

ABBOTS HALL OUT OF SCHOOL CLUB

HEALTH & SAFETY

1. The Out of School Club will be registered and inspected by Ofsted under the Children Act 1989.
2. A health and safety checklist will be completed at the beginning of each session.
3. During term times a fire drill will be undertaken once a month on different days and times within the session, during Holiday club these will be performed at the start of the holiday club.
4. A visual health and safety inspection will be undertaken daily.
5. Staff must attend any appropriate training on health and safety as identified by the manager.
6. All staff must be familiar with Health and Safety requirements and deal pro-actively with any health and safety risks.
7. Activities within the club should always have a level of staff supervision which is appropriate to the task I hand
8. All accidents must be recorded in the accident folder on the correct forms.
9. Parents/ carers should be informed of any accident involving their child and be asked to sign the accident sheet.
10. The club will maintain a first aid box, medication, and allergy folder.
11. The club registration forms will ask for any medical information pertaining to the individual child.
12. In the event of a child requiring urgent medical attention, the club manager will make every effort to contact the parent/carer immediately. However in the event of a child's health being a risk, the club reserves the right to seek urgent medical assistance based upon the advice of a doctor, where a parent cannot be reached the named adult will be contacted.
13. All staff will spend time reading and familiarising themselves with the Health and Safety policy during their induction.

Updated: March 2019