



ALL STARS AFTER SCHOOL CLUB
www.allstarsclub.co.uk



HEALTH AND SAFETY POLICY

1. General Statement of Policy

This policy should be read with reference to current Health and Safety legislation and Copplesstone Primary School's Health and Safety Policy.

All Stars accepts responsibility for arrangements to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities; and aim to ensure that staff and children work collectively to secure a safe environment and procedures. The allocation of duties for safety matters and particular arrangements which we will make to implement the policy are set out below. *'Staff' includes employees, visiting activity providers and volunteers.*

2. Responsibilities

2.1 As the All Stars Health and Safety Officer, the Children and Families Worker is responsible for:

- ensuring that this policy works, and is understood by all staff and is reviewed annually
- ensuring that the policy is monitored as required by All Stars
- making an annual risk assessment audit and carrying out termly risk assessments with All Stars Play Leader and Play Worker
- ensuring that all accidents are logged on an Incident/Accident Report Form
- reporting any reportable accidents to RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*)
- fire and emergency arrangements
- ensuring that current risk assessments and the Fire Procedure are displayed on the All Stars noticeboard in the school hall
- at the beginning of the academic year, in liaison with the Headteacher, ensuring that appropriate contractors are used to maintain equipment (including outdoor play equipment if used) and to ensure records are kept
- after discussion with the appropriate member of staff, deciding whether any equipment, apparatus or material is to be withdrawn from use pending any actions that might be necessary to render it so far as reasonably practicable, safe for use
- staff review and training
- ensuring that the Headteacher's attention is drawn to any matter that cannot be dealt with
- reporting annually on health and safety to the All Stars Management Committee.

2.2 The Play Leader and Play Worker are responsible for:

- their area of activity
- reviewing risk assessments with the Children and Families Worker each term
- making verbal and written accident reports using an Incident/Accident Report Form, on the day they happen

- ensuring that all children under their control (where relevant) receive instructions on their own safety and ensuring that they do not endanger others
- food hygiene in the preparation of snacks
- being alert to any issues to do with safety in the environment, hazardous substances, electrical safety, cleanliness of the premises, personal hygiene, lifting and manual handling
- evacuating the building in case of a fire or other emergency, following procedures in the All Stars Fire Procedure and the All Stars Emergency Management Plan
- duties as continued in the rest of this policy.

2.3 All staff, employed and voluntary, must ensure the following:

- **Adult/child ratio**
The Ofsted minimum adult/child ratio of 1:30 must be met at all times. The club regards as good practice the Devon County Council recommended adult/child ratio of 1:8 for children aged 4 to 8.
- **Rules and regulations**
So far as is reasonably practicable, that all local rules, relevant to safe working practice notes, codes of practice or statutory requirements are observed and practised within their areas of responsibility and that statutory notices are displayed; or to report to the Children and Families Worker where it is not reasonably practicable to meet these prescribed conditions.
- **Equipment and materials**
All equipment and materials used in their areas of responsibility are safe to use and that they are marked when appropriate with warning signs and then used in accordance with the manufacturer's instructions and any other instructions issued by All Stars/the school. Where inherently dangerous materials are involved, those listed will ensure that the Children and Families Worker's attention is drawn to any shortcomings in the provisions made for their storage and use.
- **Protective clothing and equipment**
Their activity or sphere of work is adequately equipped with items of protective equipment and clothing considered necessary both for users themselves, others who work with them and children or to draw the Children and Families Worker's attention to any shortcomings in that provision.
- **Safety of individuals**
Apart from any specific responsibilities mentioned above, it is the individual responsibility of every member of staff to ensure, as far as is reasonably practicable, their own safety and that of all who come into contact with their work, including children, visitors and contractors. They should ensure, as far as it is reasonably practicable, that all children do not endanger themselves or others.

2.4 Risk assessment

Risk assessment is an ongoing requirement for all staff. Consideration of hazard and potential hazards underpins the risk assessment process. Each of the operational areas has been risk assessed and these assessments are displayed on the All Stars noticeboard in the school hall. Staff must be familiar with the risk assessments displayed, and are asked to inform the Play Leader where additional risk has been identified so that the relevant risk assessment can be updated.

