

# Health and safety policy

**This is the statement of general policy and arrangements for:**

Kids Club Name of organisation
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**Overall and final responsibility for health and safety is that of:**

Samantha Louise Carlin Name of employer
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**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Samantha Louise Carlin
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Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Samantha Louise Carlin	Risk assessments conducted and regularly reviewed to ensure controls are adequate Inspect setting each day and control hazards as far as possible Take reasonable steps to control external hazards when outside of the setting
To provide adequate training to ensure employees are competent to do their work	Samantha Louise Carlin	Ensure First Aid (Paediatric) course is kept up to date Childcare qualifications for all management staff
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Samantha Louise Carlin	Constant contact with staff throughout the day
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Samantha Louise Carlin	Regular drills with different children present to ensure orderly evacuation Close liaison with setting provider to ensure fire protection systems are tested and maintained

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Samantha Louise Carlin	Keep all areas clean and hygienic, drinking water available at all times
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Health and safety law poster is displayed:	Staff Notice Board
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid boxes – in storage area of setting, signed Accident Book in forms folder in the storage area of the setting

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Signed: (Employer)	<i>Sam Carlin</i>	Date:	16/03/2023	
Subject to review, monitoring and revision by:	Samantha Louise Carlin	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk assessment

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide ([www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)). Simply choose the example closest to your business.

**Organisation name:** Samantha Louise Carlin

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Setting Area (Swan Room within Kingsbury School)</i>						
Fireguards not in place and not fitted securely on all fires and portable heaters	Child – burning or falling	Fixed wall heaters have metal surrounds that do not reach a temperature likely to burn	Not required			
Radiators or room thermostat not set at safe temperature below or above (19–21°C)	Children too cold or too hot. Radiator too hot to touch	Heating system is set by setting provider to maintain a reasonable temperature at all times	Not required			
No window locks? Window locks not secured where necessary?	Child opening the window and falling, or trapped fingers	Window openings are at adult height, no access to children	Not required			
No safety glass/film where necessary (e.g. external door)	Child at risk of breaking glass and being cut. Significant harm to child / adult	Glass is wire laced and will not allow glass to shatter into small pieces	Not required			
Overloaded electrical sockets	All – fire hazard	All appliances have a socket available and no gang plugs are used.	Not required			
Cupboards accessible to children No safety catches on cupboards where necessary	Access to dangerous substances including paints, plastic bags	Curtain hides storage area from view. Paints are non-toxic. Cleaning products are stored in a locked room away from the setting.	Store sanitising spray on top shelf during operating hours.	SLC	Ongoing	
Table cloths hanging within	Heavy or hot objects falling on	Overhang kept to a minimum	Not required			

reach of small children	children	Items on table kept to a minimum				
Cords trailing from curtains/blinds	Children – possibility of being hanged	Split catch on cord.	Supervision of children			
Floor coverings not securely fitted and clean	All - slipping, tripping, unhygienic	Fitted carpet / lino coverings Vacuumed daily Spills cleaned immediately	Not required			
Potentially harmful plants in reach of children	Skin rash or poisoning if eaten	External plants are non toxic	Not required			
Electrical cables trailing	All – tripping, strangulation and electrocution	None in setting	Not required			
Access to video game wires	Children – electrocution, tripping and strangulation	Near constant supervision during video game play. Controllers are wireless.	Unplug and remove when not in use	SLC	Ongoing	
Access to school areas from setting	Children – access to inappropriate areas & equipment, poisoned by chemicals, falling or getting trapped	Doors to storage areas locked when not in use	Not required			
Access to school areas from outside	All – access by unauthorised personnel	Route to setting is through main entrance, which is locked Intercom system to request access Staff will physically operate security door to people passing security protocols (nominated adult with password) Phone available in emergency situation	Not required			
<i>Sports Hall (within Kingsbury School)</i>						
Fireguards not in place and not fitted securely on all fires and portable heaters	Child – burning or falling	Fixed wall heaters have metal surrounds that do not reach a temperature likely to burn	Not required			

