

D.P.S.

Out of School Club

**Health & Safety
Policy**

Health and Safety Policy

Principle

DPS Out of School Club believes that the health and safety of those in our care is of utmost importance. The policy within DPS Out of School Club is to provide the children with a healthy, safe and stimulating environment in which to work and play.

At DPS Out of School Club management works to ensure the setting complies with:

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))

Policy Statement of Intent

At DPS Out of School Club management endeavours: to ensure that a high level of health and safety is maintained at all times for all those coming into contact with our setting; all children, parents, staff and volunteers are aware of health and safety issues; to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The member of staff responsible for health and safety is:

Leader / Deputy Leader

- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.

Procedure

Insurance cover:

At DPS Out of School Club there is public liability insurance and employers' liability insurance.

Due to insurance cover children may NOT enter before 2pm and MUST be collected by 6 pm

- The certificate for public liability insurance is displayed at on the parents information board.
- Our insurance company is: Lockton
- Contact details: 02890248989

Management will ensure that this is renewed annually.

Training/Awareness Raising

- All staff/volunteers/placement students complete a thorough induction process
- During induction training staff and volunteers are provided with a clear explanation of health and safety issues and are provided with all the policies and procedures of the setting.
- Induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents/carers of new children, so that they are fully aware of the policies and procedures which are in place for their child's well-being.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at management and staff meetings.
- At DPS Out of School Club there is a no-smoking policy.
- Health and safety issues are regularly identified with the children through discussions, planned activities and routines.

Safety of Adults

- Induction training covers matters of employee well-being, including safe lifting, movement and the storage of potentially dangerous substances.
- Safe equipment, eg step ladder, is provided to ensure high areas can be reached.
- All warning signs are clear and in appropriate languages.
- Staff are aware that there is no lone working permitted in the setting.
- Accident and incident reports are maintained and are reviewed regularly to identify any issues that need to be addressed.
- There is a record of all substances that may be hazardous to health e.g. such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- All cleaning chemicals are kept in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage and are in line with current Health and Social Care Trust regulations.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- The setting takes precautions to prevent children's fingers from being trapped in doors.
- There is a doorbell/buzzer system in place for those entering and exiting the building.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- There is adequate light and ventilation in the building.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- The outdoor area is securely fenced and in line with current regulations.
- There is a health and safety check completed daily prior to going outdoors, eg clearing of rubbish or potential sharp objects.
- All outdoor activities are supervised at all times.
- Safety mats are in place when children are using climbing apparatus or other large equipment.
- All staff are aware of safety when lifting heavy outdoor equipment.

Hygiene

- Daily routines within the setting encourage the children to learn about personal hygiene.
- There is a daily cleaning routine for the setting, which includes the play room(s), kitchen and toilet area. These will be washed/sterilised as appropriate.
- Equipment and materials, dressing-up clothes, aprons and furnishings will be washed regularly.

- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.

Activities and resources

- All resources are checked to ensure that they are safe for the ages and stages of development for the children currently attending the setting.
- The layout of activities ensures adults and children to move safely and freely.
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are to be removed immediately for repair or discarded with the consent of the manager/management team.
- Any spillage will be cleaned immediately to prevent accident.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are encouraged to respect their environment and the equipment provided.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow
- Children who are sleeping are checked regularly with sleep records maintained.

Fire Drills

DPS Out of School Club will implement regular fire drills to ensure all staff, volunteers and children coming into contact with the setting are aware of the safety procedures.

- Explain to the children about the need to practice a fire drill and make them aware that this will be followed in an emergency.
- Make the children and staff/volunteers aware that a whistle will be used to get everyone's attention during a case of emergency.
- Everyone must stop what they are doing and move towards the fire exit door.
- A staff member will get all the children into line.
- A staff member will carry out a head count of those present.
- A staff member will ensure the register is collected.
- A staff member will ensure a working mobile phone will be brought outside.
- A staff member will be the last person to exit the building – he/she will check the room and toilets to make sure nobody is left.
- A staff member will dial 999 for assistance.
- The register will be called as soon as everyone is present at the predetermined assembly point in the back playground.
- This procedure will be documented in the fire drills file, registers included.
- Fire-fighting equipment must be properly maintained and serviced annually.
- Staff/volunteer training on fire safety should be raised with the management team.

CERTIFICATE OF EMPLOYERS LIABILITY INSURANCE

(Where required by regulation 5 of the Employers Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Policy Number: CO RES 5091652
2. Name of Policy Holder: Mr David Downing T/A Dungannon Campus Day Care
3. Date of Commencement of Insurance: 01/04/2016
4. Date of Expiry of Insurance: 31/03/2017

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Jersey, the Island of Guernsey and the Island of Alderney :and
2. The minimum amount of cover provided by this policy is no less than Stg£5 million

Signed on behalf of Allianz p.l.c.
Authorised Insurers



Aidan Hanratty
Director Underwriting

Links with other policies:

Child Protection/ Safeguarding Policy

Smoking Policy

Fire Safety Policy

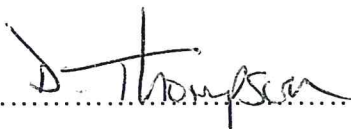
Managing Emergencies Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.


This policy was adopted by DPS Out Of School Club management team.

Signed:



(on behalf of the management team)

Position:



Reviewed on:

Date:

Signed:

Date:

Signed:

Date:

Signed: