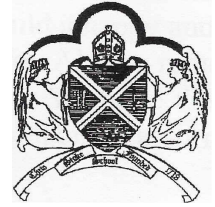
General Arrangements

1. Every member of staff has a 12-hour Paediatric First Aid qualification.
2. The Club will maintain an Accident Book to record all incidents which occur in connection with work whether they occur on the premises or not. All incidents must be recorded whether treatment is given or not. A copy of the entry of any serious occurrences should be forwarded to the person named in Paragraph 1. All accidents/incidents reportable under RIDDOR must be reported to Ofsted. The person responsible for Health and Safety matters shall acquaint themselves with the requirements to report relevant incidents/accidents to the relevant authorities.
3. The Club Manager will maintain an adequate supply of First Aid equipment for use by staff:
 - a) The equipment will be kept in a suitable First Aid Box (green, marked with a white cross) and kept in a secure but accessible place, preferably close to a hot and cold water supply



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- b) The First Aid Box shall not contain any antiseptic creams or lotions, tablets or pills.
 - c) First Aiders are not required to provide medication of any description.
 - d) The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.
4. No solvents, solutions, tablets, etc must be given to children unless directed by a registered medical practitioner and with the consent of the parents (see medication procedure).
5. The Club Management will ensure that all staff, children, and visitors are aware of the Evacuation Procedure in the event of a fire, and that Fire Procedure Notices are displayed prominently.
6. The Play Leader and Deputy will ensure that at all times:
- a) All emergency exits are kept clear.
 - b) Fire drills are held termly and at least once per term.
 - c) Any problems, which occur during Fire Drills, should be reported to the responsible person.
7. Risk Assessments (including manual handling) covering all regular and occasional activities, will be carried out and regularly checked and updated if necessary. The Club Management will ensure consideration is given to those with special needs. Copies of such assessments will be readily available and will be brought to the attention of all concerned. See Risk Assessment Forms
8. The Club Management will ensure staff are advised of correct lifting techniques. No one should attempt to lift/move/carry anything that is beyond their capability.
9. Any hazardous chemicals or cleaning materials used by the Club (or those used by the cleaner/caretaker) must be securely stored in accordance with manufacturer's recommendations and out of reach of children, young people and their families. Data sheets should be available for all such materials.
10. All visitors to the Club must report to the Play Leader to ensure that they are known to be in or around the building and the Visitors Log must be signed.
11. Staff must ensure that wet floors do not present a hazard and that trailing flexes are appropriately made safe.
12. Staff must ensure the pedestrian and main gate in the large playground is locked before any children are allowed outside into the large playground.
13. All waste material must be disposed of safely in the containers provided. Waste receptacles must be kept clean to minimise the accumulation of dirt and disease.
14. All materials and equipment stored, must be stacked safely. All food must be stored according to the manufacturer's recommendations.



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15. Staff must not use chairs to stand on to reach above head height - step stools or ladders must always be used.
16. All electrical equipment on the premises must be checked before use for damaged leads, loose connections and other faults. All portable equipment should be PAT tested annually and records maintained.
17. There is a No Smoking Policy while working at CSOOSC No smoking is permitted on the School premises including grounds.

Signed by Chair of Trustees

Name **David Jones**