Radiators or room thermostat not set at safe temperature below or above (19–21°C)	Children too cold or too hot. Radiator too hot to touch	Heating system is set by setting provider to maintain a reasonable temperature at all times	Not required			
No window locks? Window locks not secured where necessary?	Child opening the window and falling, or trapped fingers	Window openings are at adult height, no access to children	Not required			
No safety glass/film where necessary (e.g. external door)	Child at risk of breaking glass and being cut. Significant harm to child / adult	Glass is wire laced and will not allow glass to shatter into small pieces	Not required			
Overloaded electrical sockets	All – fire hazard	No appliances in area – hard wired equipment	Not required			
Cupboards accessible to children No safety catches on cupboards where necessary	Access to dangerous substances including paints, plastic bags	Cleaning products are stored in a locked room away from the setting.	Store sanitising spray on top shelf during operating hours.	SLC	Ongoing	
Cords trailing from curtains/blinds	Children – possibility of being hanged	None in area	Not required			
Floor coverings not securely fitted and clean	All - slipping, tripping, unhygienic	Wooden floor Vacuumed twice daily Spills cleaned immediately	Not required			
Potentially harmful plants in reach of children	Skin rash or poisoning if eaten	None in area	Not required			
Electrical cables trailing	All – tripping, strangulation and electrocution	None in area	Check & clear hall each use			
Access to school areas from hall	Children – access to inappropriate areas & equipment, poisoned by chemicals, falling or getting trapped	Doors to storage areas locked when not in use Children accompanied to the hall & back	Not required			

Access to school areas from outside	All – access by unauthorised personnel	Route to setting is through main entrance, which is locked Intercom system to request access Staff will physically operate security door to people passing security protocols (nominated adult with password) Phone available in emergency situation	Not required			
<b>Food Preparation Area</b>						
Work surfaces not clean or broken, anti-bacterial cleaner not used	Unhygienic, all at risk of germs and ill health	Surfaces are complete Daily cleaning with anti-bacterial cleaner Spills cleaned immediately	Not required			
Electrical equipment, including leads in reach of small children	Children electrocuting themselves or heavy items falling on them	Appliances new or PAT tested after 12 months of purchase Supervised use	Store on top shelf when not in use			
Food preparation equipment not maintained in clean state (especially chopping boards)	Unhygienic, all at risk of germs and ill health	Daily cleaning of equipment. Chopping boards sterilised each day (off site)	Not required			
Sterilising equipment not in use where appropriate	Children at risk of germs and ill health	Not currently required	Not required			
Fridge not kept at 4-5 °C and freezer not at -18°C	All, food not stored adequately could lead to ill health	Fridge and freezer maintain low temperatures	Monitor & record fridge temperatures and react to high numbers	SLC	Ongoing	
Food not covered in fridge and raw meat not kept in the bottom	All – Cross contamination of food, children at risk of ill health	Recommended storage maintained	Not required			
Fire blanket not wall mounted and sited appropriately	All – Fire risk	Not currently required	Not required			
Window locks not secured where necessary	Child opening the window falling, or trapped fingers	Window openings are at adult height	Not required			
Safety glass/film not fitted where necessary (e.g. patio)	All - at risk of breaking glass and being cut. Significant harm	Not required	Not required			

doors)						
No safety catches on cupboards and drawers where necessary	Access to dangerous substances including alcohol, tobacco, matches, plastic bags etc Trapped fingers	No children in area without supervision	Not required			
Dangerous/sharp cooking utensils not stored safely	Children - cuts	Knife only used by adult and stored in locked cabinet when not in use.	Not required			
Children have access to Stick on / Plug in air fresheners	Children at risk of a choking hazard or poisoning / allergies	None in setting	Not required			
Table cloths hanging within reach of small children	Objects falling on children	Overhang kept to a minimum	Not required			
Floor coverings not securely fitted and clean	All - slipping, tripping, unhygienic	Fitted carpet / lino coverings Vacuumed daily Spills cleaned immediately	Not required			
Waste bins not securely closed and maintained in clean condition	All – health risk and children able to access inappropriate objects	Secured Emptied daily Regularly cleaned	Not required			
Overloaded plug sockets	All - fire risk	None	Not required			
Unhygienic dishcloths, mops and tea towels	All - illness	Dishcloths and towels changed regularly Mop kept in secure cupboard	Not required			

