

Policy 6 Health and Safety

- 1/ It is the policy of YABC to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises. A Health and Safety Poster will be displayed in the centre.
- 2/ The manager is responsible for the general implementation of this policy. Matters concerning Health and Safety should be brought to their attention in the first instance.
- 3/ Staff are responsible for the children under their care. They also have a responsibility to work in a way, which will ensure the health and safety of themselves and all other persons they come into contact with.
- 4/ Fire
 - a. The safe evacuation of the building is of primary importance. (A written Fire Drill is required to be on display when the Centre is open.) It should include 'raising the alarm' and the named place of safety away from the building)
 - b. Exits must be kept clear. If it is necessary to lock any outside door this must be done by bolt or Yale catch and not a key.
 - c. Fire doors must be kept shut.
 - d. A practice fire drill will be carried out twice every term. Routes and times/days should be varied and recorded.
 - e. Fire appliances should be checked annually and the staff aware of their position.
 - f. Ensure that all heaters are guarded and nothing is placed on top of fireguards.
 - g. Matches must be inaccessible to the children.
- 5/ Electrical Appliances-

All electrical appliances should be checked annually.

 - a. Any faults must be reported to the manager. If in doubt do not use anything electrical if you think it might be dangerous.
 - b. Please unplug all electrical appliance when they are not in use.
 - c. Please take care with electrical leads so that they do not trail in such a way as to be dangerous.
 - d. Do not place anything containing water near any electrical appliance.
 - e. All electric socket points must have covers in place when not in use.



6/ Defects to Building, Equipment etc.

Please report these to the manager.

7/ General Tidiness

- a. The premises must be kept as tidy as possible so as to reduce the risk of accidents.
- b. Hot drinks: please take care when consuming hot drinks - they must not present a risk to the children.

8/ Car Parking

Staff cars should be parked neatly. It is essential that great care is exercised when cars are moved. Please look all round your car before moving off.

9/ Hygiene

It is extremely important that standards are kept as high as possible. It is the responsibility of the staff to maintain standards; the policy is to "clean as you go".

- Paper towels and soap will be provided for hand washing.
- Please ensure that everyone washes their hands after using the toilet, before handling food.
- Toilet areas will be regularly checked to ensure high standards of hygiene and safety.
- Disposable gloves should be worn when coming into contact with bodily fluids.

10/ Storage of cleaning materials etc.

- a. Any potentially dangerous substance must be kept out of the sight and reach of children in a locked cupboard.
- b. Please screw tops of containers tightly.

11/ Smoking

Smoking is not allowed on the premises.

12/ Supervision of children.

- a. In or out of the building, children must be supervised at all times.
- b. When children are playing outside, if anyone uninvited enters the



- grounds the supervisor must ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children should be taken inside the building and appropriate action taken.
- c. Special care should be taken when children are using apparatus. Check all equipment is stable and secure before use. All children should be taught the correct use and care of equipment.
 - d. Children's arrival/departure time will be recorded.
 - e. Records should be properly maintained in ink. Please do not try to make any alterations by erasing the original entry.

13/ Off the Premises

When staff take the children off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent. Any vehicle used will have current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt.

All ABAE documentation must be filled in and handed to the club secretary

14/ Accidents and Sickness

- a. A qualified first-aider will always be on duty.
- b. OTH will have its own first aid kit on the premises.
- c. The contents will be checked, replaced and updated regularly.
- d. No drugs will be kept in the first aid kit if they are needed they will be kept in a locked cupboard in the managers office.

