



Meltham School's Out

Health and Safety Policy

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1.0 Aims

The aim of this policy is to show how Meltham School's Out complies with The Health and Safety at Work Act (1974) and the Workplace (Health, Safety and Welfare) Regulations (1992) at all times. It highlights the responsibilities the Committee, management and staff have in ensuring the premises is safe and poses no risk to health for the children and parents/carers that have access to it.

2.0 Roles and Responsibilities

2.1 The Registered Person

The registered person for the setting is the club Chair, who holds ultimate responsibility and liability for the safe operation of the club. The registered person ensures 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.
- 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.

2.2 The Manager

The club's manager is responsible for ensuring that:

- staff understand and follow health and safety procedures.
- resources are provided to meet the club's health and safety responsibilities.
- 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 its opening hours.
- all the club's equipment is safely and securely stored.
- 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.
- daily environment checks are carried out in accordance with the Risk Assessment policy.

2.3 Staff

Meltham School's Out staff are responsible for ensuring that:

- they understand and follow health and safety procedures;
- the premises is safe and poses no risk to health for anyone that uses it;
- any required training is completed in a timely manner;
- they understand the procedures in place to keep themselves – as well as the children – safe whilst on the premises.

3.0 Policy

3.1 Commitment to Health and Safety

Meltham School's Out 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 this policy and knows and understands its content in relation to their roles and responsibilities for upholding the highest possible standard of health and safety for both themselves, the children and any other visitors to the club.

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

3.2 Premises and Environment

Children are not allowed to leave the club premises during the session unless prior permission is given by the parents (for example, to attend other extra-curricular activities). During club sessions all external doors are kept secured, with the exception of fire doors. Staff monitor the entrances and exits to the premises throughout the session, and a member of staff is deployed on 'door duty' each week.

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.

3.3 Manual Handling

Manual handling is one of the major causes of absence through injury in the workplace. At Meltham School's Out we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

It is the responsibility of the management to:

- eliminate hazardous manual handling activities, as far as is reasonably practicable
- assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- the task
- the load
- the individual undertaking the task
- the working environment

It is the responsibility of all staff to:

- comply with any instructions and training provided in safe manual handling techniques.
- not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities.
- Report to the manager any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

Staff carry out any manual handling operation with reference to the guidance given in the training that is provided. The assistance of an additional member of staff is sought in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

In summary

Avoid Whenever possible, avoid manual handling situations.

Assess If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce Reduce the risk of injury by defining and implementing a safe system of work.

Review Review your systems regularly, to monitor the overall effectiveness of the policy

3.4 Emergency Evacuation & Lockdown

Meltham School's Out make every effort to keep the club open, but in exceptional circumstances may need to close at short notice. Possible reasons for emergency closure include:

- serious weather conditions
- heating system failure
- burst water pipes
- death of a member of staff or child
- assault on a staff member or child
- serious accident or illness

In the event of an emergency, the club's primary concern is to ensure that both children and staff are safe. The club holds regular practices to ensure that all staff and children know what to do in the event of an emergency evacuation. The procedure for which can be found in Appendix 2, and it is also displayed throughout the club premises.

In the event of a serious incident taking place and it being necessary for the club to go into lockdown or to evacuate to other premises, the Club Emergency Plan is followed. All club staff are trained in following emergency procedures as outlined in the Emergency Plan. An emergency grab bag containing; first aid supplies, torches, emergency blankets, high visibility vests, a whistle, a copy of the emergency plan and a copy of the emergency contacts list is located in the club office and is clearly marked. Possible serious incidents include:

- fire or bomb scare/explosion
- assault on a staff member or child
- terrorist attack
- intruder on the premises or nearby displaying threatening behaviour.

If the club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, Ofsted is notified. Details of which can be found in Appendix I.

