

CLUBLAND PLAYScheme LIMITED

Health & Safety Policy

Karen Fitzwater is the nominated Health and Safety Executive for Clubland Playscheme Ltd. It is her responsibility to ensure that each setting, as a minimum, annually updates their risk assessments and that visual daily checklists are carried out.

Each setting holds a completed Health and Safety poster and holds a public liability insurance certificate.

Staff Ratio

At Clubland we work to maintain a ratio of 1:10 children and for good practice try to retain this ratio for older children. All members of staff are issued with a staff rota and details of staff telephone numbers so that they can arrange cover in case of sickness. In addition, Karen Fitzwater is available to offer cover as required.

Members of staff receive details of their job description which informs them of their health and safety obligations, and they sign them to show their commitment.

Signing In/Out of Session

Staff must complete the register as and when child attend by making a note of their arrival time and the member of staff initial. It is the responsibility of the supervisor to check the juniors have 'self-registered' where this procedure operates.

When children are collected from the premises, all staff are responsible for ensuring that the correct person is collecting the child and that they 'sign the child out', again noting the time of collection. Staff have details of the password that parents nominated on their registration form to ease this process and ensure the person has authority to collect the child. This is for fire and safeguarding issues.

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Secure Site

Children are informed that they must always stay with a member of staff. Before the children play outside, a member of staff will ensure that the area is safe and secure. Staff will patrol the area to ensure that the children are secure and challenge any visitors to the site. When it is dark, children are given reflective jackets and dependent upon the lighting at the setting, head torches to aid security and staff use 'Walkie Talkies' as a method of communication.

Parents/carers will be informed of any safety issues that occur through notices, newsletters, and discussions.

Record of Visitors

All visitors are required to provide identification, give reason for the visit and the Supervisor oversees the signing of the visitor's book. They will be given a badge to wear whilst on site, which must be returned when they sign out on leaving the premises.

Gas & Electrical Safety Checks

The School arrange for the electrical appliances to be inspected on an annual basis. All our electrical equipment is given a sticker with either approval or fail. If the item has failed, we either replace the item or have it mended and then re-inspected.

We do not have any gas appliances.

Equipment

All equipment is chosen due to its suitability, durability, flexibility, and cost. The children are involved in the selection of equipment to be purchased and evaluations are used as a method of identifying gaps in our provision.

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The children are encouraged to value the equipment and assist in the collection of equipment during and at the end of each session.

Members of staff ensure the equipment and environment is clean and safe before and at the end of each session and checked for defects when the equipment is stored away. To ensure that we can risk assess the equipment on site and maintain equipment to a high standard we do not allow children to use their own scooters, bikes or other equipment that may need electrical charging whilst in our care.

All children must wear a helmet when riding on the scooters.

Equipment and furnishings are deep cleaned every term.

Sun Protection Policy

We will actively encourage all children to wear a hat when playing outside from May. If a child does not bring in their own hat, we will try and have a selection of hats for those that forget their own.

Staff will wear hats and apply sunscreen to themselves to set a good example.

Although we may have some factor 50 sun cream on site, it would be advisable for the children to bring in their own, clearly labelled min factor 20+ sunscreen. If in the case that we do not have any sun cream on site and in our opinion the children are not adequately dressed for playing outside in the sun without any protection, for their safety, it may result in your child being unable to actively take part in the outdoor activities. We educate the children about the dangers of the sun and teach them that they should not be out for more than 10 mins when the sun is shorter than they are.

We have a parasol to provide some shelter.

Water Activities

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Water activities are closely supervised due to the risky nature. Children should be given 'appropriate equipment' such as a water gun not a cup as this can result in the children becoming 'too wet'. Ground rules (no squirting of water in eyes, only use water given, safe zone) should be explained at the start of the game and consequences. If possible change children into PE kit and reapply sun screen after water activities.

Environment

Staff rotas are followed to ensure the cleaning is undertaken and the hygiene of setting is kept at a high standard.

The supervisor ensures that there is always adequate supply of cleaning materials.

Tables are cleaned with anti-bacterial spray before the session, after an activity and at the end of the session. Colour coded cloths are used for messy activities, kitchen worktops and washing up.

Toilets are checked at the beginning of the session regularly throughout for cleanliness and are cleaned at the end of each session.

Cleaning products are stored in a locked cupboard, safely out of reach of children in accordance with COOSH guidelines.

Personal Hygiene

Children are encouraged to wash their hands before preparing, handling, or eating food. Pictorial posters are displayed in the setting and the toilets reminding children to wash their hands after visiting the toilet. In addition, we have pictorial posters displaying the use of tissues and placing them in the bin and washing of hands after use.

Member of staff act as role models to the children by following good hygiene practices.

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A list of communicable diseases is displayed in the kitchen area and our policy is that children or staff cannot return to our setting until 48 hours after the last incident of vomiting/ upset stomach. If a child displays any symptoms relating to a communicable disease, they are referred to their doctor and informed of our policies.

In the event of food poisoning, meningitis, or communicable disease the Supervisor will inform the H&S officer who will report the incident to Ofsted and the HSE, Riddor as appropriate.