



## Health & Safety Policy

The Health and Safety key person is: Ms Lucy Ives, Manager and Lead First Aider.

The person designated to act in the Manager's absence: Mrs Laura Dillon, Deputy Manager.

### Aims

To create, and provide, a safe environment without a risk to the health and safety of children and staff.

To ensure Health and Safety is taken seriously by all members of staff and other persons who are affected by the club's activities.

### Duties and responsibilities

Designated person/s will:

- Assess the risks to Health and Safety in and around the setting
- Introduce and review suitable procedures to eliminate or control any such risk identified
- Ensure staff comply with safety instructions and practice and that staff also understand and accept their responsibility in relation to Health and Safety procedures
- Ensure all accidents, incidents and dangerous occurrences are adequately recorded and reported
- Ensure all staff, students, volunteers and any other adult who comes into contact with children at the club have appropriate and up to date Criminal Record Bureau checks
- Ensure at all times the Health and Safety and welfare of children, staff and others involved in the club's activities

All members of staff will:

- Familiarise themselves with the Health and Safety policy and its place within their work
- Take reasonable care for their own Health and Safety as well as of others who may be affected by their acts or negligence at work
- Report and record any accidents, incidents of violent or verbal abuse, any hazard or dangerous occurrences to the designated person and appropriate format
- Make sure the equipment and premises that are used by children, and the activities that are carried out at the club, are safe

In accordance with health and safety procedures, the following ratio of staff to children must be complied with:

KS1: 1 staff member: 8 children

KS2: 1 staff member: 10 children

Start of the school day is 0845, when Cornflake Club staff will accompany KS1 children to their classrooms. KS2 children will make their own way through the school, maturely and sensibly, to their classrooms where they will wait for the class teacher to invite them to enter through the internal door.

## Notes

- When all the children are ready for the school day, staff must check that they have bags, coats etc
- Staff must then check again to make sure all children are present by doing a headcount
- All children are expected to go to the toilet before school starts at 0845
- There is to be no eating or drinking on the way to the classrooms at 0845

## Usages of premises

### Main entrance

- The main entrance will be open from 0730 when the club starts
- The staff car park is available for parents and carers, the 'kiss and drop' will be closed
- Children are not permitted to be left at the main entrance unaccompanied, they must be signed in by their adult/s in the hall where they will be registered by a member of Cornflake Club staff

## Main Hall

- Staff to make sure the hall is clean and that all the equipment, including toys, are in good condition before the children arrive
- Toys and different activities are to be spread all around the hall with a few tables and chairs.
- Children have access to the toilets located in the main hall.
- Children are not allowed to leave the main hall unless with a member of staff and only for the purpose of going to the toilet

## Accidents and Incidents

First Aiders: Ms Lucy Ives & Mrs Laura Dillon

- Incidents and accidents will be recorded in the appropriate form provided by the club.
- One copy of the form should be given to the parent/carer and the original should be filed in the incidents folder by the manager
- A first aider should be on hand in case first aid is needed
- Non-emergency and emergency incidents will be shared with the class teacher/school

## If an ambulance is required

- The ambulance should be called first, then the parent should be informed straight after, as the main priority is the welfare of the child in question
- The first aider should not leave the child unattended, and another member of staff should be on hand to provide assistance and make the necessary phone calls
- A member of staff should accompany the child in the ambulance if the child's parents/carer has not arrived by the time the ambulance arrives

## First aid kits location

- The First Aid Kit will be kept in the main hall

## Medical conditions

- Parents/carers have the duty and responsibility of informing the club about any medical conditions their children have. The members of staff will oversee the inclusion of any child with a specific medical condition.
- All staff are to be made aware of the medical condition, symptoms etc.

## Allergies

- Parents/carers are responsible for notifying the club of any allergies their children have.
- Staff are to be informed and, when necessary, trained to deal with these allergies, first aiders know how to use epi-pens.
- All actions necessary are to be taken to minimise and reduce risk.

## Administering medication

- Only the designated persons listed above are allowed to administer the medication to the child. Parents should arrange this by completing a medication form. A list of children with medical needs is kept securely by the manager/first aid lead
- All inhalers and epi-pens are kept with the first-aid kit and only designated persons are allowed to administer

## Contact details:

First Aid Lead: Ms Lucy Ives/07773 774 665/lucy.cornflakeclub@gmail.com

This policy was last reviewed by..... on 2/4/2023