



Funtastic Club Policies & Procedures

Number 18

Health and Safety Policy

Health and Safety Policy



Statement of intent

At Funtastic Club, we believe that the health and safety of children and staff is of paramount importance. We make our setting a safe and healthy place for all who attend the premises.

Aim

We aim to make children and staff fully aware of health and safety issues and to minimise the hazards and risks to enable the children and staff to thrive in a healthy and safe environment.

Methods

The member of staff responsible for overseeing health and safety is Regine Natchoo. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. All staff will read the Clubs Safety Policy as part of their induction.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risk indoors and outside, and in our activities and procedures. Our assessment covers adult and children.
- Developing an action plan which specifies the action required the timescale for action and the person responsible for the action.

We maintain lists of health and safety issues which are checked:

- Daily before and after sessions.
- Weekly; and
- Termly – when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. All Liability Insurance Certificates can be found at each club.

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Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents so that they understand the part they play in the daily life of the child care provision.
- As necessary, health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines. They are also encouraged to tell a member of staff if they see something that could be a potential hazard.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children.
- Adults do not normally supervise children on their own.
- All children are supervised by club staff at all the times during club hours until they are collected by their parents (or named substitute). The parent/guardian must give written or verbal permission if they wish their child to go home with an unauthorised third party.
- Whenever children are on the premises, at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of staff and volunteers are recorded.
- Our systems prevent unauthorised access to our premises.
- Visitors unknown to staff are asked to provide identification, and do not have unsupervised access to children.
- Our systems prevent children from leaving our premises unnoticed.
- The playground is enclosed by a high fence with gates that close and are lockable. All are in good working condition.
- Under no circumstances will the children be allowed to answer the door or the phone.



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Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.

Doors

We take precautions to prevent children's fingers from being trapped.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged. All spillages are cleared up immediately.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are sorted out of children's' reach.
- When children take part in cooking activities, they:
 - are supervised at all times
 - are kept away from hot matter
 - do not have unsupervised access to electrical equipment

Electrical/ Gas equipment

- All electrical/ gas equipment conforms to safety requirements. It is P.A.T tested once a year by a qualified electrician and will be stamped if safe or replaced by a new one if needed.
- Our boiler/ electrical switchgear/ meter cupboard is not accessible to the children.
- Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all area's including storage areas.



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Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department, and Health Authorities to ensure that we keep up-to-date with the latest recommendation.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room, kitchen, toilets and playground areas.
- We have a schedule for cleaning resources and equipment and furnishes.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. This also includes the disposal of sanitary products.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - checking toilets regularly
 - providing sets of clean clothes

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety.
- All materials – including paint and glue – are non-toxic.
- Physical play is constantly supervised.
- Children or young people are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.



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Food and drink

- Staff members who prepare and handle food receive appropriate training and understand- and comply with- food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not drink hot drinks in the play area and do not place hot drinks within reach of the children.
- Snack and meal times are appropriately supervised and children are always seated when consuming food and drinks.

- Fresh drinking water is available to the children at all times, and any allergies the children may have are made aware to all staff members.

Outings and visits

- When escorting children to and from another premises, they are fully supervised at all times. This is not only to provide a safe arrival and departure, but to ensure that there is no unauthorised access to the children.
- Parents always sign a consent form for agree to their children leaving the premise.
- Our adult to children ratio is above average, and we always keep this as a high importance.
- For those children remaining at Funtastic Club, the adult to children ratio conforms to the requirements of the National Standards.

Animals

- We will ensure that in the unlikely event that animals visiting the premises are free from disease, safe to be with the children, and do not pose a health risk.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conforms to any recommendations made by the Fire Safety Officer and records are securely kept to this satisfaction.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises.
 - explained to any new members of staff and volunteers.
- Our emergency evacuation procedure is practised regularly at least once in every term, and records are kept of fire drills and the servicing of fire safety equipment.

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First aid and medication

At least one member of staff with a current first aid training certificate is on the premises or on outings at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981.
- is regularly checked and re-stocked if necessary.
- is easy accessible to adults.
- is kept out of reach of the children.

At the time of admission to the child care provision, parents written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval and this is kept on file.

Our accident file:

- includes all signed accident forms, and is kept safety and accessibly.
- all staff and volunteers know where it is kept and how to complete the appropriate forms correctly.
- is reviewed at least termly to identify any potential or actual hazards.

Medicine:

All staff and parents have a clear understanding of the policy regarding the administration of medication. Any medication that is given out:

- is stored inaccessible to children, in its original container, and clearly labelled.
- are not usually administered unless they have been prescribed for that child by a doctor.
- has to have written permission from a parent prior to consumption which is stored on file.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sick children

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents if a child becomes ill in the provision of Funtastic Club. Ofsted is notified of any infections diseases which a qualified medical person considers notifiable.

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Records

We securely store records of:

- adults authorised to collect children from Funtastic Club.
- the names, addresses and telephone numbers of emergency contacts in case of a child's illness or accident.
- the allergies, dietary requirements and illnesses of individual children.

- the dates and times of attendance of children, staff, volunteers and visitors.
- accidents/incidents

In addition, the following policies and documentation in relation to health and safety are in place.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo