



## Health and Safety Policy

Following on from the COVID pandemic this policy has been updated to reflect the procedures which are now in place to safeguard against infection and highlight the control measures in place to prevent the spread of COVID19.

### 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 **Risa Rylander**.
- The Club's designated health and safety officer at the Knock Site is **Siobhan McIlwaine**.
- All staff receive information on health and safety matters and receive training where necessary.
- **All staff have received up to date COVID training and have completed a comprehensive self assessment which demonstrates their knowledge and understanding.**
- 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.
- **A specific COVID policy is now in place covering all control measures in place and procedures to be followed in the event of a COVID case being detected within Venture Kids.**
- **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.**
- **All PPE and sanitisation stations are fully stocked.**
- 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 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).
- **Following on from the COVID pandemic, parents will be asked not to enter the premises. Instead, children will be escorted off the premises by a member of staff.**
- During Club sessions all external doors are kept locked, with the exception of fire doors.
- **Visitors will be kept to a minimum to reduce the number of people accessing the building.**
- 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.
- **Steam cleaners will be available to thoroughly clean any equipment or resources.**
- **All toys and equipment and resources will be thoroughly cleaned and sanitised at the end of each day.**
- **Outdoor play equipment is also thoroughly cleaned at the end of the day.**
- 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 at Venture Kids maintain high standards of personal hygiene at all times and take all practicable steps to prevent and control the spread of infection.**
- **In order to prevent the spread of COVID staff are requested not to wear staff uniform when travelling to work.**

- They will be requested to change into their uniforms upon arrival.
- Staff will be asked to only bring essential personal items to work and a designated sanitised area will be for their use only.
- A thorough cleaning and sanitisation procedure will take place am and pm and throughout the day.
- Toilets will be cleaned and checked regularly.
- Soap and hand drying facilities are always available.
- PPE and sanitisation products are available in all rooms.
- 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 in accordance with our Intimate Care and COVID policy.**

### **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, COVID, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

Reviewed by: Siobhan McIlwaine	Date: 4/7/21
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