



Quackers After School Club

## Safety Policy

The Committee carry overall responsibility for this policy, and the Quackers Manager will be accountable to the Committee for its day-to-day implementation.

All employees and volunteers are responsible for making themselves familiar with and conforming to the Club Safety Guidelines, and to co-operate with the Manager to achieve a healthy and safe environment, taking reasonable care of themselves and others. If they encounter a safety problem they should:

- a) where possible, deal with it immediately, and
- b) report the problem to the Manager, who in turn must inform the Committee.

In order to ensure the health and safety of children, employees and others who may be affected by our activities, Quackers will:

- Provide a safe environment for the children and a safe working environment for our employees and other visitors to the Club
- Ensure all existing and new activities are subject to regular risk assessment, with the objective of reducing or eliminating risk wherever, and as far as, is reasonably practicable
- Ensure that any practical precautions identified by the risk assessment and health and safety guidelines are implemented as planned
- Ensure that health and safety issues are included in every relevant decision
- Encourage two-way communication between the Committee and employees that seeks continuous improvement and the promotion of good health and safety practices
- Provide appropriate health and safety training to employees and helpers
- Ensure adequate resources are available to achieve health and safety goals and objectives
- Ensure that any reportable accidents are notified to the relevant enforcing authority, and that appropriate records are made.

Signed on behalf of Quackers After School Club: \_\_\_\_\_

Position: \_\_\_\_\_



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Safety Policy

Issue E

# **Appendix A**

## **Safety Guidelines**



Quackers After School Club

Safety Policy

Issue E

## **Safety Guidelines**

### **Supervision**

- All children are supervised by adults at all times
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will only leave the group with authorised adults
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency
- Whenever children are on the premises at least two adults are present
- Children do not have access to the office
- Activities such as cooking and energetic play receive close and constant supervision
- On outings, where the children leave the premises, the adult: child ratios are as follows: when on the Club premises 1:8, when taken elsewhere 1:4, 1:10 for over 8 year olds.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises
- During all activities children are encouraged to recognise and respond to appropriate levels of risk.

### **Hazardous Substances**

- All dangerous materials, including cleaning materials and matches, are stored out of reach of children
- Any spills of blood, vomit or excrement will be cleaned and cleared using rubber gloves, following appropriate procedures specified in the Club's Health and Hygiene Policy.

### **Fire Safety**

- There is no smoking in the building



- In the event of a fire our priority is to make sure that children and staff are safely evacuated from the building. See Evacuation Procedure
- Fire extinguishers should be checked annually
- Fire drills are held at least once a term.

### **Premises/Equipment**

- Safety checks on the premises are made before every session
- Fire doors are never obstructed
- The layout and space ratios allow children and adults to move safely and freely between activities
- Electric points/wires and leads are adequately guarded
- An inventory is held of all electrical equipment in use by employees and helpers during the course of their work. A suitable inspection and test of electrical safety will be made by a competent person annually, and these checks will be recorded in the inventory
- All equipment is checked regularly and any dangerous items repaired or discarded
- Large equipment is erected with care and checked regularly
- When lifting or moving heavy, awkward equipment, adults will assess the load and get help from another person or equipment (trolley, steps) as necessary, always following specific advice/training given to the staff. (Manual handling guidelines are given to all employees)
- Equipment offered to children is developmentally appropriate; recognising the materials suitable for an older child may pose a risk to younger/less mature children
- The premises are secured at the end of the day/session.

### **Accidents and Injuries**

- A correctly stocked First Aid box is available in the room at all times and is regularly checked by the Manager.
- All accidents/incidents are recorded in an Accident Book. In the case of a child, a copy of the entry is given to the child's carer, who signs to show they have received it



- Incidents recorded in the Accident Book will be examined as part of regular safety monitoring, by the Club Manager
- If a child goes directly to hospital from the Club due to an injury sustained through Club activities, this will be reported to the relevant enforcing authority\*
- If an employee needs to take more than 3 days off work due to an injury or ill-health sustained during the course of their work, this will be reported to the relevant enforcing authority. \*

\* To report an accident contact the Incident Contact Centre Tel 0845 3009923, or online at [www.riddor.gov.uk](http://www.riddor.gov.uk)

### **Sun Protection**

Quackers understand the dangers posed to children by over exposure to the sun.

In hot weather, we will supply sunscreen and ask parents to sign a permission slip. Parents should inform us of any allergies and supply specific sunscreen if needed. When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves. Children will also be encouraged to wear a hat when playing outside in the sun. Children will be encouraged to drink frequently. Staff should also ensure that shady areas out of the sun are available to children when playing outside.

### **In the event of a Major Accident, Incident or Illness**

In the event of a major accident, incident or illness the following procedure will be followed:

The First Aider will be notified and will take responsibility for deciding upon appropriate action.

The first aider will assess the situation and decided whether the child needs to go straight to hospital or whether they can safely wait for the parent/carer to arrive.

If a child needs to go to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and take the registration form that states that the parent/carer has given permission for medical treatment to be administered.

The Chairperson will need to be informed straight away. If it is necessary the Manager will endeavour to supply another member of staff to the Club to ensure the safety of the other children is not compromised.



If a child does not need to go to hospital, the Manager will contact the parent/carer and ask them to collect their child. Until the parent/carer arrives the child will be kept under supervision and as comfortable as possible.

All incidents/accidents will be recorded in detail on the appropriate form. Parent/carer should sign to acknowledge the incident/accident and any action taken.

Parent/carers will be made fully aware of the details of any incidents involving their child/ren's health and safety and actions taken by the staff at the club.

### **Intruder/Stranger**

Should an intruder/stranger enter the premises they should be approached by a member of Staff and asked the reason for their presence.

The remaining members of Staff will make it their duty to take control and care of the children and keep a watchful eye on their colleague.

Should it become apparent that the incident is becoming threatening, the children should be moved calmly and sensibly to another area.

If necessary the appropriate emergency service should be contacted together with the Chairperson.

After the incident has occurred an Incident Report Form must be completed.