The following hazards have been identified as being most likely to occur in education establishments:

- misuse and abuse of electrical or mechanical appliances and machines
- trailing wires across floors
- spillage of liquids on floors causing slippery surfaces
- obstruction of passageways and emergency exits with furniture and other impediments

- misuse or non-use of towers, ladders or steps
- non-use of guards on machines, duplicators, guillotines, etc
- careless fire precautions (disposal of lighted cigarette ends)
- faulty electrical wiring and illicit alterations to wiring
- badly lit staircases and passages
- uneven floors and damaged floor coverings
- inadequate notices and instructions regarding safe working procedures in workshops, laboratories, kitchens and other areas.

2.5 Training

The Children and Families Worker will ensure that opportunities will be provided for:

- specific training for health, safety and security
- induction of new staff
- instructions to be available to children and visitors at all times.

2.6 Support

All Stars will ensure that advice and support is obtained from the Headteacher.

3. First aid and accidents

3.1 First Aid

See the All Stars First Aid Policy.

Parents/carers are required to give their consent for emergency medical treatment on the All Stars Registration and Consent Form as a condition of registration at the club.

3.2 Accidents

Unless otherwise specified all reports (verbal and written) should be made to the Children and Families Worker. Staff must log all accidents on an Incident/Accident Report Form.

When a visiting activity provider is engaged to lead activities, the Children and Families Worker will ensure that the VAP is aware of All Stars Health and Safety Policy rules and of any particular hazards that might be present. The VAP is responsible for informing the Play Leader of any accidents or near misses so they can be logged on an Incident Report Form.

The Children and Families Worker must ensure that accidents reportable to the Health and Safety Executive are reported using the appropriate form (*RIDDOR*). These are:

- accidents resulting in death or major injury
- accidents which prevent normal duties for more than 3 days
- loss of consciousness due to asphyxia or absorption of harmful substances
- fractures / dislocations
- amputation
- loss of sight – temporary or permanent
- chemicals or hot metal burn to the eye
- penetrating eye injuries
- electric shock
- injury leading to hypothermia
- unconsciousness needing resuscitation / hospital admission for more than 24 hours

Records of accidents will be kept for a minimum of three years.

4. Cleanliness of premises

All Stars has a duty to set appropriate standards of cleanliness and will maintain these, in liaison with the Headteacher, by:

- investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness
- maintaining a good standard of cleanliness day to day
- promoting good housekeeping practices amongst All Stars staff, including:
 - observing good personal and environmental hygiene practices
 - carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned
 - tidying up and putting away equipment and materials after use.

5. Control of substances hazardous to health regulations (COSHH)

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Children and Families Worker of any hazardous or potentially hazardous substances that are used at All Stars. A copy of this list will be kept at All Stars.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Children and Families Worker is to be informed of any hazardous substances which it is proposed to bring onto the premises for use by staff.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key
- all hazardous substances eg bleach, solvents, glues containing solvents are to be used with care
- always read the label before use and follow the manufacturer's instructions
- avoid inhalation, ingestion and skin contact of all chemical substances
- always wear the appropriate protective clothing eg, gloves etc
- products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic
- those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

6. Electrical safety

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- equipment not working
- loose wiring
- broken casing around wires or applications

- electrical arcing (sparks)
- plugs becoming warm...etc.

All staff, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- ensure that hands are dry before using an electrical appliance
- ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- leads should never be pulled to remove a plug or to lift or move an appliance;
- switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- if extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment must be maintained on a routine basis.

7. Environment and the workplace

All Stars is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Staff, paid or voluntary, have a responsibility to co-operate to maintain this environment.

- Lighting must be suitable and sufficient in every part of the club through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.
- Noise at work Regulations 1989 apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.
- Space around equipment must be adequate to ensure that safe working practices are achievable.
- Heating - a reasonable temperature (not less than 16 centigrade) must be maintained in every room in which people are employed to work.
- Ventilation must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

8. Fire and other emergencies

8.1 Risk assessment and review

In liaison with the Headteacher, the Children and Families Worker is responsible for:

- ensuring that a fire risk assessment is undertaken and recorded as appropriate. All staff must understand what to do in fire and other emergencies. Notices detailing the fire and other emergency alarms and drills must be posted in each room. Fire and emergency drills should be held regularly, which will involve the total evacuation of the premises, preferably within 2.5 minutes.
- checking that all fire fighting equipment is inspected annually by a competent contractor and that appropriate entries have been made in the school Fire and Precaution Guide and Log Book.
- ensuring that the All Stars Emergency Policy (including the Emergency Management Plan) is reviewed annually.

