

# Zac's Club Limited

## Health and Safety Policy and Procedure

### **Aim**

To fully comply with our legal responsibilities in respect of the Health and Safety of all staff, visitors, children in our care, and contractors working on our behalf in the setting, as well as ensuring we are in line with the Policy and Procedure laid out for Riccall CP School, as we occupy and share their premises, and use some of their facilities. We wish to establish and maintain a safe and healthy environment for all, and ensure any potential risks are identified, minimised, and reviewed on a regular basis.

1. The Manager has overall responsibility for Health and Safety at Zac's Club, Riccall for the children, staff, parents, students and visitors.
  - The Manager of Zac's Club Limited is responsible for ensuring the Company has taken all reasonable measures to ensure compliance with Health and Safety at work act, the reporting of accidents and hazards as required, current RIDDOR regulations and current COSHH regulations.
  - The Manager ensures that accurate records on any Health and Safety incident must be recorded and retained.
  - The Director is suitably trained and has obtained level 2 Certificate in Occupational Health and Safety to oversee and assist the Manager in their legal duty.
  - Where problems arise in respect of health and safety that are outside the control of Zac's Club Limited, then it is the Manager's responsibility to ensure matters are reported to the appropriate body/authority & parents/carers where relevant.
  - The Director maintains a list of all mandatory training and renewal dates, ensuring that staff regularly update their training. The Manager must ensure that staff are able to undertake training as indicated on the rota.
  - The Director consulted with the appropriate regulatory bodies and the school in implementing specific Health and Safety measures, particularly in respect of the Covid 19 outbreak. This is covered fully in our Covid 19 Work Plan, which is held on file, but no longer in use.
2. The Manager's role in Health and Safety in the setting.
  - The Manager is the focal point for day-to-day reference on health and safety measures.
  - The Manager is responsible for implementing Company Policy and Procedure, including health and safety measures, and ensure they are reviewed at least annually.

Policy written by Ruth Newton 19/6/17 and updated for Zac's Club Escrick on 20/9/17.

Further updated by Ruth Newton on 11/1/19

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- The Manager is responsible for ensuring that accident forms are completed for every accident arising, ensuring parent and staff sign off, and retaining in the accident file.
  - The Manager is suitably trained to conduct his or her responsibilities.
  - The Manager is responsible for conducting all risk assessments in conjunction with Zac's Club staff, and reviewed on at least an annual basis, informing these results to the Director of Zac's Club Limited.
3. Risk Assessments.
- Risk assessments are carried out at least annually and recorded on a Zac's Club risk assessment form.
  - Risk assessments are carried out on all of the areas accessed by Zac's Club especially when visiting other venues as part of a pre-planned visit.
  - All equipment owned by Zac's Club will be risk assessed and age appropriate for those children using it.
  - The type of activities we undertake with the children will be risk assessed and reassessed.
  - Checklists have been devised for each public area we regularly visit and are completed when working with larger groups to ensure all children remain present.
4. Policies and procedures are in place that outline how we deal with the following matters in respect of health and safety and should be referred to in conjunction with this policy.
- The administration of medication.
  - Fire Safety.
  - Sick Child.
  - Food and Drink.
  - Lost/Uncollected child.
  - Safeguarding children.
  - Recruitment policy
  - Medication policy
  - Covid 19 Work Plan (not currently in use)
5. Considerations for our environment
- Children are only allowed outside to play when accompanied by the adults on duty.
  - Children may visit the toilet on their own, but must use the toilets allocated to them dependent on whether operating from the Hall or the Learning zone, and must advise staff when they need to leave the room for this purpose. Staff then monitor for their return. In the event that these toilets are temporarily unavailable (eg cleaning), a staff member will take the child to the nearest available toilet and wait for them outside, until they return. There are additional toilet facilities for disabled children who need personal care, and two members of staff must be in attendance in order to provide this level of care.

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- Staff to child ratios are operated at a higher level than required by Ofsted as we wish to ensure we have more than adequate staff cover, as well as for any contingency in the event of an emergency. Our ratios are 1:8 for Reception children aged 5 and under, and 1:10 for all other age groups. We also have a minimum of two staff on duty for any session. In an emergency, we can operate up to the ratios indicated by our insurers which are in line with the Ofsted ratios of 1:8 for Pre School and Reception children (F1&F2), and 1:30 for Years 1 – 6.
- Any trips away from the setting, say into the village or further afield require the Playworkers to take the First Aid Kit, sick bag/bucket, the mobile phone programmed with all parent contacts, a printed register (the iPad will not work remotely to access KidsClubHQ for contacts) and any other specific medication required for any of the children.
- It is our policy that children should be able to access the outdoor environment in all weathers, however, they will need to be suitably dressed to do so. Parents should apply sun cream in hot weather and put additional cream in their bag for afternoon use, and suitable wet weather footwear and coats should be worn in the winter.
- Children must be signed in and out of the setting on the electronic register by setting staff, as soon as practicably possible following arrival or departure.
- Accident records must be completed for any accident however small, on a Zac's Club accident form. Accident forms must be signed by the First Aider dealing with the accident, and any witness. In addition, the accident must be advised to parents on pick up (or sooner if necessary), and the form must be signed to acknowledge that they have been advised. If the document is not signed at pick up, the parent will be notified by phone prior to closing time, and the document signed when the parent next attends.
- The First Aid Kit is located in the School Hall, in a green box and is readily available for use. The Manager regularly checks the contents to ensure all products remain in date.
- Child absence must be notified directly to the Club by the parents/carers rather than the school. Parents can phone, text or email. We cannot rely on school staff to relay the message to us, particularly at the busy after school time, and timely information is crucial in ensuring all children are accounted for.
- Where children or staff have been absent due to illness, the exclusion period laid out in the current guidance from The Health Protection Agency/Public Health England will be observed.
- A minimal amount of cleaning materials are used in the setting, such as washing up liquid, anti bac spray, wipes and kitchen spray to ensure the surfaces are kept clean and food is prepared hygienically by qualified staff. COSSH records are kept for the products used. Disposable aprons and gloves are available for staff to use when preparing food at their discretion but are not a substitute for thorough hand washing which must be undertaken prior to all food handling by both adults and children.
- Insurance certificates are displayed on the notice board.

