

Health and safety policy

Statement of intent

Funzone believes that the health and safety of children is of paramount importance. We make our out of school club a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for health and safety is Amanda Lawler. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We offer all staff a copy of health and safety law information.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues which are checked:

- daily before the session begins;
- monthly
- yearly - when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed with our signing out information.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The 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.

- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service have unsupervised access to the children. The identification of new staff is checked at the interview stage by asking for photographic evidence of ID.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The arrival and departure times of both children and staff are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

Windows

- All windows are made from materials which prevent accidental breakage or are made safe.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are procedures in place which allow for facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is tested on a yearly basis.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded and the children are taught not to touch them.

- There are sufficient electrical sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

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

Outdoor area

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the rooms which we run in.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;
- PLEASE ALSO SEE COVID-19 RISK ASSESSMENT

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the club.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is appropriately supervised. During play children are encouraged to take risks suitable to their stage of development – this helps them to understand their own limits. Staff are made aware of risk:benefit analysis. Risk Assessments will be carried out where necessary.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before outings.
- Our adult to child ratio is high, normally one adult to five children but this depends upon the age of the children attending and the trip destination.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Our emergency evacuation procedures are
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every school term
- Records are kept of fire drills

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. Our first aid kit is regularly checked by a designated member of staff and re-stocked as necessary and is easily accessible to adults;

At the time of admission to the club, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Any accidents that take place are recorded on our booking system 'Book the Childcare'. Parents will receive an emails once an accident form has been completed and will be required to acknowledge the accident on the system.

Ofsted is notified of any injury requiring hospital admission or the death of a child or adult.

We meet our legal requirements for the safety of our employees and the children who attend by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

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- any accident to a member of staff requiring treatment by a hospital which are under the guidelines of RIDDOR; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Labels must not obscure instructions, name or dosage etc.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. Funzone will organise such training.

Children over the age of 8 may administer their own medicine at Funzone, as long as a medication form has been signed by their parent allowing them to do so. The medication will be held securely by Funzone and provided to the child when necessary. A member of Funzone staff will observe the child administering the medication and will then return the medicine to the Funzone filing cabinet.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at Funzone. We follow county guidelines on infection control and this is available for parents to view whenever they wish.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- Funzone hold details of next of kin of all staff members.
- Details of staff allergies are held.

Records

In accordance with the EYFS, we keep records of:

- adults authorised to collect children from the club;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;

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- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

This policy was reviewed on 2nd September 2024