



Health and Safety Policy and Practice

Health

Houghton Primary School Out of School Hours Club promotes a healthy lifestyle and a high standard of hygiene in its day to day running.

- There is a NO SMOKING policy at the club and within the school grounds.
- Outdoor play is a feature of every after school and holiday session when weather conditions allow. When the weather is poor the club uses the school hall for more active games and activities. Every child is encouraged to participate in outdoor (or hall) activities which are active

Illness

- Children will not be permitted to attend the club if they have suffered with vomiting and/or diarrhoea within the last 24 hours. We expect parents to comply with this rule for the well-being of all club members including staff.
- Parents/carers will be contacted and asked to collect their children if their child is unwell.
- Cuts and open sores will be covered.
- Medicines will be stored and administered in accordance with the Administration of Medicines Policy.

First Aid

- A qualified first aider will be on site at all times during club hours. First Aid training is kept up-to-date.
- A fully stocked first Aid box is kept on site. A portable First Aid kit is taken on all trips.
- A record of all incidents requiring First Aid treatment is kept and parents/carers are informed if First Aid treatment has been given.
- Parents give permission for First Aid treatment when registering their child.
- Non-Latex gloves must be worn when dealing with all cuts and grazes.

Hygiene

To prevent the spread of infection and disease the staff ensure that the following practices are observed:

- All staff preparing food are fully aware of and comply with regulations relating to food safety and hygiene.
- Hands are washed after using the toilet and before meals and snacks are served
- Children are encouraged to cover their nose/mouth when coughing and/or sneezing. Children are encouraged to blow their noses with paper tissues which are then disposed of appropriately.
- Paper towels are used and disposed of appropriately
- Hygiene relating to bodily fluids must be followed with particular care. Staff and volunteers must be aware that infections such as the HIV virus and Hepatitis can be transmitted via blood. Adults working with children are advised to consider Hepatitis B inoculation.
- Any spills of blood, vomit or excrement must be wiped up and flushed down the toilet. Non-Latex gloves should be worn when dealing with spillages. All affected surfaces must be cleaned immediately with an appropriate anti-bacterial cleaning solution.

Safety

Supervision

- Children are adequately supervised by adults at all times. Staff are vigilant, proactive and continually assessing and reducing risks as necessary.
 - There is always the correct ratio of adults to children whilst in the club or outside. The club ensures that there is a minimum of 1 adult to every 8 children. There is never less than 2 adults in the club at any one time.
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Induction

- All staff and volunteers undergo full induction which includes knowledge and understanding of all policies and practices relating to the safety and well-being of all members of the community.

Safety Checks

- Safety checks of the premises are made daily by senior members of staff at the end of each sessions and faults or concerns are reported to the Play Leader. These are dealt with by the Play Leader or passed on to the headteacher or caretaker to deal with.
- Equipment is checked regularly and broken/dangerous items are repaired or discarded.
- Portable electrical equipment is tested annually when the school's PAT (Portable Appliance Testing) tests are carried out. Other electrical equipment is checked regularly by staff as part of their safety checking procedures.

Planning and Risk Assessment

- All activities are planned and risks are assessed and reduced as part of the planning process. Children are involved in assessing and reducing the risks of activities.
- Play equipment is developmentally appropriate to the age range of the club. Staff recognise that equipment suitable for older children may pose a risk for younger or less mature children and take appropriate action.
- The layout of the environment and activities is planned to ensure that children and adults are able to move safely and freely between activities.
- Copies of risk assessments are kept and those pertinent to environment are displayed.

Accidents

- All accidents are recorded in the Accident Book. Accidents that require treatment by a doctor or the hospital are reported online to the Health & Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Fire Safety

- All exits and entrances are kept clear of obstruction.
- Fire Drills are held termly.
- A register of both children and adults is maintained every session in case of emergency. This includes signing children out when they leave or are collected.
- There is a NO SMOKING policy for all areas of the premises, including outside.
- Fire extinguishers are checked annually.
- Staff undergo basic fire training on induction.
- Electrical points, heaters and wires are adequately guarded

Other aspects of safety

- All potentially dangerous materials, including medicines and cleaning materials, are stored out of reach of children
- Children do not have unsupervised access to the toaster, microwave or any cupboards containing hazardous materials.

For office use:

Date received:

Date copy returned to parents/carers:



**Houghton
Primary School
Out of School
Hours Club**