#### 6. Health and Safety record keeping.

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- Our daily electronic register records all staff in the setting, and all children we are expecting to attend. This is all completed on the KidsClubHQ site. The arrival and departure time of each child is recorded by a member of staff on duty. The online systems are reliable, but in the event of a technology breakdown, can be accessed remotely by the other setting, or Management on their laptops/iPads, and by using the data on the mobile phones. Absences are recorded on the online attendance form. Late bookings can be taken by phone, email or online booking, ensuring however, that site staff are informed, and know to expect them, as well as the children themselves being informed by parent making a call to school staff if during the school day, and due to a change in plans. The electronic register is checked prior to each session for this purpose. A list of the afternoon attendees must be provided to the school office on a daily basis to ensure all children can be readily accounted for at handover.
- Details of the staff team and the qualifications they hold are displayed on the Zac's Club notice board. There is also a daily noticeboard detailing staff on duty for that session with their photograph. Emergency contact details are kept for each member of the staff team, including students on placement with us.
- Full child record details are also kept securely on the KidsClubHQ site, however we also maintain a record of current parent/guardian contact details in our phone memory.
- A record of any evacuations carried out is kept in our Fire Evacuation Record Book, kept in the secure storage cupboard allocated to Zac's Club. Keys are held by Zac's Club staff only.
- Policies and procedures are viewed by all staff and reviewed at least annually, or as events arise requiring us to review. A new signing sheet is compiled at each review to ensure that staff have reread the documents and are aware of any changes.
- The accident file is kept in the secure storage cupboard to ensure confidentiality, and all accidents recorded by the member of staff who witnessed the incident with any witness to countersign where applicable.
- Staff ratios are monitored and a daily rota is followed to ensure the appropriate number of staff are on duty in accordance with the staff to child ratios. Having revised our overall numbers and ratios. The maximum capacity is currently 48 children, and ratios for under 5's are 1:8 or better, and for over 5's 1:10 or better. Our insurance and Ofsted regulations allow us to exceed these ratios quite significantly, however this will only happen in emergencies or for very short periods of time where alternative staff cover is being arranged to step in.
- It is our policy not to routinely allow lone working, ensuring that the minimum number of staff in attendance at any session is two. There may be short periods of time where a member of staff may be alone with children, such as to allow a colleague to go to the toilet, a member of staff is running late, or to accompany a soiled child to the toilet to provide assistance, however these should be for very short periods of time, and when there are several children in attendance. A working alone policy is in place, for this purpose.

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- A staff file is held for each member of staff, and all references (including DBS, and details of checks on the update service which we require all staff to register for the live service) followed up prior to employment commencing. DBS reference numbers are kept on file, with us having had sight of the original document, although copies are not held on file due to data protection requirements.
- Our consents and registration documents along with any medical conditions we need to be aware of are all kept securely on the cloud on the KidsClubHQ site. These form our customer contract along with our terms and conditions which are available to view on our website. Parents can access their online account to confirm or change their consents, medical details and preferences at any time. Where health needs necessitate a Care Plan, this is kept on site in the accident folder in the secure store.
- Children are only released to an adult authorised by the parent / carer and passwords are obtained for different but authorised persons to collect children. In the eventuality that an adult who is not on the registration documents needs to collect a child due to parents being in traffic, working late etc written confirmation of this via email must be supplied, and verbally over telephone with the onsite manager who will ask the collecting person to confirm their password.
- Food is prepared on the premises. Staff with Food Safety Qualifications prepare the snacks or breakfast as required for consumption each session, ensuring all safer food policies observed, and surfaces cleaned and sanitised, along with ensuring the children go and wash their hands prior to starting their food. Aprons and gloves are supplied to staff to use at their discretion in preparing snack, but this is not a substitute for thorough hand washing. Where some children bring their own tea to after school club, when going to Brownies etc, this is stored in our fridge in a sealed bag/container and labelled.
- The temperature of the fridge is checked regularly, and dates on food checked. Any food packet opened, but not fully used, is appropriately labelled with opened and use by dates on, and resealed or placed in a plastic container before it is returned to the fridge.
- Food is stored safely and away from school food to ensure no cross contamination. A separate fridge is maintained for Before & After School Club use only, and the Manager is responsible for ensuring this is cleaned regularly.
- Visitors to the setting sign the School Visitor book in the reception area and also sign in Zac's Club's visitor book which is to be provided by the manager.
- Visitors must be supervised by staff at all times. The Manager on site must inform all expected visitors to the school reception if during school hours when they must go to the main entrance and be signed in by school accordingly. We can take our own visitors during session hours at our own entrance, but they must be signed into our visitor book, not the school visitor book.
- Where staff have been absent from work through illness or any other reason such as sick child, bereavement etc, a Zac's Club Return to Work form is

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completed to ensure that they are fit for work, and no changes have happened that would affect their suitability to work with children.

- Staff must report any material changes in their health condition to their line manager that may affect their ability to work with children.

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