

1066 Kids Club

Health and Safety Policy

1066 Kids Club are committed to ensuring the safety of the children in our care and we actively promote the importance of maintaining healthy lifestyles.

At their induction all staff and volunteers will be familiarised with the provisions contained within this policy and will be expected to act in accordance with them at all times.

We aim to ensure the health, safety & welfare of all staff, volunteers, children and visitors and other individuals who may be affected by the clubs activities.

The Health & Safety at Work Act 1974 and Workplace (Health, Safety & Welfare) Regulations 1999 and the Approved Code of Practice & guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that the health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work related ill health.
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the Registered person, Manager, Staff and volunteers

The identification, assessment and control of hazards within the club are vital in reducing accidents and incidents. Both the manager and the deputy manager are responsible for assessing risks to health and safety arising out of the club's activities and introducing suitable steps to eliminate or control any such risk identified. Any concerns around our hired premises will be raised with the site management team urgently.

It is vital to ensure that the health and safety matters are taken seriously by all members of staff and other persons who are affected by the club's activities. Staff who have been found to disregard safety instructions or recognised safe practises will be subjected to the procedures laid out.

The **Registered Persons** holds ultimate responsibility and liability for ensuring that the club operates in a safe and hazard free manner. The Registered Persons – along with the club manager is responsible for ensuring that the staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered person will ensure that clearly defined procedures for emergency evacuation are in place and adequate arrangements exist for the following:

- The monitoring of the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provision.
- Providing adequate resources, including financial, as is reasonable and necessary to meet the club's health and safety responsibilities over and above Horntye Sports Centre if necessary.
- Providing adequate health and safety training for all staff and volunteers.
- Ensure that all accidents, incidents are accurately reported and recorded (including the Health & Safety Executive and Ofsted where appropriate). SPOA and/or LADO may also need to be contacted using the children's portal.
- The Registered person and the Committee will review all accidents & incidents and implement corrective measures where necessary.
- Ensure that all staff, volunteers and Committee members and any other adult who comes into contact with children who attend the club has an up to date enhanced CRB check.

The Director and Deputy Manager are responsible for the day to day running of the club and monitoring of the Health & Safety policy. They are required to report any concerns regarding Health & Safety to the registered person and committee.

The Manager will ensure that:

- Regularly make safety inspections are carried out and recorded accurately.
- Any action required as a result of these inspections is dealt with as quickly as possible.
- Information received on health & safety matters is shared with site management team at school premises
- Staff are responsible for ensuring that the provisions of the Health & Safety policy are adhered to at all times.
- They are required to:
- Have regard for the Health & Safety policy and their responsibilities.
- Have regard for any health and safety guidance issued by the manager or committee, and act upon it where necessary.
- Take reasonable care of their own health and safety as well as other persons who may be affected by their acts of omission at work.

- Take all reasonable care to see that the equipment and premises that are used by the children, and activities carried out at club, are safe.
- Report any accidents, incident or dangerous occurrences which have led, or may lead to injury or damage, and assist in any further investigation.
- Any injuries or illness are recorded and shared with parents/ carers. A review will be undertaken of injury reports to ensure adequate risk assessments are in place.
- All equipment will be checked regularly to ensure it is in good working order.
- Undergo relevant Health & Safety training when instructed to do so by the manager.

Safety:

- An emergency and fire drill notice will be displayed in the building. A fire drill will be practised regularly and details recorded. This procedure can also be used to evacuate the building in the event of an emergency. It may be necessary to reverse the above procedure in order to return the children to the building safely and quickly in the event of an emergency outside. We use the call '1066' to get the attention of the children. A register and staff list will ensure we have all children and staff safely together.
- Equipment will be regularly monitored and checked for safety and the appropriate annual checks will be carried out. All equipment will be well maintained and will be appropriate for the age of the child.
- All equipment available, will be used according to manufacturer's instructions.
- A register of children and adults will be completed at the start of each session with times of arrival and departure. A head count will be taken throughout the day.
- The exits to the building must be kept clear at all times and fire doors should not be obstructed.
- A minimum of two workers will be present at all times and children will be supervised at all times.

- The premises will be checked before locking up at the end of each session.
- A safety check on the premises, both indoor and out will be made at the beginning and end of each session.
- Children will be made aware of the importance of health and safety and encouraged to ensure the safety of themselves and others.
- An accident/incident book will be available for the reporting of all accidents and incidents. Any injuries or incidents will be shared with parents and pick up.
- When in use leads and wires will be adequately guarded. Potentially hazardous equipment and substances will securely stored eg cleaning products.
- Appropriate safety arrangements will be made for children with disabilities or learning difficulties such as personal health care plans.

Insurance

The Children Act 1989 and the Health & Safety at Work Act 1974 places a number of legal responsibilities on the Club. Therefore the Club has insurance cover appropriate to its duties under this legislation.

Responsibility will, in most cases, rest with the club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts of omission at work. If the club is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers liability Act 1957, the club has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

FIRE DRILL PROCEDURE

Fire routine

The following should be adhered to:

A notice detailing the action to be taken in the event of fire should be displayed in staff areas/adjacent to fire alarm contacts and fire points



The group leader and other staff should be familiar with the Fire Routine

A fire log book should be kept, in which the following details are recorded:

- fire drills and fire instruction
- testing and maintenance of fire alarm system
- testing and maintenance of fire fighting equipment

EMERGENCY PROCEDURES

HOW TO ACT IN AN EMERGENCY:

APPROACH CALMLY AND WITH SPEED

TAKE CONTROL UNTIL THE NAMED FIRST AIDER ARRIVES

REASSURE THE CHILD/CHILDREN

ASSESS THE SITUATION

*Decide what action to take eg. First Aid, call for assistance, help from others
Only trained Paediatric first aiders will administer first aid.*

Ask others to help you, arrange for:

A play worker to supervise the children to ensure their safety.

Someone to phone for assistance.

A person to stay with the child to maintain care and concern in case they are frightened.

Someone to contact parents/carers

Someone to accompany child to hospital if the parent/carers is not available.

RECORD INCIDENT IN ACCIDENT BOOK

**Report accident to appropriate people eg parents , site management team,
Ofsted Health and Safety Executive.**

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