



Health and Safety Policy

Aim:

Venture Kids 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 at all times.

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 at the Oakland Site is **Siobhan McIlwaine**.
- The Club's designated health and safety officer at the Knock Site is **Frazer McIlwaine**.
- 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 responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded.
- Should any accidents, incidents, or infections occur, Belfast Trust Early Years team, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be informed, 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.
- Premises have been thoroughly cleaned and sanitised prior to arrival.
- The rooms 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 if properly supervised (eg for a cooking activity).
- A working telephone is available on the premises at all times.
- 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.
- 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.

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 hold risk assessments for all resources available. Broken toys and equipment are disposed of promptly.
- We ensure that any flammable equipment is stored safely.

Food and personal hygiene

- Toilets are cleaned at the end of each day.
- All children must ask permission before using the toilet. The manager on duty will provide a 'peg' for the child to take to the toilet, ensuring there is only one child at the bathroom at a time.
- Children are always encouraged to lock the door when using the toilet and observe good hygiene practices, such as handwashing & toilet flushing.
- Soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands thoroughly throughout the day, especially before handling food or drink and after using the toilet.
- Food and drinks are not shared between children.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

- Staff wear all appropriate PPE when dealing with bodily fluids and any spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing levels

- Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. At least two members of staff are always on duty in each room within the setting.

Related policies

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

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