

## **Kidsize Health and Safety Policy**

### **Our Aim at Kidsize**

We aim to provide a safe working environment for all Kidsize Club Ltd. employees and children attending the activity club. It will be every member of staff's responsibility to ensure all reasonable and practical steps are taken to ensure the health, safety and welfare of the children. This will be achieved through consistent care and effective communication of policy requirements between the children, parents/carers and staff.

### **Objectives**

- To establish and maintain an environment in which children, staff and visitors feel safe.
- To establish and maintain a healthy environment throughout Kidsize Out of School Club.
- To have security measures in place appropriate to the needs of the children and parents/ carers.
- To have in place effective procedures for use in case of fire and other emergencies, and for evacuating the premises.
- To risk assess activities at Kidsize Out of School Club and have procedures to follow in case of accident or incident.

### **The Health and Safety at Work Act 1974**

"It shall be the duty of every employee while at work, to take reasonable care for the health and safety of him and any other persons who may be affected by his acts or omissions at work." "No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety and welfare."

### **Responsibilities and Duties**

#### All Parents/Carers

- Drop off and collect children on time
- Supervise their own children outside the community centre building before signing them in or once they have been signed out
- Consider the safety of their older or younger children when visiting Kidsize
- Inform Kidsize Club of any health and safety issues they are aware of
- Inform Kidsize Club if their child is not attending club that day
- Inform Kidsize Club if their child has been sick or has been ill with any contagious illness

#### All employees are expected to:

- Know safety arrangements and ensure they are applied
- Know and apply the emergency procedures in respect of accident, incident of fire
- Co-operate with other employees in improving safety measures in the premises
- Ensure that all children are supervised by the correct adult ration at all times
- Always follow safe working procedures
- Ensure that the children have an understanding of Kidsize Club safety rules and procedures through regular discussion and practice. All children will be supported as required by an adult, depending on his/her level of understanding

- Be aware and take control of the security system in operation for children's arrival and departure from Kidsize (sign in/out system)
- Ensure that a member of Kidsize Staff is on duty to open the community centre door, greet children and ensure that children only leave with authorised adults
- Ensure that the community centre door is locked when required upon leaving the centre
- Ensure that safety checks are completed indoors and outdoors as required
- Ensure that activities are risk assessed and measures are in place for their safe implementation – in particular, preparation of food, use of tools, offsite visits etc.
- Make recommendations to Kidsize Club Manager regarding improvement to environment, equipment, procedures, etc.

#### **Kidsize Club Manager**

- Be the focal point and co-ordinate the implementation of approved safety procedures at Kidsize Out of School Club
- Report all known hazards immediately to the Local Authority, and stop any practices considered to be unsafe, until satisfied as to their safety
- Regularly review the provision of first aid at Kidsize
- Regularly review the procedures for emergency evacuation of the building, in line with the community centre evacuation plan

#### **Safety of Equipment – All Kidsize staff are expected to:**

- Check toys and equipment regularly. Dangerous or broken items should be removed for repair or disposal. Toys and equipment should be washed regularly
- The Kidsize Activity room should allow children and adults to move safely and freely between activity stations
- All dangerous materials should be stored out of reach of children and preferably in a locked cupboard (e/g cleaning materials, knives etc)
- Children are not allowed access to the kitchen however are safely involved in snack helping
- Heaters and radiators are to be adequately guarded
- Large equipment should be erected with care and checked regularly

#### **Emergency Information**

- Kidsize Activity Club parents/carers will be required to complete updated forms each year containing their personal contact details and those of emergency contacts
- These contact details and personal information are held in paper copy in a locked cupboard in accordance with GDPR, they will be uploaded to Kidsize online system in due course
- It is the responsibility of each parent to ensure that the nursery/school is notified of any change of information

#### **Emergency Closure**

- Corinne Millar (Kidsize Ltd owner) has total discretion as to the closure of Kidsize when she anticipates weather conditions which would put children at risk
- Club closures will be communicated to parents in a number of ways; Kidsize website, Facebook and a direct message to parents
- Should Kidsize close during the term, every endeavour will be made to contact parents or their nominated emergency contact person

### **Hygiene – Special Incidents**

- Staff will always wear disposable nitrile gloves and aprons when dealing with spillages of blood, vomit or bodily fluids and changing wet or soiled children
- Any waste (e.g. wipes, pads, paper towels etc.) will be placed in a disposable bag, fastened securely and placed in the designated bin
- Any clothes belonging to children will be placed in a plastic bag and fastened securely to give to parents/carers to take home
- Parents must be informed
- Kidsize will keep a record/log for recording changing children's clothing and it will be completed by the person who carried out the task

### **Hygiene – day to day**

- Staff and children must always wash hands after using the toilet
- All children must wash their hands prior to handling food or drink
- Disposable paper towels are used for hand-drying by adults and children and air dryers are used for hand drying in Community centre toilets
- Staff should maintain good hygiene practices within Kidsize and provide a positive role model for the children – e.g. washing their hands, discussing with the children their reasons for doing so before preparation of snack and activities

### **Hygiene – Food Safety and Food Handling**

- Snack time provides an excellent opportunity for reinforcing children's understanding of the importance of healthy eating
- Preparing snack and carrying out activities with the children forms an integral part of the day at Kidsize. Children should always be carefully supervised when helping with the delivery of snack
- To carry out these duties safely and effectively, all staff must have their food hygiene certificate and have a heightened awareness of food safety regulations to prevent the spread of food-borne infections
- The member of staff on snack duty ensures that all tables, sinks and worktops are thoroughly cleaned with antibacterial cleaner, the floor of the snack area is swept and dry and cleaning materials for use in the snack area are stored safely in a designated area which is out of reach of children
- Kidsize cups, plates and bowls are washed after use and left to drip dry over-night and stored in the locked Kidsize cupboard
- Staff members must adhere to rules of food preparation, perishable food is kept in the fridge, the use by dates are strictly checked, stock is rotated and the fridge temperature log completed daily
- Staff are alert to choking hazards and ensure that the children are always supervised by an adult when eating snack
- Staff are alert to hazards of spills during the preparation or serving of snack and deal with these promptly and appropriately

**Updated:** 14/07/2020 **By:** Jenna Millar

**Reviewed:** 25/09/2021 **By:** Jenna Millar

**Reviewed:** 20/09/2022 **By:** Jenna Millar