



The Cabin Crew Out of School Club

Health and Safety Policy

The Cabin Crew Out of School Club 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 the Club's **Health and Safety** policy and is responsible for:

- Maintaining a safe environment within the Club.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the Manager.

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

Responsibilities of the registered person

The Cabin Crew's designated Health and Safety Officer is Heather Osborn.

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person will ensure 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 to ensure staff understand and follow health and safety procedures.
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This 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.

Responsibilities of the Playleader on Duty

The Playleader on duty is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (e.g. preparing snacks)
- 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.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Manual Handling

The *Health and Safety at Work Act 1974*, places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”.

In order to limit the risk of injury from manual handling operations, The Cabin Crew Out of School Club will:

- 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.

The main manual handling hazard at The Cabin Crew is the setting-up and clearing-away of equipment. Staff should seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

It is the responsibility of all staff at the Club not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities. Staff should 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).

- 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 systems regularly, to monitor their overall effectiveness.

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities within the school).

During Club sessions external gates are locked and padlock secured. Staff monitor the entrances and exits to the premises throughout the session.

The Clubs main exit doors are unlocked if staff are outside with the children but are to be kept locked if all children are inside the building. Fire doors are unlocked but are alarmed.

Security procedures will be regularly reviewed by the Manager, in consultation with staff and Parents/carers.

Visitors

The Cabin Crew Out of School Club is committed to providing a safe and secure environment for the children in our care. When we have visitors to our club we need to ensure that this will not have a detrimental effect on the children and that the person in question has a valid reason for visiting the club. Accordingly, when a visitor arrives at the club we will follow the procedure set out within the **Visitors Policy**.

Toys and equipment

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.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at The Cabin Crew maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are food safety trained and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with blood and bodily fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully.

Staff at The Cabin Crew Out of School Club will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Visitor and Fire Safety.**

This policy was adopted by The Cabin Crew Out of School Club.	Date: January 15
To be reviewed: Annually	Signed:
Name of signatory: Heather Osborn	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:

Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.54-3.64].