

Zebras Out of School Club Ltd

Health and Safety Policy

# Health and Safety Statement

Zebra’s aims to provide and maintain safe and healthy working conditions. It also aims to provide all employees such information, training, equipment and supervision necessary for this purpose.

This policy and associated documents describe the Zebra’s approach to the management of health, safety, wellbeing and wellfare of staff when working for Zebras, children when in the care of Zebra’s and anyone else affected by Zebra’s activities including parents or carers and other visitors.

# Responsibilities

* Management Committee member Jim Collins has overall and final responsibility for health and safety
* Zebra’s Managers Lyn Collins, Jim Collins and nominated deputies: Alfonso Alvarez (ASC), Charlotte Bramley (BC) have day-to-day responsibility for ensuring this policy is put into practice
* All employees have the responsibility to co-operate with the Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and each other.
* All employees shall take equal responsibility for ensuring children are kept safe during play sessions.
* When an employee notices a health and safety problem which they cannot put right he/she must notify the Manager immediately.

# Health and Safety Arrangements

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| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Jim Collins, Director  Lyn Collins, Manager | Hazarads and risks identified and assessed and control measures designed and implemented to reduce risks to an acceptable level. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Jim Collins, Director  Lyn Collins, Manager | Staff given necessary health and safety induction, briefed on health and safety procedures and provided with appropriate training and equipment.  Staff assigned activities they can safely undertake and supervised accordingly. |
| Engage and consult with employees on day-to-day health and safety conditions | Jim Collins, Director  Lyn Collins, Manager | Staff routinely consulted on health and safety matters as they arise but also formally consulted at staff meetings or sooner if required. |
| Implement emergency procedures – evacuation in case of fire or other significant incident.  For advice consult: <https://www.gov.uk/workplace-fire-safety-your-responsibilities> | Lyn Collins, Manager  Jim Collins, Manager and Alfonso Alvarez/Charlotte Bramley, Deputy Managers | Escape routes well signed and kept clear at all times. Evacuation plans are tested periodically and updated as necessary. |
| Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use of equipment and materials. | Lyn Collins, Manager  Jim Collins, Manager and Alfonso Alvarez/Charlotte Bramley, Deputy Managers | Toilets, washing facilities and drinking water provided. System in place for routine inspections of equipment and materials and for ensuring that action is promptly taken to address any defects. |

## First Aid

1. **Registration Forms**. All children must have a completed registration form before attending the Playscheme.
2. **First Aid.** All staff and volunteers must be kept aware of the location of the First Aid Box which should be checked on a regular basis and maintained by the Manager (only first aid trained staff to deal with incidents).
3. **First Aid Training**. The Manager and at least one Playworker must hold a current First Aid certificate. All staff will be encouraged to undertake training.

**Accident and Incident Reporting and Investigation Policy**

Definitions:

**Accident:** Any unplanned event that results in injury, ill health or damage to property.

**Near-miss:** Is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

For example, an item of equipment falling from a shelf and striking and injuring somebody is an accident. An item of equipment falling from a shelf but not striking anyone, even if nobody was in the vicinity at the time, is a near-miss.

This policy outlines the approach to be adopted when any employee, child or visitor or experiences an accident, or near-miss on Zebra’s premises or whilst in the care of Zebra’s.

# It is Zebra’s policy to identify and investigate any Health and Safety incidents, to identify immediate mitigating actions and determine the root cause and underlying cause to enable measures to be put in place to prevent a re-occurrence.

To enable this objective to be achieved it is imperative that all accidents and near-misses, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

1. **Accident Reporting.** All accidents affecting employees, children and visitors, however minor, must be recorded in the Accident Book and a parent/carer must sign against the entry on collecting the child. The accident book will be reviewed regularly by the Manager to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident.
2. **Near-miss Reporting.** All near-misses must be reported to the Manager or Deputy Manager on duty at the time, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
3. **RIDDOR.** Accidents, near-misses and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
4. **Accident investigation.** All ‘Adverse Events’ will be investigated by Zebra’s to identify and implement any measures that will prevent re-occurrence of the adverse event (refer to Accident and Incident Reporting and Investigation Procedure at Appendix 2). Note: Minor knocks and bumps suffered by children only require a minimal level investigation if sustained during normal play activities.

## Staffing Levels

We aim for a 8:1 staff:children ratio, with a minimum of 3 Playworkers in attendance (when scheme is full). Sixth Form volunteers should not be included in the staffing ratio for legal purposes.

