

Health and Safety

3.2 Health and safety general standards

Policy statement for St Joseph's Out of School Club

St Joseph's Out of School Club believes that the health and safety (H&S) of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of H&S issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

- Our member of staff responsible for H&S is: **Marie Knight, Play Leader**. She is competent to carry out these responsibilities.
- She has undertaken H&S training and regularly updates her knowledge and understanding.
- We display the necessary H&S poster on the noticeboard in the kitchen area.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the Parents' noticeboard in the reception area.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of H&S issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- H&S issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, H&S training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy.
- Children are made aware of H&S issues through discussions, planned activities and routines.

Safety of adults

- St Joseph's Out of School Club complies with manual handling regulations 1992, amended 2002.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Control of Substances Hazardous to Health (COSHH)

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- The Leigh Building is professionally cleaned, ie. a deep clean, once a year. The costs are shared (40:60) with St Joseph's Pre-school who share usage of the building.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly. Portable appliances are PAT tested (portable appliance testing) every 2 years by a qualified electrician. This testing is done in conjunction with Pre-school and the cost is shared
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area and toilets.
- We have a schedule for cleaning resources and equipment by staff, Parents volunteer to wash dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;
 - use of paper towels; and
 - ensuring individual use of flannels and towels.

Human waste disposal

- All human waste is disposed of appropriately. Body fluids and anything which comes into contact with body fluids are double wrapped in plastic bags and put in the appropriate bin. The bin is sealed so that it is inaccessible to children. Our contractor empties this bin weekly.
- When disposing of such waste we put on disposable gloves and aprons which are also double wrapped in plastic bags and disposed of in the appropriate bin.
- Any surface that the waste has been in contact with is thoroughly cleaned using anti-bacterial cleaning fluid and cloths are disposed of in the above manner.
- If body fluid is on clothes the child is taken to a private area, the soiled clothes are removed and the child is washed with wipes or mild soap and warm water. The child is dressed in clean clothes. We ensure that the floor or surfaces where the child was changed is thoroughly cleaned by wiping up fluids, disinfecting and drying the area. The soiled clothes are rinsed in hot running water before being double wrapped for the parent to take home and wash.
- Regarding concerns over HIV and AIDS virus and hepatitis, extra vigilance is taken and all cuts and open wounds are covered with plasters. Good hygiene practice always takes place regardless of such concerns with gloves and aprons put on for protection and all waste disposed of appropriately.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.

- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner.

Display screen equipment

- Staff increasingly are using tablets to record children’s progress. Usage is regularly reviewed to assess whether staff need any further equipment (ie. keyboard/ mouse/desk).
- Children use the tablets for very short periods of time and are always supervised

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- Health and Safety Law: What you Should Know (HSE Revised 2009)
- Health and Safety Regulation...a Short Guide (HSE 2003)
- Electrical Safety and You : A Brief Guide (HSE 2012)
- Working with substances hazardous to health: What you need to know about COSHH (HSE Revised 2009)
- Getting to grips with manual handling – frequently asked questions. A short guide (HSE 2011)

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023