3.5 Fire Safety Risk Assessment

The club's Designated Fire Marshal is Shirley White. The Fire Marshal is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their induction period. In the event of the Fire Marshal's absence, the club manager will take responsibility or nominate a replacement member of staff.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide. The risk assessment covers:

- Identifying potential fire risks.
- Identifying people at risk.
- Evaluating the risks arising from the hazards identified and the means of minimising those risks.
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff.
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Marshal liaises with local Fire and Rescue Service and other external agencies such as Meltham CE School, for further advice and ensures that emergency contact details are to-hand in the event of an emergency evacuation.

3.6 Risk Assessment

Meltham School's Out uses its risk assessment systems to ensure that the club is a safe and secure place for children and staff. In line with current Health and Safety legislation and the EYFS

Safeguarding and Welfare Requirements 2023, all staff are expected to undertake risk assessments as part of their routine tasks and take appropriate action to deal with any hazards or risks identified.

It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon. Risk assessments are carried out:

- Whenever there is any change to equipment or resources.
- When there is any change to the club's premises.
- When the particular needs of a child necessitates this.
- When the particular needs of a member of staff necessitates this.

Not all risk assessments need to be written down. Staff make the decision, in consultation with the manager, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment are always be recorded in writing so that staff can refer to them. If changes are required to the club's policies or procedures as a result of the risk assessment, the manager updates the relevant documents and informs all staff.

3.6.1 Daily Checks

Meltham School's Out is committed to providing a safe, secure and stimulating environment for all children at all times. Each day, a Daily Safety Inspection Checklist is used to ensure the rooms and outdoor areas are safe and risks minimised and/or managed. It is also used to monitor the status of repairs that have been reported to ensure they are addressed in a timely manner.

Staff remain vigilant to risks throughout the session and deal with them quickly to keep all children safe, with minimal disruption to their play. Any hazards identified during a session are written on the Daily Safety Inspection Checklist and discussed with the manager if it poses a significant risk. The manager ensures that any actions needed to mitigate the immediate hazard are taken and implements measures to prevent the incident from recurring.

3.6.2 Recording Dangerous Events

All staff are responsible for recording all dangerous events on an Incident and/or Accident form as soon as possible after the incident. If the incident affected a child, the record is kept on the child's file. The club monitors to see whether any pattern to the occurrences can be identified.

3.7 Illness, Accidents and First Aid

3.7.1 Working Practices

At Meltham School's Out we deal promptly with all illnesses and injuries that occur whilst the children are in the club's care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents/carers must complete a medical form as part of their application pack when their child joins the club, which requests permission for club staff to authorise emergency medical treatment for their child in the event of a serious accident or illness.

We record any accidents or illnesses, together with any treatment given, on the appropriate form, and the parent/carer is informed.

Meltham School's Out cannot accept children who are ill. If any children are ill when they first arrive at the club, we inform their parents/carers that they must be taken home until the child has fully recovered, or until after the minimum exclusion period has expired, which can be found in Appendix 4.

3.7.2 Infectious and/or Communicable Diseases or Conditions

If the presence of head lice is discovered at the club, parents/carers are discreetly notified at collection, and other parents/carers are informed.

If a case of head lice is found at the club, the child's parents/carers are discreetly notified when they collect the child, and other parents/carers are informed to check their own children for head lice. Care is always taken to not identify the child affected.

If an infectious or communicable disease or condition is detected on the club's premises, parents/carers are informed as soon as possible and the relevant agencies are notified. Details of which can be found in Appendix 1.

If there is an incident of food poisoning affecting two or more children at the club, Ofsted are informed as soon as possible and within 14 days at the latest. If there is an outbreak of a notifiable disease at the club, the relevant agencies are informed, where appropriate.

3.7.3 First Aid

All members of staff at Meltham School's Out hold a current Paediatric First Aid certificate, which complies with the requirements of Annex A of the EYFS Statutory Framework 2023. Paediatric First Aid training for all staff is renewed regularly in accordance with the timeframe set out in statutory guidance. A list of all qualified First Aiders is clearly displayed in the club.

