**KNIGHTWOOD KIDS CLUB**

**OFSTED REGISTRATION NUMBER 110551**

**CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

**C/O KNIGHTWWOD PRIMARY SCHOOL, BELLFLOWER WAY,**

**CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

**HEALTH & SAFETY POLICY**

**Knightwood Kids Club takes the maintenance of Health & Safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.**

**Knightwood Kids Club aims to ensure the health & safety and welfare of all staff, children, visitors and other individuals who may be affected by the Clubs activities and actual existence. The Health & Safety at Work Act 1974 and the Workplace (Health, Safety andWelfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health & safety remains the first priority.**

**The steps below will be auctioned as a matter of course:-**

* **Create an environment which is safe and without risk to health.**
* **Prevent accidents and cases of work-related ill-health.**
* **Use, maintain and store equipment safely.**
* **Ensure all staff are competent in the work in which they are engaged.**

**RESPONSIBILITES OF KNIGHTWOOD KIDS CLUB COMMITTEE, MANAGER AND STAFF**

**The identification, assessment and control of hazards within the club is vital in reducing accidents and incidents. Both the Manager and one other designated member of staff are responsible for assessing risks to health & safety arising out of the club’s activities and introducing suitable steps to eliminate or control any such risk identified.**

**It is vital that health & safety matters are taken seriously by all members of staff and other persons who are affected by the clubs activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures Policy.**

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**Knightwood Kids club Committee hold ultimate responsibility and liability for ensuring that the club operates in a safe and hazard free manner. Knightwood Kids Club Committee along with the Manager – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health & safety procedures.**

**Knightwood Kids Club Committee will ensure that a clearly defined procedure for emergency evacuation of the premises is in place and adequate arrangements exist for the following:-**

* **Monitoring the effectiveness of the Health & Safety Policy, authorising any necessary revisions to its provisions.**
* **Providing adequate resources, including financial, as is necessary to meet the clubs health & safety responsibilities.**
* **Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health & Safety Executive, and Ofsted where appropriate).**
* **Reviewing all accidents, incidents and dangerous occurrences, and both Clubs response, to enable corrective measures to be implemented.**
* **Ensuring that all staff, students, volunteers and any other adult who comes into contact with the children at either club, have the appropriate and up to date DBS check.**

**The Manager is responsible for the day to day implementation, management and monitoring of the Health & Safety Policy. The Manager is required to report any matter of concern regarding the Health & Safety Policy to Knightwood Kids Club Committee.**

**The Manager will ensure that:-**

* **An additional designated member of staff is made jointly responsible with them for the health & safety and risk assessment provisions at the club, as set out in this and other policies.**
* **Regular safety inspections are carried out daily and the reports accurately logged.**
* **Any action required as a result of a health & safety inspection is taken as rapidly as possible.**
* **Information received on Health & Safety matters is distributed to KKC Committee and all members of staff.**
* **An investigation is carried out on all reported accidents, incidents and dangerous occurrences.**
* **Staff are adequately trained to fulfil their role within the Health & safety Policy.**

**3**

**Staff are responsible for ensuring that the provisions of the Health & Safety Policy are adhered to at all times. As such, they are required to:**

* **Have regard for the Health & safety Policy and their responsibilities under it.**
* **Have regard for any health & safety guidance issued by the Manager or the designated staff member, and act upon it whenever appropriate.**
* **Take reasonable care for their own health & safety as well as of other persons who may be affected by their acts or omissions at work.**
* **Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out by the club are safe.**
* **Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.**
* **Undergo relevant health & safety training when instructed to do so by the Manager.**

**INSURANCE**

**The Children Act 1989 and the Health & Safety at Work Act 1974, place a number of legal responsibilities on both clubs. Therefore, the club has insurance cover, appropriate to its duties under this legislation, including Employer’s Liability Insurance. Responsibility will, in most cases, rest with the club, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the clubs are held responsible for any incident that may occur, Public Liability Insurance will cover compensation.**

**LIABILITY**

**Under provisions contained in the Occupiers Liability A 1957, the club has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.**

**The clubs full responsibilities and procedures in respect of Health & Safety, are contained in this policy, alongside the relevant sections of the following policies:-**

* **Staffing**
* **Physical Environment**
* **Equipment**
* **Risk Assessment**
* **Site Security**
* **Fire Safety**

**4**

* **Visits & Outings**
* **Health, Illness and Emergency**
* **Hygiene**

**POLICY START DATE …………………………………………. 1st September 2000**

**POLICY REVIEWED DATE ………………………………….. 16th August 2015**

**Reviewed Sept 2016**

**Reviewed Sept 2017**

**Reviewed Sept 2018**

**Reviewed Oct 2019**

**Reviewed Jan 2024**

**PLEASE NOTE THAT KNIGHTWOOD KIDS CLUB AND HOLIDAY CLUB IS NOT INSURED AFTER 6PM**