



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Health and Safety Policy

Xtra Time and 1st Touch Coaching 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 health and safety of themselves and others attending the club
- Reporting all accidents and incidents, where an injury has occurred or may potentially occur 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 practises will be subject to disciplinary procedures. Responsibilities of the registered
- The centre has a designated Health and Safety officer
- All staff receive information on health and safety matters, and receive training where necessary.
- The Health and Safety policies 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. 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 preventable measures can be taken through changing the way we do things. Once new procedures have been established we will amend policies and procedures to reflect the new and improved way of working.



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |
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Responsibilities of the Manager

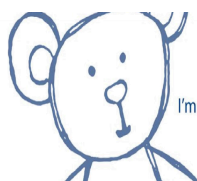
The club's manager is responsible for ensuring that at each session:

- 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 of the club's equipment is safely and securely stored.
- Children are only allowed in the kitchen if properly supervised (e.g. for a cooking activity)
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored away appropriately, and in accordance with CoSSH 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 unaccompanied during the session. During club sessions, all external doors are kept locked, with the exception of the fire doors. All Staff monitor the entrances and exits to the premises throughout the session. 1st Touch Coaches must ensure that the area they are holding the session in is secure and free of any hazards – such as Autumn leaves, twigs etc.

All visitors to the club must sign the visitor's book and give the reason for their visit. Visitors will never be left alone with the children. If the visitor has no reason to be at the premises then we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an Incident Report will be completed and the manager will be informed immediately.



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Security procedures will be regularly reviewed by the manager, in consultation with the 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 carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. Sports equipment is in good condition and replaced if defective or damaged. We ensure that any flammable equipment is stored away safely.

Food and personal hygiene

Staff at Xtra Time maintain high standards of personal hygiene, and take all preventable steps to avoid the spread of infection. A generally clean environment is maintained at all times. Toilets are cleaned daily and all 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 before handling food or drink and after using the toilet. Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillage 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. A minimum of two members of staff are on duty at any given time. Written in accordance with the EYFS welfare requirements: Suitable premises,



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Addendum: Coronavirus (Covid-1-19)

Coronavirus (Covid 19) affects the lungs and airways. Here are the main symptoms:

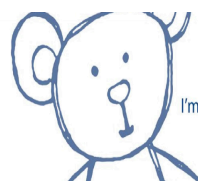
- High temperature
- New continuous cough
- A loss or change to your smell of taste

If you or someone in your household has these symptoms please stay at home where possible.

If a child becomes unwell with coronavirus symptoms and needs direct personal care until they are collected and taken home, one member of staff will assist the child.

This policy covers all our services such as, breakfast, afterschool, sports and holiday clubs.

For further information regarding the coronavirus (covid-19) please visit www.gov.uk for government guidance and support



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