



## **Health And Safety Procedure**

### **Health & Safety Policy**

SKC has a health & safety procedure, which is monitored and reviewed every two years by the manager. Staff are made aware of their responsibilities for health and safety of themselves and children in their care. Risk assessments / policies for procedures and activities at the club are reviewed as and when incidents arise and reviewed formally on an annual basis. The health & safety lead is the club manager, however any member of the team can complete these assessments and the findings must be reported to the manager or senior member of staff and filed in the relevant folder.

The Club's policies and procedures are there to support members of staff and are made available for parents / carers to view.

### **First Aid**

In SKC there will always be a paediatric first aid trained member of staff available. The qualified paediatric first aid staff member is the SKC Manager. A first aid kit will be situated within the SKC working area. Named first aiders will be prominently displayed in the club. (See also Illness and Injury policy).

### **Fire Safety Drills & Emergency Evacuation Procedure**

Regular fire drills will be practised to ensure efficient and effective evacuation from the buildings. See Fire drill log form.

In an emergency, the fire alarm will sound (a continuous audible siren) and all children and staff will be accounted for and will leave SKC premises together through a designated fire exit route to the assembly point at High Lane next to the field. A SKC staff member will conduct a registration to account for all the children attending the club.

### **Site Security**

SKC provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding therefore;

- Gates should be locked except at the start of and end of the day.
- Doors should be closed to prevent intrusion but to facilitate smooth entrance and exits for approved personnel.

- Visitors, parents/ carers and students must only enter through the main entrance. Visitors must sign in and issued with a SKC visitors sticker, which should be returned at the end of the visit. See supervision of no-vetted staff / visitor's procedure.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.

### **Outside Play Area**

Staff must conduct a health and safety check around the outside play space before children are allowed access.

### **Equipment**

During activities all staff members are required to be vigilant about the resources and equipment in use. Any broken or damaged equipment must be removed or replaced and reported to a senior member of staff. An equipment inventory will be maintained.

### **Hazardous Substances**

Cleaning equipment and fluids are stored safely and securely as per Control of substances Hazardous to Health (COSHH) guidance. These will always be kept out of the reach of children. All staff are provided with appropriate Personal Protective Equipment (PPE) for example disposable gloves.

### **Food Handling**

Those staff members who are handling food are required to attend food hygiene training and to follow good practice at all times. (see also Food & drink policy)

### **Accident Record**

Any accidents with either children or staff must be recorded in the relevant Accident record form. (see also Accident and Illness / Injury Policy)

### **Lighting & Temperature**

We will ensure that the club premises is adequately ventilated and well lit. Daylight will be the main source of light where this is not possible we will ensure that is of good quality.

An appropriate temperature will be maintained and monitored at all times.

### **Electrical Equipment**

All electrical equipment will be visually checked before use. Equipment will be portable appliance tested (PAT) annually.

Last reviewed 10/04/17