



Mangotsfield Out of School Club

Health & Safety Policy

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Purpose

MOOSC 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 and public liability insurance.

Registered Person Responsibilities

The Registered Person holds ultimate responsibility and liability for the safe operation of the Club.

The Registered Person for the Club is the Play Manager who will ensure that:

- A Health and Safety Officer is nominated for each School site;
 - The Club's designated Health and Safety Officers are the Deputy Manager's at each School site
- A copy of the current HSE Health and Safety At Work poster is displayed at each School site;
- Health and Safety Policy and Procedures are reviewed regularly;
- Staff receive regular updates and information on health and safety matters as well as training where necessary;
- Staff are aware of, and follow, Club-specific 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 includes informing OFSTED, Child Protection Agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate; and
- All reported accidents, incidents and dangerous occurrences are reviewed so that preventative measures can be taken.

Management Responsibilities

Club Management is responsible for ensuring that the Designated Officer at each School site will:

- Keep each School site is clean and well lit, adequately ventilated and maintained at an acceptable temperature;
- Make sure each School site is used by, and solely available to, the Club during our opening hours;
- That all Club equipment is safely and securely stored;
- Only allow children in the kitchen if properly risk assessed and planned (e.g. for a cooking activity);
- Make sure a working telephone is available at all times;
- Store chemicals and cleaning materials appropriately and in accordance with COSHH data sheets;
- Clear all external pathways in severe weather; and



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- Carry out daily environment checks in accordance with risk assessment findings and guidance.

Staff Responsibilities

Each member of staff are responsible for and are required to:

- Maintain a safe work environment;
- Take reasonable care of the health and safety of themselves and others attending the Club;
- Monitor the entrances and exits to the premises throughout a session;
- Report all accidents and incidents which have caused injury or damage or may flag a risk to do so in the future; and
- Undertake relevant health and safety training as and when required

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures as set out in our Employee Handbook.

Security

Children are not allowed to leave the Club premises during the session unless prior written permission has been given by the parents. An example of what the Club determines as acceptable to leave a session is to attend another extra-curricular activity within the School.

During sessions all boundary gates and external doors are kept shut.

All visitors to the Club must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the Play Manager, in consultation with staff and parents.

Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair.

The Club selects its resources with care and carries out risk assessments before children are allowed to use them. Broken toys and equipment are disposed of promptly and securely.

We ensure that any flammable equipment is stored safely.

Food and Personal Hygiene

Staff maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. Our Club makes sure that:

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



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Bodily Fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care Policy.

Staffing Levels

Staff ratios and levels of supervision are always appropriate to the number, age and ability of the children present and to the risks associated with the activities being undertaken.

The Club's best practice is 1:10 staff to children during sessions in term-time and School Holidays and 1:5 during off-site trips.

A minimum of two members of staff are on duty at any given time.

Related Policies

1. Illness and Accident
2. Emergency Evacuation
3. Healthy Eating
4. Safeguarding
5. Administering Medicines
6. Fire Safety and Risk Assessment
7. Intimate Care