



**'Little Apples'
Afterschool Club**

Health & Safety – General Statement of Policy

At 'Little Apples' afterschool club we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the club including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances

- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the club to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe club with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the club
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the club are accessible (wherever practicable)
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the leader.

We believe the risks in the club environment are low and we will maintain the maximum protection for children, staff and parents. During the hours of the club we will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
- Report structural defects, worn fixtures and fittings or electrical equipment to the premises officer
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Work with the premises officer to have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases
- Prohibit smoking on the club premises including outside grounds
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas
- Be aware and adhere to the main risk assessments of the school
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. nuts are not allowed in the club
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the club
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are

- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times

Responsibilities

Responsibility for Health and Safety in the club is that of Tracey Brown.

The leader has overall and final responsibility for this policy being carried out at: 'Little Apple' afterschool club

All employees have the responsibility to co-operate with the leader to achieve a healthy and safe club and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures)

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the leader.

Health and safety training

Person responsible for monitoring staff training is Tracey Brown

Health and safety is covered in all induction training for new staff

Training table (example):

Area	Training required	Who
First aid	Course	All staff
Dealing with blood	In house training/course	All staff
Safeguarding/Child protection	In house training/course	All staff
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff

At least one member of staff on duty **MUST** hold a full paediatric First Aid at Work certificate in the club and when on outings. Our trained first aiders are listed in the first aid policy.

Health and safety arrangements

- All staff are responsible for general health and safety in the club
- Risk assessments will be conducted on all areas used by the club, including rooms, activities, outdoor areas, resources and cleaning equipment
- These are reviewed at regular intervals and when arrangements change
- All outings away from the club (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. Unsafe areas will be made safe or cordoned off by this member of staff to promote the safety of children. If this cannot be achieved the premises officer will be contacted.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- The club will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person in the club suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the club. This is to be shared with all staff, students, parents and visitors
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every 12 months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme.

The policy is kept up to date and reviewed especially when the club changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review