

HOPS 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.

HOPS has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows HOPS **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 HOPS
- 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 Trustees

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

## **Responsibilities of the Trustees**

The Trustees hold ultimate responsibility and liability for the safe operation of HOPS. The Trustees will ensure that:

- A designated health and safety officer is named, currently Simon Linford-Wood
- All staff receive information on health and safety matters, and receive necessary training.
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet HOPS 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 preventative measures can be taken.

## **Responsibilities of the Team Leader/ Deputy Team Leader**

HOPS Team Leaders are 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 HOPS during opening hours on designated days.
- All HOPS equipment is safely and securely stored
- Children not allowed in the kitchen or up stairs.
- 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 HOPS premises during the session .

# Health and Safety Policy



During HOPS sessions all external Gates are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to HOPS must sign the **Visitor Log** and give the reason for their visit. Visitors will have their person belongings ( bags, phones, tablets, cameras or recording equipment) placed in a secure locker during their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the Trustees, in consultation with 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. Any broken toys and equipment are identified and removed from use. These items are stored securely until the relevant repair can be under taken or disposed of promptly.

Additionally an annual maintenance day is scheduled prior to the main school holiday scheme. On this day all equipment is thoroughly checked for defects and condition. Items needing attention will be repaired immediately. Items that cannot be repaired at this point are removed and stored securely until the relevant repair can be undertaken. If the item cannot be repaired it will be disposed of promptly.

We ensure that any flammable materials are stored safely.

## Food and personal hygiene

Staff at HOPS maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Cuts and abrasions (whether on children or staff) are kept covered.

## Dealing with bodily fluids

Spillages of urine and faeces, vomit or blood will be cleaned up immediately in accordance with our **Intimate Care** 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. A minimum of six members of staff are on duty at any time.

**Related policies our related policies:** Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, **and** Intimate Care, Visitor.

This policy was adopted by: HOPS	Date March2016
To be reviewed annually	Signed: