

Fun 4U Club

36 Health and Safety Policy and Procedures

Principle

We aim to provide a healthy and safe environment, for children, staff, parents, carers and professionals visiting Fun 4U Club.

Statement of intent

Fun 4U Club believes that

- Children have the right to be cared for and staff the right to work in a safe environment.
- Staff have a duty of care to the children in their care.
- Staff have a duty of care to their employers to take care for the workplace in which they work and the materials/resources in it.
- Staff have a duty of care to their colleagues.
- Parents, carers and professionals visiting the premises have a duty of care to us to follow
- any safety guidelines which they have been made aware of.

Procedures

Staff health & Safety

We agree to provide a workplace environment that is so far as is reasonably practicable, safe without risk to health and adequate as regards facilities and arrangements for the employees welfare at work such as:-

- Facilities to rest and eat meals.
- Adequate breaks over and above minimum legislative requirements, i.e. 15 minutes in the morning, 45 minutes lunch and 5 minutes comfort break in the afternoon. Please note morning & afternoon breaks are privileged breaks and will only be granted when we have adequate staffing levels to cover these i.e. if there are a lot of people of sick or unexpectedly at short notice, we may have to cancel morning and afternoon breaks from time to time.
- Adequate toilet facilities.
- Arrangements for smokers.
- Adequate employee liability insurance.
- First aid.
- Designated coordinator who is responsible for all Health and safety (Manager)
- All accidents should be reported to the Manger.
- The building complies with all fire regulations and firefighting equipment is checked regularly.

Employees have a duty of care to us in terms of

- Taking care of their own health and safety.
- Taking care of their colleague's health and safety, refraining from practical jokes, bullying or harassment at all times.
- Reporting any items of risk in the workplace to the Manger or person in charge at that time. (see Risk Assessment Policy for more details).

Childcare Facilities

The staff will ensure that all facilities are maintained in a condition that is as far as is practicable, without risk to the safety of the child by adhering to the following code of practice:-

- Equipment will be checked regularly and any broken or torn items given to the Manger for disposal.
- All access point doors will be kept locked.
- Heaters, electrical points, wires & leads will be adequately guarded.
- There should be no wall mounted combustible materials within the vicinity of wall mounted heaters ether above or directly to the sides.
- The introducing and use of any electrical appliance not belonging to Fun 4U Club is prohibited.
- Doors should never be obstructed from automatic closing, so minimizing the spread of fire.

- Fire exits will be kept clear.
- Fire drills will be held in accordance with the fire evacuation policy.
- All dangerous materials will be recorded in accordance with the COSHH policy.
- Spills will be dealt with promptly.
- All rooms and general areas will be kept tidy.
- Outside areas will be checked for dangers before use.
- Staff will wash their hands at regular points throughout the day following the appropriate hand washing guide.
- Children will also be encouraged to wash their hands after toileting, before and after snack, and after play in soil or sand.
- Children will not brush their teeth in the setting to avoid cross contamination of brushes. Also in accordance with early dental health guidelines from community dental team children of pre - school age should only brush their teeth twice daily.

Parents, carers & visitors

Have a responsibility to

- Report any concerns they have about safety they have regarding the setting.
- Reporting any accidents they may have incurred in the setting.
- Reporting any matter pertaining to health and safety regarding their child which we need to know about in order to provide a high standard of care.
- Follow any relevant safety notices within the setting.