

Health and Safety Policy

Jimmy Grimboll's Breakfast and Holiday Clubs held at St.Peter's Primary follows all the policy guidelines of St.Peter's Primary School to ensure the health and safety of the children and staff at Jimmy Grimboll's.

Jimmy Grimboll's takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The named member of staff in charge of Health and Safety is: Carol Allen-Smith.

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplaces (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Management Team and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

Any accident is recorded in the accident report book and treated with the appropriate first aid. The parent / carer is informed when the child is collected. If the child stays in school (after breakfast club) the information will be passed onto their class teacher at the start of the school day.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health
- Prevent accidents and cases of work-related ill health
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged

Both the Registered Person and the Club Leader are responsible for assessing risks to health and safety arising out of the Club's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Club's activities. The Supervisor is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Management Team will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions
- Providing adequate resources, including financial, as is necessary to meet the Club's health and safety responsibilities
- Providing adequate health and safety training for all staff
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing OFSTED, where appropriate)
- Every half term we will review all reported accidents, incidents and dangerous occurrences, and the Club's response , to enable correct measures to be implemented
- Ensuring that all staff have appropriate and up to date CRB checks
- Regular safety inspections are carried out and the reports accurately logged

- Any action required as a result of a health and safety inspection is taken as rapidly as possible
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences
- Staff are adequately trained to fulfil their role within the Health and Safety policy
- Information received on health and safety matters is distributed to all members of staff

The Leader is responsible for the day to day implantation, management and monitoring of the Health and Safety policy. The Leader is required to report any matter of concern regarding the Health and Safety policy to the Management Team.

The Leader will ensure that:

- All accidents, incidents and dangerous occurrences are reported and recorded in the Accident Record Book or Incident Record Book.
- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the Club, as set out in this and other policies, this is Gina Gonzales.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it
- Have regard for any Health and Safety guidance issued by the Leader or the designated member of staff, and act upon it whenever appropriate

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work *Venture Trails Ltd*
- Ensure all accidents, incidents and dangerous occurrences are recorded in the Accident Record Book or Incident Record Book
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Club, are safe
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo health and safety training when instructed to do so by the Management Team

Insurance:

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Club. Therefore, the Club has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the Club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Club is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability:

Under provisions contained in the Occupiers Liability Act 1957, the Club has a duty to ensure that both children and any visitors are kept reasonable safe. The parties named in the wording of the premises contract are responsible

for this duty.

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The Club's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:

- Staffing
- Risk Assessment Procedures
- Equipment
- Health, Illness and Emergency
- Fire Safety
- Hygiene
- Food and Drink
- Managing Behaviour
- Safeguarding Children

All the children who attend Jimmy Grimboll's are expected to follow the club rules (see Behaviour Management Policy). They are expected to respect each other and the staff responsible for them. The children are informed of the areas they can use and are expected to stay in those areas when allocated to them with a member of staff. These areas are:

- Snack / Activity Room
- Hall
- Library
- New Infant toilets
- Lower Junior toilets
- Playground(s) or field (under supervision)

During Holiday Club children can also use:

- Year 3 Classroom
- Reception Classroom and Soft playground (under supervision)

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- **ICT Suite**

To ensure the children's safety a register is taken as soon as the child arrives in the activity room.

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The children will use the above areas for activities during breakfast club and holiday club and they are supervised at all times. Outdoor activities take place if the weather permits. The playground(s) is used, and in the summer months so is the field. Again, the children are supervised at all times.

All outside doors to the school are kept closed and locked. During Breakfast Club the front entrance to the school is not locked as school staff will be arriving for the start of the school day, but there are extra security measures present at the front entrance.

Before the facilities are used, they are cleaned by the school cleaning staff. At the end of the Breakfast Club session or at the end of the day for Holiday Club, it is the responsibility of Jimmy Grimboll's staff to ensure that the facilities are left clean and tidy. All the cleaning equipment is stored in a locked cupboard.

Children will be asked to wash their hands before breakfast and snack time and will also be asked to clean their teeth after their breakfast (children must provide their own toothpaste and toothbrush). They will also be reminded to wash their hands after using the toilet.

All equipment and toys are checked on a weekly basis by the staff to ensure that they are safe to use. Any repairs that are needed are actioned straight away and faulty equipment or toys are put away until they are replaced or repaired and are safe to use.

A fire drill is held every term and this will be recorded on the fire safety sheets. Fire exit procedures are displayed.