Low Port Out Of School Club
S.C.I.O

# LOW PORT OUT OF SCHOOL CLUB SCIO

## HEALTH AND SAFETY POLICY

Lowport Out Of School Club SCIO 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 Club also has appropriate insurance cover, including employer's liability insurance and public liability insurance on display.

Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe and healthy environment, including checking the premises in accordance with our Risk Benefit Assessments, regular cleaning of equipment and recording fridge temperatures and labelling of opened food;
- Taking reasonable care for the health and safety of themselves and others attending the Club;
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future and informing parents/carers of this and having them sign our accident form
- 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 our disciplinary procedures.

### Responsibilities of the manager

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature;
- No smoking, alcohol consumption or drug use on the premises
- Informing Care Inspectorate or Serious Injury, Illness or accident involving a child
- The main premises are used by and solely available to the Club during opening hours.
- All the Club's equipment is safely and securely stored;
- Children 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 securely, and in accordance with CoSHH;
- Ensure that there is a sufficient child to staff ratio (10:1) in accordance with national legislation.
- There is a member of staff trained in First Aid on duty every session and the First Aid Kit is accessible and appropriate for use.

### Security

Children are **not** allowed to leave the Club premises during the session until collected by parent/carer or other person over the age of 16 identified via parents to club staff. During Club sessions all external doors are kept **locked**. Staff monitor the entrances and exits to the premises throughout the session.

**All visitors** to the Club must sign the Visitor Log. Visitors will never be left alone with the children. If a visitor has no reason to be on the Club's premise's we will escort them from the

premises. Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## Policy History

| Revision Date | Author | Description |
|---|---|---|
| 28 July 2020 | Adrian Williamson | Reformatted for website |
| 03 September 2020 | Chris Ronalson | Updated |
| 13 December 2021 | Gemma Kerr | Updated |
| 1 March 2022 | Chloe Wells | Reviewed |