



# HEALTH & SAFETY POLICY

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# Health and Safety Policy

LEAPS Suffolk considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The organisation has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the organisations Health and Safety policy and is responsible for:

- Establishing and maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others.
- Reporting and recording all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

## Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the organisation.

The organisation's designated health and safety officer is Karen Double

The registered person will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child/adult protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate. All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

## Responsibilities of all staff for Saturday Club and Holiday Club

All staff are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Attendees are only allowed in the kitchen if properly supervised (e.g. for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSHH data sheets.

- External pathways are cleared in severe weather
- Daily environment checks are carried out and recorded on the risk assessment in accordance with our Risk Assessment policy.
- Attendees under 11 are not permitted to use sharp knives as per LEAPS insurance policy

## **Security**

Attendees are not allowed to leave the Club premises during the session. During Club sessions all external doors are kept locked, most staff have fobs. Staff monitor the entrances and exits to the premises throughout the session and have fobs to gain access to and from the building. All staff are responsible for ensuring these fobs are not accessible to the attendees.

All visits are planned in advance. The manager is responsible for answering the front door, unless the manager delegates this to a named member of staff. All visitors to the Club must show identification on the day of their visit before being let in the premises and they must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with any attendee. If a visitor has no reason to be on the Club's premises, we will not let them in and ask them to leave the premises. If the visitor refuses to leave, we will call the police as an emergency. In such an event an Incident Record will be completed and the manager will be immediately notified. Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Please see Lockdown Policy for Lockdown Procedure and Visitor Policy.

## **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before attendees are allowed to use them. Broken toys and equipment are disposed of promptly.

## **Food and personal hygiene**

Staff at LEAPS Suffolk maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily by the school cleaners before a club session and soap and hand drying facilities are always available.
- Most staff are trained in food hygiene and follow appropriate guidelines. Where staff do not hold a food hygiene certificate they are supervised by a trained member of staff.
- Waste is disposed of safely in appropriate bins in each room
- Staff ensure that attendees wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on attendees or staff) are kept covered.

## **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

## **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the attendees present, and to the risks associated with the activities being undertaken.

### **First aid**

First aid trained employees have the responsibility to:

- administer First Aid in accordance with the current legislation and approved code of practice
- record all accidents that are reported to them in the Accident Book
- re-stock first aid boxes at regular intervals and when necessary.

### **Fire Safety**

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

All employees have a responsibility to ensure they know where the fire exits are and the evacuation procedure in the event of a fire or fire alarm. All employees will be trained on fire safety procedures during their induction on their first day of employment