



Early Bloomers After School Club

Health and Safety Policy

Early Bloomers After School Club 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.

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.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person will ensure that:

- The Club's designated Health and Safety officer is Talvinder Kaur (Registered Person)
- All staff receive information on health and safety matters by receiving in-house and external training where necessary.
- The **Health and Safety** policy and procedures are evaluated and reviewed regularly
- Resources and equipment 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.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

The Club's manager 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 by and solely available to the Club during opening hours
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen area if properly supervised (e.g. for a cooking activity)

- A working telephone is available on the premises
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club sessions all external doors are kept locked with the exception of fire doors, which are alarmed. Staff members monitor the entrances and exits to the premises throughout the session.

At departure time, only adults aged over 18 are allowed to collect children.

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 manager, in consultation with staff and parents.

Suitability of staff and volunteers

We ensure staff and volunteers have had relevant pre-employment checks:

- Enhanced DBS check. They are prevented from working until the recipient of their DBS certificate and must register to the 'Updated DBS Register'
- Verification of identity
- Two references
- Right to work
- Have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment.

Health and safety

We must:

- consider the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified
- have a fire safety and evacuation plan
- ensure all our staff members have Paediatric First Aid training renewed every three years
- have a First Aid kit to hand as well as awareness of what to do in an emergency
- Have more than one emergency contact number for each child
- Know of any medical concerns or allergies

Hygiene

Staff at Early Bloomers After School Club maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

We rigorously maintain and review the level of cleanliness of our premises by sanitising the environment before, during and after the operation of the Club - indoor and outdoor.

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 ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered by using correct plasters and recorded in the accident log.
- Waste is disposed of safely and all bins are kept covered with lids provided
- Staff are trained in food safety and follow appropriate guidelines

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy. Disinfectant products are used to clean the area affected.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, as well as to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Related policies

See also our related policies: Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, Intimate Care and Visitor.

This policy was adopted by: Early Bloomers After school club on: 12/09/2014	Review date: August 2026
To be reviewed: Yearly	Signed: Mrs Talvinder Kaur

Written in accordance with the:

- *Statutory Framework for the Early Years Foundation Stage (DfE, 2026): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment*].
- <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice> (DfE, 2026)