The location of the first aid box is clear and easily accessible to staff and kept out-of-reach of children. First Aid equipment is regularly checked to be in-date, appropriate for children and in compliance with the Health and Safety (First Aid) Regulations 1981.

3.8 Lone Working and Staff Ratios

3.8.1 Staff Ratios

In accordance with the EYFS Statutory Framework 2023, the staff-to-child ratio is set at the discretion of the management to meet the needs of all the children that attend the club, and to ensure that children's safety and wellbeing is always maintained at the highest possible standard.

3.8.2 Lone Working

At Meltham School's Out, we follow the EYFS Safeguarding and Welfare Requirements as set out in the 2023 Statutory Framework. There is always at least one member of staff each in one of the two main spaces used by the club.

All staff hold a DBS certificate and all permanent staff are subscribed to the Update Service. An individual that has not had a DBS check carried out by the club (such as a contractor, volunteer

or visitor) is accompanied by a suitable member of staff at all times during their time in the club, if the visit falls within the times that children are present.

When children are not present (INSET days, for example) staff may request to work in the club, when no other members of staff are present. The member of staff must seek prior approval from management for lone working in these instances. Decisions are made based on factors such as anyone else being present on the school premises at that time (school caretaker) the nature of the work the member of staff wishes to carry out and the timeframe for which they wish to be on the premises.

3.9 Self-Care and Personal Hygiene

Meltham School's Out is committed to maintaining the highest possible standards of hygiene and take all practicable steps to prevent and control the spread of infection. These include, but are not limited to:

- Maintaining a clean environment at all times.
- Toilets being cleaned daily.
- Soap and hand drying facilities are always available.
- Staff being trained in food hygiene and following appropriate guidelines.
- Waste being disposed of safely and all bins being kept covered.
- Staff ensuring that children wash their hands before eating and drinking, after using the toilet, and after playing outside.
- Staff washing their hands before handling any food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

3.10 Smoking, Alcohol and Drugs

Smoking cigarettes and/or e-cigarettes is not permitted anywhere on the premises of Meltham School's Out, including outside areas. This rule applies to everyone including staff, people collecting children or any other visitors. If a child is discovered to have cigarettes or an e-cigarette in his/her possession while at the club, the item is confiscated and parents/carers are notified.

All members of staff have a duty to inform the club manager and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and DSL decide on the appropriate course of action. If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary, the police are called.

No one who is clearly under the influence of alcohol is permitted into the club. This includes parents/carers dropping off or collecting, members of staff or other visitors. Members of staff do not allow children to be collected from the club by anyone who is clearly under the influence of alcohol. This is explained to the individual, and one of the child's emergency contacts is asked to collect the child instead. A 'Record of Concern' form is completed. Disciplinary procedures are followed if the person under the influence is a member of staff.

No one who is clearly under the influence of illegal drugs is permitted into the club. This includes

parents/carers dropping off or collecting, members of staff or other visitors. Members of staff do not allow children to be collected from the club by anyone who is clearly under the influence of illegal drugs. This is explained to the individual, and one of the child's emergency contacts is asked to collect the child instead. A 'Record of Concern' form is completed. Disciplinary procedures are followed if the person under the influence is a member of staff. If a child is discovered to have drugs in their possession while at the club, parents/carers are notified immediately and a 'Record of Concern' form is completed.

If a member of staff is taking prescription drugs that may affect their ability to function effectively in their role, they must inform the manager as soon as possible and seek medical advice. The manager completes a risk assessment. Staff medication on the premises is stored securely and out of the reach of children at all times.

3.11 Wellbeing

Meltham School's Out staff are always available for children to speak to with any problems or worries they may have and address any issues in a non-judgemental and discreet way. Staff speak to parent/carers about issues raised and monitor them, if appropriate.

Meltham School's Out operates an 'open door' policy, in which parents/carers can informally speak to a member of staff or management, when needed, but equally so staff can speak to a member of management about any difficulties they may be facing. Management cannot diagnose or refer staff but can signpost them to refer themselves to appropriate services, if the member of staff chooses.

