LPF – Kiddies Club

Community Interest Company

 Making learning meaningful and fun

 Company No: 8645341

 Mobile: 074 2686 8190

**LPF KIDDIES CLUB HEALTH AND SAFETY POLICY**

LPF Kiddies Club Out of School Club 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 has appropriate insurance cover, including employer’s liability insurance and public liability insurance.

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

* Maintaining a safe environment
* 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
* 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 disciplinary procedures.

**Objectives**

* To provide adequate control of the health and safety risks arising from our work activities
* To consult with our employees on matters affecting their health and safety
* To provide and maintain safe premises and equipment
* To ensure safe handling and use of substances
* To provide information, instruction and supervision for employees
* To ensure that all employees and volunteers are competent to do their tasks and to give them adequate training
* To prevent accidents and cases of work-related ill health
* To maintain safe and healthy working conditions
* To review this policy at regular intervals, as necessary

**Responsibilities**

Carmel Britto has overall and final responsibility for health and safety at the club and is responsible for this policy being carried out at any premises which LPF Kiddies Club CIC activities are being conducted Carmel Britto will be responsible as the deputy. The registered person will ensure that:

* All staff receive information on health and safety matters, and receive training where necessary
* The Health and Safety policy and procedures are reviewed regularly
* Staff understand and follow health and safety procedures
* Resources are provided to meet the Club’s health and safety responsibilities
* All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
* All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

The following staff will be responsible for safety in particular areas:

Safe electrical equipment: **Carmel Britto**

Safety of children/young people in classrooms: **Carmel Britto**.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem that they are not able to put right, they must tell the appropriate person named above straightaway. Consultation between management and employees is provided by termly staff/volunteer meetings. Other people responsible for health and safety are (no other named person at this time).

**Responsibilities of senior members of staff**

The supervisor is responsible for ensuring that at each session:

* Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
* The 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 (eg for a cooking activity)
* A working telephone is available on the premises at all times
* Chemicals and cleaning materials are stored appropriately, and in accordance with CoSSH data sheets.
* External pathways are cleared in severe weather
* Daily environment checks are carried out in accordance with our Risk Assessment policy

**Security**

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club sessions all external doors are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children. If a visitor has no reason to be on the Club’s premises, we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an Incident Record will be completed and the manager will be immediately notified.

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

**Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

**Food and personal hygiene**

Staff at LPF Kiddies Club Out of School Club maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

* A generally clean environment is maintained at all times.
* Toilets are cleaned daily and soap and hand drying facilities are always available.
* Staff are trained in food hygiene and follow appropriate guidelines.
* Waste is disposed of safely and all bins are kept covered.
* Staff ensure that children wash their hands before handling food or drink and after using the toilet.
* Cuts and abrasions (whether on children or staff) are kept covered.

**Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

**Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

**Accidents**

The first-aid box is located on the desk.

Carmel Britto is responsible for the first aid box.

Trained and qualified first-aiders are Carmel Britto and Kolawole Britto.

The person responsible for reporting incidents and recording them in the accident book is Carmel Britto.

A list of the children’s/young people’s emergency contact numbers is in the clubs membership folder/ filing system.

**General fire safety**

Checks are made as follows:

* On escape routes: on every day the club meets
* On fire extinguishers, alarms and other equipment: every term.

**Training**

The person responsible for training in health and safety matters is Carmel Britto.

All tutors and volunteers need to know:

* What to check before starting work in a new classroom
* What to do if the fire alarm sounds
* What to do if someone is hurt
* How to register new pupils/students
* How to supervise break times.

**Related policies**

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care**

**Agreed by the Management Committee**

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| **Date implemented** | **Future review dates** |
| 2020  | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
| **Date reviewed** | 17/04/20 | 04/02/21 | 09/04/22 |  |  |  |  |
| **Date approved by directors** | 17/04/20 | 04/02/21 | 09/04/22 |  |  |  |  |

Signed:  Date reviewed: 04/02/21

Director and Founder Carmel Britto