

Batheaston CEVC Primary School
PLAY RANGERS
Breakfast and After School Club
Health and Safety Policy

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 shares Batheaston School's 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 (Accident Log) or damage or may do so in the future (Spotted a Problem form from the school Reception)
- Undertaking relevant health and safety training when required to do so by the Headteacher which includes attending H and S training organised for school staff where appropriate.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The headteacher and school governors of Batheaston Primary School hold ultimate responsibility and liability for the safe operation of the Club. The headteacher and governors will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Sarah Weber, headteacher of Batheaston School working with the Play Leaders in the headteacher's absence
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly and this policy must be read alongside the School's Health and Safety Policy which is available on the school website: batheastonprimary.co.uk. The school Health and Safety Policy is reviewed annually as a minimum
- 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 Ofsted, 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.

Responsibilities of the manager

The head teacher is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored

- Children are only allowed in the children's kitchen if properly supervised (eg for a cooking activity). They are not allowed into the school kitchen
- Children are not allowed to use the school gym equipment including mats. Mats and benches may only be used to create additional seating space and not for gymnastics. If small equipment is needed to supplement Play Ranger resources, eg bean bags and hoops, adults only should access the PE cupboard
- Play Rangers have full access to the school playgrounds, play spaces and Mike's Meadow. The children in these spaces must be supervised at all times
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out by Play Rangers staff and the space used is regularly checked by the school caretaker as part of the daily/weekly/monthly school routine.

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 the school gate is kept closed and locked except for the first few minutes after 3.15pm when school children are being picked up at the end of the day. There will be some times when the gate is closed but not locked, eg Parent Evenings, so staff need to be aware of these exceptions. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club must sign the **School Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children. Visitors must wear the same identity lanyards as school visitors. These are available in the school office.

Security procedures will be regularly reviewed by headteacher and H&S governors, 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 particularly when given second hand toys. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at Play Rangers 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 **School Intimate Care** policy. The school caretaker will support with the cleaning.

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.

Related policies

See also our related policies, **Emergency Evacuation, Safeguarding, Administering Medication, Staff Code of conduct and Visitor policies**

This policy was adopted by: Play Rangers	Date: November 2017 (updated version)
To be reviewed: November 2019	Signed

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64]*.