8.2 Fire precautions

All Stars is responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in the buildings and educating staff, whether paid or voluntary, in safe practices.

It is the duty of all staff, paid or voluntary, to co-operate in the implementation of this policy and to report to the Children and Families Worker any instances where the property procedures are not being implemented eg, wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises (including the outside spaces), All Stars operates a No Smoking policy.

8.3 Fire procedure

In the event of a fire: don't panic – follow the Fire Procedure (see the end of this document).

Do not tackle the fire unless:

- you have been trained to do so
- you feel able to do so
- you do not put yourself at risk
- the fire is small.

Remember: the important thing is to save lives, not property.

8.4 Emergency evacuation

In liaison with the Headteacher if possible, the Play Leader (if Children and Families Worker is not present) is responsible for initiating and managing safely the emergency evacuation of the school due to a fire or other serious emergency, following the All Stars Emergency Management Plan.

9. Food handling

All Stars has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All staff, paid or voluntary, who handle food, have a responsibility to:

- maintain a high standard of personal hygiene
- refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge
- adhere to All Stars' Health and Safety Policy
- report shortcomings to the appropriate person, eg, faulty or damaged storage, preparation and service equipment.

9.1 Principles of safely handling food

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates.
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.
- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc).
- Saucepan handles should not overhang stove or worktop edges.
- Any food or liquid spillage must be cleaned up immediately.

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- When cooking food, recipes or packet instructions must always be followed.
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time.
- Signs of any type of pest infection must be reported immediately.

9.2 Principles of safely using equipment in catering areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use.
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness.
- All equipment must be used according to manufacturer's instructions.
- Doors and lids of equipment in use should fit securely. Hob burners, grills, ovens etc., must always be turned off when not in use.
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately.
- All equipment and working surfaces must be kept in a clean and hygienic condition.
- Cleaning chemicals should be used at the prescribed dilution rate.

10. Health and hygiene

All Stars recognises that hygiene is a basic part of any health and safety programme. As such, All Stars is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Children and Families Worker who will ensure that the necessary action is undertaken.

All Stars' premises (inside and outside the building) are designated as No Smoking.

Staff, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.

11. Lifting and manual handling

All Stars has a moral and legal responsibility to its staff, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries. It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- keep the back straight
- place the feet slightly apart
- bend the knees
- grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible
- do not twist the body during the lifting procedure.

12. Water and Electricity Points

Water cut off valve:	The cut off valve is located in the staffroom
Gas mains valve:	The gas mains value is in the staff carpark outside the staffroom window.
Electricity meter:	Electricity meters are located in the caretaker's cupboard

13. Induction and training

All staff, paid or voluntary, must read through this policy as part of their induction programme. All Stars has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.

14. Related All Stars policies and forms

Incident/Accident Report Form

Risk Assessment Form

Hazardous Substances List

First Aid Policy

All Stars Emergency Policy (includes the Emergency Management Plan)

Health and Safety Policy, Coplestone Primary School

Date: *January 2015*

Signed:

Reviewed: *August 2015*

Signed:

ALL STARS FIRE PROCEDURE

to be displayed in the school hall

If you discover a fire:

- **immediately raise the alarm**
- **if in charge of children, pass their care to the nearest member of staff**
- **tackle the fire if possible with the appliances provided, but WITHOUT TAKING PERSONAL RISK.**
- **leave the building, assisting with the evacuation of the children.**

On hearing the fire alarm:

- **the Play Leader (or another member of staff) will call the Fire Service immediately**
- **dial 999 and ask for the Fire Service**
- **wait for the Fire Service to answer**
- **give the full address clearly**
- **evacuate the children in your care by using the nearest available exit and KEEP THE CHILDREN TOGETHER**
- **remember to take the register if possible**
- **proceed to the assembly point at**
- **the Play Leader will take a roll call to ensure that no-one has been left in the building.**

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told to do so by the Fire Service

From:

Fire Safety Leaflet No 26A

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