## Fire Policy

1. **Fire Drill**. There should be a fire drill at the beginning of every term and a record kept of this. There should be 2 clear exits from the hall. The Fire Procedure must be displayed on the Zebras notice board each evening when it is in operation. It is the responsibility of each member of staff to ensure that she/he understands the procedure and is aware of the assembly point.
2. **Equipment**. Fire Blanket and extinguishers should be in place. These should be checked and maintained by Cotham School and their uses fully understood by employees.

# General Health and Safety Management

# (Please refer to specific risks assessments and procedures appended to this policy for more detailed guidance)

1. **Play**. Children will be supervised at all times. All forbidden areas will be clearly communicated to the children. It is the responsibility of parents/carer’s to inform the Manager if their child(ren) cannot participate in any activity. All toys must be checked regularly; damaged toys that cannot be safely repaired should be discarded.
2. **Outside Play**. Children must put a marker (zebra) next to their name on the ‘outside play’ section before going outside (and take off when arriving back). A member of staff must always accompany the children. Metal gates must be kept closed during play sessions in covered courtyard. Helmets & pads must always be available for skateboard/roller skates/scooter play. Everyone entering the area (not recognised) must be approached (reasons for entering site), if not wearing site id (staff wear red badges/cotham children have blue ones). If using the field/courts, staff must stand on the concrete area (to supervise children going to & from courtyard). Children should be made aware of the play space and where they are allowed to go (not go). This can be done by reminding them they need to stay in site of the supervising staff (if they can’t see you they are in the wrong place).
3. **Late pick**-up: All staff must ensure they have read the corresponding information sheet. Staff must ensure they find out who is to be collected, where and what time. On arrival at zebras, staff must record their initials & time of arrival next to each child that has been collected.
4. **Doors**. External doors should be kept closed during play sessions except during ‘open play’ sessions outside, when door area must be supervised by a member of staff.
5. **Hazardous Substances.** All cleaning substances are to be kept in a locked cupboard, out of the reach of children. All spillages to be promptly cleaned up.
6. **Electric, Gas, Water, etc**. Electric cables must be tucked away or taped down securely. Zebras appliances must be used in accordance with the manufacturers instructions and PAT tested on a yearly basis. Any faulty appliances (belonging to school) should be noted and the Site Team at Cotham informed.
7. **Sink/Kitchen Area.** Children are not allowed into this area. The area need to be checked by staff to ensure there are no hazards such as water on the floor or other items that could cause a slippage.
8. **Food Preparation:** It is the supervising staff’s responsibility to ensure any children helping to prepare food have washed their hands, put apron on and are taught/reminded of the correct way to use sharp knives & other kitchen equipment (see separate handout). Staff must role model the correct procedures. Never leave a child alone with a sharp knife, they must always be supervised.
9. **Storage area:** All resources/equipment must be packed away & stored in a safe manner, (storage room & metal cupboards) and locked at the end of each session. Please ensure the outside door is closed & keys are removed from the lift, before leaving the area.
10. **Toilet Procedure:** Children must put a marker next to their name on the ‘toilet’ section before leaving the room (and remove marker on returning). Staff to accompany younger children and others as necessary. Staff need to wait outside for child(ren) & encourage good toilet etiquette (flush) & hand-washing. Reception children to be encouraged to dress/undress independently and manage their own personal hygiene. Helping children with personal things they can do themselves such as going to the toilet and changing clothes should be avoided. (In case of any problems, ask another member of staff to assist).
11. **Sickness:**

Child becoming ill - The Manager reserves the right to contact the parent/carer (or emergency contact) listed on the Registration Form to come and collect a child who is too poorly to remain at Playscheme or who is putting others at risk of infection.

Medicines - No medicine can be administered at Playscheme without a correctly filled in and signed Medical Consent Form. Medicines will be stored securely away from children (asthma inhalers to be labelled and kept in a place accessible to child).

### Play and Risk

A thorough Risk Assessment is carried out annually and Daily Risk Assessments take place at the start of each session. Whilst it is vitally important to ensure children are as safe as possible from serious injury, it is important to acknowledge that children need to challenge themselves and should be allowed to take acceptable risks as part of their play. At Zebras staff work with children to enable them to make judgements about whether they are capable of doing something, or whether they are safe (for example jumping over a gap or climbing a tree). This helps children to become emotionally and physically resilient and develop flexible responses to challenging situations. Children will experience bumps, bruises and grazes during play, this is a normal, natural part of their growth and development. First Aiders are on duty at all times.

**Health & Safety Management Committee Representative:**

* + **Jim Collins– Tel: 07759785014**

***Updated January 2016, Graham Seaton (Management Committee)***

***Updated March 2017, Lyn Collins (Director/Co-ordinator/Manager)***

Further Information

* Health & Safety at Work Act 1974

<http://www.hse.gov.uk/legislation/hswa.htm>

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