

Security of Setting Policy

Health and Safety

The 1-2-3 After School Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The 1-2-3 Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals. It is vital to ensure that all members of staff and other persons who are affected by the Club's activities take health and safety matters seriously.

Staff are responsible for ensuring that the provisions of Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage,

and assist in the investigation of any such events

- Undergo relevant health and safety training when instructed to do so by the Manager
- Maintain an environment that is safe and without risk to health. Michelle Scott holds ultimate responsibility and liability for ensuring that the Club operates in a safe and hazard free manner. Michelle Scott will ensure that adequate arrangements exist for the following:
 - The Club will identify a designated health and safety officer (Michelle Scott)
 - Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures
 - Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions
 - Providing adequate resources, including financial, as is necessary to meet the Club's health and safety responsibilities
 - Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded .

- Reviewing all reported accidents, incidents and dangerous occurrences, and the 1-2-3 Club's response, to enable corrective measures to be implemented
- Information received on health and safety matters is distributed to all the members of staff
- **Health and Safety Inspections and Risk Assessment**
- The identification, assessment and control of hazards within the Club are vital in reducing accidents and incidents. For further information refer to the risk assessment policy.
- Daily safety checks are carried out, to ensure that the facilities are maintained in a suitable state of repair and decoration.
- Any action required as a result of health and safety inspection is taken as rapidly as possible.

An investigation is carried out on all accidents, incidents and dangerous occurrences.

Safety Policy

The Club's premises are safe, secure and adequately spacious for play and for children to interact freely

•The Manager is responsible for ensuring that the Club's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

There is adequate space for storing all the Club's equipment safely and securely so that staff and children are protected when accessing toys and equipment.

There is always one toilet and one washbasin with hand soap and hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

Members of staff will have access to a telephone on the Club's premises at all times.

In the event of snow or ice on external pathways, staff will ensure that this is regularly cleared and kept safe or cordoned off.

All chemicals will be stored in an appropriate way that is inaccessible to children.

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in a given activity. Staff are deployed adequately to ensure general supervision at all times.

Site Security

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not attempting to leave the Club's premises during the session. The Club staff will reinforce this.

Parents will be asked to escort their children safely off the premises at collection time. Children will not be permitted to leave without an accompanying adult.

The entrances to the Club premises will be kept locked and supervised.

All staff will observe and supervise the entrance and exit points when the Club is in operation.

Visitors will be greeted on arrival and will be asked to state the purpose of their visit.

Visitors to the Club will not be left unsupervised with children at any time.

If an unexpected visitor has no suitable reason to be

on the Club's premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately.

A record will be made of any such incidents in the Incident Record Book, and the Manager will be immediately notified.

The Manager (in consultation with staff and parents/carers) will regularly review security procedures.