**Health and Safety Policy**

We believe at Acorns to Oaks that staff, parents and children should be exposed to a safe environment in which they can work and play, where high standards of health and safety are maintained.

Staff will receive the relevant information, training and supervision to ensure health and safety issues are reviewed on a regular basis.

Equipment and resources will be safe, clean and meet the necessary safety requirements. Regular safety checks will be made to assess the wear and tear of the equipment. Any defects should be reported to the Manager or Deputy Manager and removed from use immediately. All equipment will be cleaned on a rota basis and recorded.

C.O.S.H.H requirements will be regarding the storage and usage of cleaning products. They will be stored out of reach of children in a locked cupboard and used appropriately. Protective clothing and equipment will be provided for the protection of all staff if needed.

In the event of an accident requiring first aid, a qualified first aider will administer it. A first aider will be on the premises at all times. Accidents will be recorded in the accident book and signed by staff members and parents/carers. Accidents that require hospital treatment will be reported to Care Inspectorate Wales.

Fire procedures will be displayed around the out of school Club. Staff will be
familiar with the evacuation plan and will practice this on a regular basis. These will be recorded in the fire procedure book. All fire- fighting equipment will be inspected by a competent person, the results recorded and appropriate action taken.

Any child or staff member suffering from infections, contagious or notifiable disease will not be admitted to the Out of School Club. Advice will be sought for the department of Public Health Wales and the Care Inspectorate of Wales.

 Any outbreaks of infection will also be notified to the environmental health services.

**The safety of children is of paramount importance. In order to ensure the safety of both children and adults, Out of School Club staff will ensure safety in the following areas:**

**Environment**

* Safety checks on premises, both indoors and outdoors, will take place before every session.
* Equipment will be checked regularly and any dangerous items repaired/discarded.
* The layout and space ratios will allow children and adults to move safely and freely between activities.
* There will be adequate systems and equipment for the detection and control of fire.
* Fire doors will never be obstructed and fire exits will be easily identifiable.
* A record will be kept of any fire drills.
* Electric points/wires and leads will be adequately guarded.
* All dangerous materials, including medicines and cleaning materials will be stored safely and out of reach of children.
* Large equipment will be erected with care and checked regularly.
* Equipment offered to children will be developmentally appropriate recognising that materials suitable for an older child may pose a risk to younger/less mature children.
* The First Aid box will be available and kept in a secure place at all times. All staff will be at least Level 1 First Aid trained.

**Supervision**

* All children will be supervised by adults at all times. They will be always be within sight of an adult.
* Staff ratios will be adhered to at all times, these will be in line with the *‘National Minimum Standards for Regulated Childcare of Children up to the age of 12’.*
* Children will only leave the group to go to the toilet which is located within the community area and does not require children to leave the building. Any other time they leave the group they will be accompanied by an authorised adult.
* Children will not have unsupervised access to kitchens/cookers.
* If a small group go to the outside play area an authorised member of staff will accompany the children

**Adult safety**

* All adults in the group, both staff and visitors will be aware of and respect safety policies.
* If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

**Management**

* A folder will be available at all times for the reporting of any accident/incidents.
• Regular safety monitoring will include checking of the accident record as a basis for risk assessment.
• All adults including parents and carers will be aware of the system(s) in operation for children’s arrivals and departures. An adult will be at the door during these periods.
• Adults will not walk about with hot drinks or place hot drinks without a secured lid on the cup.
• A correctly stocked first aid box will be available at all times.

**Special considerations**

Some areas and activities pose particular hazards. All staff will be aware of these:

* All cooking activities involving the use of heat will be continuously supervised.
* Children will not be allowed in the kitchen for any other purpose.
* Systems will be in place to ensure that no child can leave the premises unattended.

**Risk Assessment**

Annual risk assessments will carried out. Findings of the risk assessment will be communicated to all persons affected.