

# Health and Safety Policy

Mr H Out of School Club

## Health and Safety Policy

The Health and Safety key person is: John Hymus, Manager and First aider

The person/s designated to act in the manager's absence: Declan Curran, Club Leader.

### Aims

To create, and provide, a safe environment without a risk to the health and safety of children, staff and visitors.

To ensure Health and Safety is taken seriously by all members of staff and other persons who are affected by the club's activities.

### Duties and responsibilities

Designated person/s will:

- Assess the risks to Health and Safety in and around the setting.
- Introduce and review suitable procedures to eliminate or control any such risk identified.
- Ensure staff comply with safety instructions and practice and that staff also understand and accept their responsibility in relation to Health and Safety procedures.
- Ensure all accidents, incidents and dangerous occurrences are adequately recorded and reported.
- Ensure all staff, students, volunteers and any other adult who comes into contact with children at the club have appropriate and up to date Disclosure and Barring Service (DBS) checks.
- Ensure at all times the Health and Safety and welfare of children, staff and others involved in the club's activities.

All members of staff will:

- Familiarise themselves with the Health and Safety policy and its place within their work.
- Take reasonable care for their own Health and Safety as well as of others who may be affected by their acts or negligence at work.
- Report and record any accidents, incidents of violent or verbal abuse, any hazard or dangerous occurrences to the designated person and appropriate format.
- Make sure the equipment and premises that are used by children, and the activities that are carried out at the club, are safe.