



HA4k Health and Safety Policy

Here at HA4K we consider health and safety to be of paramount importance. We comply with the Health and Safety at Work Act 1974 and the (Health, safety and welfare) Regulations 1999 always.

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.
- Taking reasonable care for the health and safety of themselves and others attending 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 see **Disciplinary Policy**.

Responsibilities of the Registered Person:

- The registered person for HA4K holds ultimate responsibility for and liability for the safe operation of the club. The designated health and safety officer is Dan Connolly.

The registered person will ensure that:

- A copy of the health and safety at work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/book/lawposter.htm>)
- All staff receive information on health and safety matters and receive training where necessary.
- The health and safety policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the club's health and safety requirements.

- 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) when appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventive measures can be taken.

Responsibilities of the manger:

The club's manager or session lead is responsible for ensuring that at each session:

- Premises are clean, well-lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used solely for the club during opening hours.
- Children are only allowed to be in the kitchen if properly supervised (e.g. for cooking activities)
- A working telephone is always available on the premises.
- Chemicals and cleaning materials are stored appropriately and in accordance with a COSHH data sheet.
- External pathways are cleared in severe weather.
- Daily environmental checks are carried out in accordance with our **Risk Assessment Policy**.

Security:

Children are not allowed to leave the club's premises during the session unless prior permission has been given by the parents via email or a letter (for example, old enough to walk home)

During the club session all external doors are locked, with the exception of the fire doors which are alarmed. Staff monitor the entrance and exits to the premises throughout the day.

All visitors to the club must sign the visitor log and give the reason for their visit. The visitor will never be left alone with the children.

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

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 HA4K+ maintain high standards of personal hygiene and take all practical steps to prevent and control the spread of infection.

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

Dealing with body fluids:

Spillages of blood, vomit, urine and faeces will be cleaned up and disposed of correctly.

Gloves, wipes and bags are provided.

Staff levels:

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present and to the risk associated with the activities being undertaken.

This policy was adopted by HA4K

Date: 20th August 2024

To be reviewed: August 2025

Signed: Nathan Kirk
Dan Connolly

Written with accordance with the Statutory Framework for the Early Years Framework (2024) and the Welfare Requirements (3.71, 3.72, 3.76)