4.0 Appendices

4.1 Useful Contacts

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone: 0300 123 1231 (general enquiries) 0300 123 4666 (complaints)

Email: enquiries@ofsted.gov.uk

Yorkshire and the Humber Health Protection Team: 0113 386 0300 (out of hours advice: 0151 909 1219)

Kirklees and Wakefield Council Infection Prevention and Control Team: 01484 221000 (ask for Infection Control)

infection.control@kirklees.gov.uk

RIDDOR Incident Contact Unit: 0345 300 9923

Following the death of a child – Notifications are to be made through Kirklees Safeguarding Partnership (KSCP) website on a secure online portal. For more information on the child death review process contact KSCP 01484 225161.

Following a serious incident/accident or death of a child a Kirklees Council Notification Form needs to be completed and emailed to keysreporting@kirklees.gov.uk

4.2 Meltham School's Out Emergency Evacuation Procedure

If the Fire Safety Officer is not present, the manager will assume responsibility or nominate a replacement member of staff.

1. A fire is discovered and the alarm is raised by the school fire alarm system or by a member of club staff blowing a whistle 3 times.
2. Evacuate the building through the nearest safe fire exit, clearly identified by the green signs.
3. Walk quickly and quietly. DO NOT STOP to collect any personal belongings.
4. The member of staff on door duty to pick up the phone, the register and the Emergency Grab Bag (located in the office).
5. The person on door duty will check each area of the club premises is empty and close all windows and doors (provided that it is safe to do so) on their egress.
6. Everyone to line up at the Fire Assembly Point, located at the trees in the overspill car park, unless specified to go to the alternative Fire Assembly Point along the fence of the ball court.
7. The register will be taken and all children and staff accounted for.
8. Emergency services to be informed of anyone unaccounted for.
9. The manager will use the emergency contact list to contact parent/carers.
10. If after every attempt, a child's parents/carers cannot be contacted, the club's **Uncollected Child** procedure will be followed.
11. Staff and children will await further instruction from the manager/Fire Safety Officer and emergency services.

4.3 Procedures for Minor & Major Injury or Illness

4.3.1 Procedure for a minor injury or illness

- It is the responsibility of the first aider to decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.
- If a child becomes ill during a session, the parent/carer is asked to collect the child as soon as possible. The child is kept comfortable and closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child is monitored for the rest of the session and the parent/carer is notified when the child is collected.
- If a child suffers a minor injury, appropriate first aid is administered, and the child is monitored for the remainder of the session. If necessary, the child's parent/carer is asked to collect the child as soon as possible. Minor injuries are recorded, which must be signed by a parent/carer, if appropriate. In any case, parents/carers are always informed of any and all minor injuries or illness.

4.3.2 Procedure for a major injury or serious illness

- In the event of a child becoming seriously ill or suffering a major injury, staff make the decision whether the child needs to go straight to hospital or whether it is safe to wait for the child's parent/carer to arrive.
- If the child needs to go straight to hospital, a member of staff accompanies the child in the ambulance. The staff member takes the child's folder with them and consents to any necessary treatment (as approved by the parents/carers on the child's Medical Form).
- The child's parents/carers are contacted immediately, and if they are unavailable, staff will telephone the emergency contacts listed.
- After a major incident, the manager and staff review the events and consider whether any changes need to be made to the club's policies and/or procedures.
- Ofsted and other child protection agencies are contacted in the event of any serious accident or injury to a child in the club's care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).
- Following the death or serious incident/accident of a child, guidance on making notifications can be found on the Kirklees Safeguarding Partnership (KSCP) website.

4.4 Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared

Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Slapped Check, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworms	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.

4.5 Reference to Other Policies

For more information, please refer to the below policies:

- Safeguarding Policy
- Staff Code of Conduct
- EYFS
- Food