

Inverbrothock out of School Care Club

Charity Number: SC030097

Health and Safety policy

At Inverbrothock Out of School Care Club we operate a health and safety policy. Our club views health and safety of its users as of paramount importance. To this end we will strive to ensure that:

- The club provides a safe environment, suitable for the club's purpose, in line with all relevant legislation.
- The premises are hygienic, in a good state of repair and are smoke free.
- Furniture, equipment, and toys are clean and well maintained.
- The staff: child ratios and the space standards are met in accordance with the Health and Social care standards.
- Staff implement appropriate measures to control the spread of infection (see infection control policy)
- Regular risk assessments of the club's premises, equipment and activities are carried out. These can be viewed on request.
- The club's management are aware of their responsibilities under relevant Health and Safety legislation.
- All required reporting procedures are in place.
- The club has clear guidelines on the storage and administration of medication.
- All food is properly prepared by trained staff and provides a well-balanced and healthy diet.
- Children and young people will learn about healthy lifestyles and relationships, hygiene, diet and personal safety.
- Children and young people will have regular access to fresh air and energetic physical play.
- Staff are trained in emergency procedures.

In order to achieve high standards and continually improve health and safety performance. At Inverbrothock Out of School Care Club we are committed to implementing the necessary health and safety procedures.

We recognise:

- That a responsible approach to health and safety, based on systematic risk assessment procedures, can minimise injury and ill health to staff and children.
- The connection between quality and health and safety.
- That effective health and safety management can contribute to club performance by preserving and developing human and physical resources, by reducing costs and liabilities, and this means of expressing management monitor and review our policies, procedures and performance.

We are committed to:

- Developing the appropriate club structure and culture, which supports the concept of risk management and the club endeavours to secure active participation from our team.
- Adequately resourcing and planning the implementation of this policy.
- Developing, in all our staff, an understanding of health and safety through training and implementation of our childcare legal requirements.
- Constantly monitoring and reviewing our policies and procedures to ensure that we experience continual improvement in our standards of performance.

Supervision

Children are always supervised, and staff are always very aware of what is happening around them. Play workers are aware of the children and do not become too involved in specific activities, which would detract from good supervision.

Children are not permitted to leave the main activity area without an adult, particularly when play outdoors.

Child protection

All staff receive training in child protection and positive behaviour management. There are child protection procedures located in the child protection policy.

Incidents/Accidents

There is an Incident and Accident procedure in place within the club.

Emergency procedures

There is a documented procedure for emergencies, and this is displayed on the club notice board. Where there are club users who have English as their second language, the emergency procedure will also be displayed in their language. All staff are trained in the emergency procedure and fire drills are carried out at least once per term.

Illness

In accordance with registration procedures, children will not be admitted to the club if they are showing signs of sickness or any ailment, which could be contagious (see infection control policy)

If a child becomes unwell during a session, staff should ensure that the child is treated promptly and appropriately and the risk to any of the other children is minimised.

Administration of medicines

There is a procedure in place which ensures that any medication to be administered to a child has been authorised by the parent/carer, that a named member of staff has the relevant first aid training to administer medication and records are kept of any medication administered (see medication policy).

This policy is strictly adhered to.

Risk assessment of activities

All activities, which take place within the club and during trips and outings, have been assessed and planned to minimise or eliminate any associated risks.

Outings

Any outings or off-site visits are well planned and risk assessments are carried out before a trip is authorised. Consent must be given by parents/carers for their child to attend.

Maintenance and storage of equipment and materials

A wide variety of play equipment is available to use by the children and is selected by ensuring approved quality suppliers comply with British Safety Standards. Play equipment is regularly checked and maintained. Electrical equipment is PAT tested once a year by the local authority (Angus Council).

Safety and Security

Safety and security within the club are a priority. A secure entry system is in operation and only authorised persons are admitted onto the premises. Visitors,

other than the named persons collecting children, must pre-arrange their visit and carry identification. Visitors are signed in and out of our visitors' book and are not left unattended where children are present.

Parents/carers must ensure they complete the Children's register with the time that they are picked up at and signature of the person who collected the child.

Smoking Policy

Inverbrothock Out of School Care Club operates a No Smoking Policy and this is strictly enforced.

The above policy is approved and hereby adopted by IOOSCC Committee

Updated July 2025.