

The Brookhurst Out of School Club

Ullswater Avenue, Leamington Spa, CV32 6NH.

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Health and Safety Policy

We are committed to providing a safe and healthy environment for staff to work in and for children to play and develop in. We provide information, training and supervision in order to achieve this because we understand that the health and safety of everyone who enters our setting is our responsibility.

The responsibility for health and safety at Brookhurst Out of School Club is the co-ordinators.

We aim to:

- Establish and maintain a safe and healthy childcare environment
- Ensure safe working practices
- Make safe arrangements for the use of hazardous substances
- Ensure that there is sufficient information and training on offer in order for all people entering the setting to be able to avoid any hazards
- Ensure safe entry and exit to and from the club for all children and adults
- Ensure effective evacuation procedures in the event of fire or other emergencies and regularly practice this
- Encourage people to report any unsafe working procedures in order to amend them.

We carry out daily checklists in order to ensure the safety of our premises. We ensure that:

- All exits are kept clear
- All equipment/toys are checked for cracks/defects
- Fridge temperatures checked and cleaned regularly
- Electrical equipment is tested annually
- Toilets are checked
- Heaters are checked

Furthermore, we ensure that:

- All staff, children and visitors are aware of the fire procedure
- All staff members are aware of accident procedures
- All staff members adhere to our hygiene policy and actively prevent the spread of infection

- Smoking is prohibited
- Running when inside is prohibited
- All cleaning products are kept out of the reach of children and have a COSHH sheet to accompany them (kept in the health and safety folder).
- All staff/visitors are aware of the first aid area and who the 'first aiders' are
- Children are supervised at all times

It is the responsibility of all staff members to work together with the senior management in order to maintain a safe and healthy environment. All employees are responsible for taking reasonable care of themselves.

Health and safety issues will be regularly discussed in meetings

Health and Safety Arrangements

- Risk assessments are carried out for all areas of the club and for all activities and trips
- Daily checklist of the premises carried out and signed
- The club adheres to the Control of Substances Hazardous to Health (COSHH) guidelines
- All staff receive appropriate health and safety training
- We ensure that all staff members are aware of the accident and injury policy so that any accident/injury is dealt with effectively
- We ensure that all staff members are aware of the fire policy and procedure

Accidents/ incidents are recorded using the Magic Booking incident report forms. Once completed, the form will be sent to the child's parent(s) via email.

This policy will be kept up to date and will be reviewed annually. It is essential that if any individual notices any wrongdoings in terms of health and safety that it is reported in order that it is sorted out as soon as possible.

Policy adopted on: July 2023

Review due: July 2024