

## **HOLIDAY CLUBS HEALTH AND SAFETY POLICY**

**The School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times. All staff will take a personal responsibility in ensuring Health and Safety policies and procedures are adhered to.**

The School aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the holiday club's activities and actual existence. 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 Playleader and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The following 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 Playleader and Staff**

The identification, assessment and control of hazards within the Playscheme is vital in reducing accidents and incidents. The Playleader is responsible for assessing risks to health and safety arising out of the club's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that all members of staff and other persons who are affected by the club's activities take health and safety matters seriously. Staff who have been 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.

The **Registered Person** holds ultimate responsibility and liability for ensuring that the club operates in a safe and hazard free manner. The Playleader is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures. This will be reinforced in a training session during the training days preceding the start of the summer holiday club.

The Playleader will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provision.
- 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 correctly reported and recorded (including informing the HSE and Ofsted where appropriate).

- Reviewing all reported accidents, incident and dangerous occurrences, and the Playscheme's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers any other adult who come into contact with children at the Playscheme have appropriate and up to date Criminal Record Bureau checks.

The **Playleader** is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The Playleader is required to report any matter of concern regarding the Health and Safety policy to the Headteacher.

The Playleader will ensure that:

- An additional designated member of staff (normally the Deputy Playleader) is 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, in the first instance by the Site Manager, and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken rapidly as possible.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.
- Full Risk assessments are undertaken for any area, activity or entertainment.
- All areas used by the club are checked prior to children arriving/using the area every session and recorded with a checklist.
- All areas, activities or entertainments are risk assessed during the use by children.

**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 the Health and safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Playleader or the designated member of staff, and act upon it wherever 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.
- Undergo relevant Health and Safety training.

### **Insurance**

The holiday club is covered by the School's insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the School, but staff will take reasonable care, both for themselves and other people who may be affected but their acts or omissions at work. If the Club is held responsible for any incident that may occur, public liability insurance will cover compensation.

Policy details:

**Company:** Chartis Europe Ltd  
**Policy Number:** 21005095  
**Expiry Date:** 29<sup>th</sup> September 2013.  
**Limit of Indemnity:** £40 million

### **Liability**

Under provisions contained in the Occupiers Liability Act 1957, the School 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 School's full responsibilities and procedures in respect of Health and Safety are contained in this policy, alongside the relevant sections of the following policies:**

- Staffing
- Risk Assessment
- Site Security
- Fire Safety
- Visits and Outings
- Health, Illness and Emergency
- Hygiene
- Managing Behaviour
- Child Protection
- Documentation and Information
- Equipment
- Infection Control Guidelines (blue book)

### **Physical Environment**

The 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. We will ensure our playscheme environment is safe at all times.

The club venues will remain safe, secure and adequately spacious for its purpose. The environment and atmosphere will always be welcoming to children and will offer 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.

Fort Royal School will be used as the club venue, to ensure there is adequate access for children with disabilities, and suitable toilet changing facilities. If this is not possible, alternative arrangements will be made (i.e. loaning of specialist equipment.)

The club venues comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

The venue cleaners, site manager and club staff are responsible for ensuring the environment is clean, well lit, adequately ventilated and maintained at an appropriate temperature. Risk

assessment and health and safety checks are carried out to ensure the facilities are maintained in a suitable state of repair and decoration.

Where possible, during opening hours the premises are used solely by the club. If this is not possible, adequate procedures will be put in place to ensure security and safety. Activities will be organised and laid out to allow children to choose from a variety of play opportunities.

### **Outdoor Play**

All outdoor areas are safe and secure, and Playleaders will ensure that risk assessment checks will be taken and recorded daily.

In hot weather, sun protection and a regular supply of water will be made available to all children. In cold weather children will be suitably dressed and limited on time spent outside to ensure they don't get too cold.

Any outside water features will be kept safe, and inaccessible to unsupervised children.

### **Equipment**

The club is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment are kept clean, well maintained and in good repair in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable. Where toys or equipment need to be constructed the Playleader must ensure that they are constructed under the manufacturers' instructions.

All electrical toys and equipment are subject to PAT (Portable Appliance Testing).

Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased. The club will have resources and equipment suitable for all children currently in attendance. Specialised equipment will be purchased/hired.

The equipment and resources reflect positive images with regard to culture, ethnicity, gender and disability. They will show men and women in a variety of roles and jobs, with people with different abilities being both active and creative.

Outside of the hours, toys will be kept in a suitable and secure location.

The Playleader will be responsible for planning and reviewing the stock of equipment before and after the clubs.

### **Site Security**

The 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 premises during the session. Club staff will reinforce these messages.

Children who have a tendency to 'abscond' will be observed closely by their key worker, to ensure that they remain safe and secure in the premises at all times.

The Playleader in consultation with staff and parents/carers will regularly review safety and security procedures. 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 on the premises.

### **Supervision**

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

The Playleader 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**

There is a Visitors Section on the Daily Register Sheet, which is kept near the main entrance in which visitors must sign on arrival, alongside giving the following information:

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

Visitors 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 premises. If the visitor has no reason for them being on the premises, 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 Record Book, and the Playleader will be immediately notified.

### **Paperwork**

The Playleader is responsible for ensuring that Health and Safety paperwork is complete before the club starts. Individual children who do not attend the school must have a completed 'Individual Children's Risk Assessment Form'

Risk Assessments are confidential pieces of paperwork and will be filled out by the Playleader with additional support from the parent/carer of the child or key workers/class teachers. Risk assessments for individual children should be used as important pieces of information to assist in the child's safety and the safety of other children and adults at the setting. Each Risk Assessment sheet contains the details of only one child per sheet, and should be shared with the child's key worker for each session.

The form needs to be completed by the Playleader who signs to acknowledge that the information has been written and understood. The assessment should be reviewed regularly to reflect any changes to the child's needs or behaviour. The risk assessment will be shared with any members of staff dealing with the child. The Playleader will check with the parent/carer of each child to ensure that any changes in needs are noted in the risk assessment when appropriate. Leaders

should continue on a second sheet if there is no room to detail each risk on the first. Pages should be stapled together. The risk assessments will be kept on file for future clubs.

To work out the Risk Rating: Occurrence X Harm = Risk Rating

If the Risk Rating is higher than 6 or the Playleader is concerned about any risks, they must talk to the Headteacher immediately. The Risk Rating is an indication of the risks to the child, other children and other adults and needs to be calculated.

All areas and activities should be thoroughly risk assessed before the club starts.

The forms must be completed, dated and signed by the Playleader to show they have written, read and understood the information, and a date set for a review. If an activity changes, a location is altered or an area is changed, the risk assessment must be re-done. The Playleader must check with parents/carers if any amendments are necessary due to changes in a child's circumstances or condition. A second sheet may be stapled to the first if there is no room to include all the relevant information.