

HEALTH AND SAFETY

Roundabout takes the maintenance of health and 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.

The Club aims to ensure the health, safety and welfare of all children, staff, visitors and other individuals who may be affected by the Club's activities. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance will always be complied with. The Management Committee, Manager, Deputy and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the priority.

The steps below will be actioned as a matter of course:

- Work to create an environment that is safe and without risk to health.
- Take all necessary action to try to prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE, THE MANAGER, DEPUTY MANAGER AND STAFF:

The identification, assessment and control of hazards within our Club are vital in reducing accidents and incidents. The Manager and Deputy are responsible for assessing risks to health and safety arising out of the Club's activities and introducing suitable steps to eliminate or control any such risk identified. The Management Committee must be kept informed of all incidents.

Each member of staff will be responsible for assessing risks to health and safety arising out of their planned activities and their allocated sections. They will take suitable steps to eliminate or control any such risk identified. Any concerns regarding Health & Safety must be reported up the chain of responsibility. Any incidents, accidents or dangerous events that have led to, or may in the future, be likely to lead to injury or damage, must be reported and recorded. Staff will be expected to assist in the investigation of such events.

Communication of these matters is essential and responsibilities lie with every level to inform of these occurrences.

The serious implications of Health & Safety issues call on the Management Committee to be aware of their ultimate responsibilities and hence the necessity of the involvement in reported incidents. It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who may be affected by the Club's activities. Staff which have been found to blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The Management Committee holds ultimate responsibility, and liability, for ensuring that the Club operates in a safe and hazard free manner. The Management Committee — along with the Manager / Deputy Manager — are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

Involvement of the Head of Round Hill School and the Site Manager will be necessary where the property, fixtures/fixings or school equipment is implicated in a Health & Safety issue.

THE MANAGEMENT COMMITTEE WILL ENSURE THAT ADEQUATE ARRANGEMENTS EXIST FOR THE FOLLOWING:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including finance, as is necessary to meet the Club's health and safety responsibilities.
- Encouraging all staff to undertake adequate health and safety training, so they may fulfil their role within our Health and Safety Policy.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded. (Including informing the Health and Safety Executive, and OFSTED), where appropriate.
- Reviewing and investigating all reported accidents, incidents and dangerous occurrences, and the Club's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the Club has appropriate and up to date Criminal Record Bureau checks. (See our Safeguarding Policy and CRB Policy)
- The Manager / Deputy Manager are responsible for the day to day implementation, management and monitoring of the Health and Safety policy.

THE MANAGER/DEPUTY WILL ENSURE THAT:

- The Management Committee, Manager and Deputy Manager will be responsible for the health and safety and risk assessment provisions at the Club, as set out in this and other

policies. Regular checks will be undertaken and any action required will be implemented. This will be carried out by the Manager / Deputy Manager.

- Regular safety inspections are carried out and the reports accurately logged. Equipment will be checked as it is put out for the session, although there is a thorough check of all equipment every half term. Any member of staff that notices, during a session, a piece of equipment that is not safe for use, will remove it immediately from the play area. A faulty item will either be repaired before further use or permanently removed. Activities will be risk assessed at the planning stage.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is to be distributed to the Management Committee and all members of staff.

STAFF ARE RESPONSIBLE FOR ENSURING THAT THE PROVISIONS OF THE HEALTH AND SAFETY POLICY ARE ADHERED TO AT ALL TIMES. AS SUCH, THEY ARE REQUIRED TO:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Manager / Deputy Manager and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work. Be aware of what others are doing and do not allow unsafe events to occur. All staff will complete a daily Risk Assessment/H&S sheet before all activities/crafts.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Club, are safe.

INSURANCE:

The Children's Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Club. Therefore, the Club has insurance cover appropriate to its duties under this legislation, including Employer' 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 Club is held responsible for any incident that may occur, public liability insurance will cover compensation.

LIABILITY:

Under provisions contained in the Occupiers Liability Act 1957, the Management Committee and all staff have 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.

See our Risk Assessment Policy.