Toilets						
Toilet bowls and seats, potties and wash basins not maintained in hygienic condition	All – ill health, germs, unhygienic	Cleaned daily by setting provider Cleaned once per day by Kids Club Regular checks throughout the day	Not required			
Splash back tiles not clean and broken	All – ill health, germs, unhygienic	All tiles complete Regularly cleaned	Not required			
Floor coverings not securely fitted and clean	All - slipping, tripping, unhygienic	Regularly cleaned	Not required			
Step not available for small children to use toilet, if appropriate	Child – fall getting on to the toilet	Available Small children supervised in toilet	Not required			
Waste bins not securely closed and not maintained in clean condition	All – health risk. Children able to access inappropriate objects - choking	Access to staff facilities is adult only	Not required			
Electrical appliances not operated by pull switch	All – electrocution	None	Not required			
No Safety catches on cupboards where necessary	Children - Accessible contents including medication, toiletries/cosmetics, razor blades and cleaning materials, choking, poisoning, cuts etc	None in toilet area	Not required			
Nappy changing area not maintained in clean condition and no hygienic procedures used for nappy disposal	All – germs, ill health, unhygienic	None in setting	Not required			



Potentially harmful houseplants in reach of children	Children - Skin rash or poisoning if eaten	None in area	Not required			
Children have access to air fresheners	Children at risk of a choking hazard or poisoning	None in area				
Sink overflowing	All – risk of flood damage	Built in overflow system Flow rate minimised	Not required			
Water too hot	Children – risk of scalding / burns	Temperature of hot water controlled by setting provider to minimise risk				
Access to cleaning materials	Children – poisoning and burns	Stored in locked room when not in use	Not required			
Unhygienic, flannels , towels , sponges	All - illness	None in area – paper towels only Bins emptied regularly by setting provider	Not required			
<b>Outside Areas</b>						
Drain and manhole covers not secured	All – falling, tripping, trapped legs etc	Drain covers are complete Area supervised at in times when in use				
Patios, paving stones and steps not securely laid	All – falling, tripping etc	None	Not required			
Stray dogs which have access to property	All - dog attack/bites	The site is secure	Not required			
Walls, fences and gates not secured and in good state of repair	Children – escaping to inappropriate areas, splinters from wooden gates, choking and toxins from peeling paint	All fencing is complete and in good repair	Not required			

Waste bins not securely closed and not maintained in clean condition	All – health risk and children able to access inappropriate objects, risk of child climbing in to the bin and becoming trapped	Fixed bins have no moving parts and are secured to floor	Not required			
Barriers not in place to stop children's access to greenhouses, cold frames, ponds, streams or fountains or water butts, and to steep steps as appropriate	Children – access to inappropriate areas & equipment, poison by Plants/bulbs or chemicals, death by drowning, cut by glass, falling or getting trapped	All garden play is supervised No water in area No greenhouse in area	Not required			
Access to the garage, garden shed and outhouses	Children – access to inappropriate areas & equipment, poisoned by chemicals, falling or getting trapped	Area is secure with restricted access to areas beyond	Not required			
Outside play equipment inappropriately positioned, not clean, in good repair and not securely anchored as necessary	Children – falling head injuries, internal injuries, broken bones	Play equipment cleaned as appropriate All securely anchored All outside play is supervised All play equipment to be checked daily for good repair.	Check over equipment when storing	SLC	Ongoing	
Outside Play Equipment used by children not of a suitable age.	Children – falling, head injuries, internal injuries, broken bones.	Flickers for children in years 1-3, Scooters for years 1-6, Bikes relevant to size of bike. Helmets to be worn when riding the bikes. 4 wheeled toys for all ages.	Supervision and instruction.	All Staff	Ongoing	
Sandpits not covered when not in use	Children – inappropriate access, ill health	Covered when not in use.	Supervision and instruction.			
Potentially harmful plants in reach of children	Children – Skin rash or poisoning if eaten, cuts	Plants are non-toxic	Not required			

	from thorns					
Washing lines hanging in reach of children	Child – risk of strangulation	None	Not required			
Building work eg: extension or conservatories. Any changes to your premises must be notified to Ofsted	All – access to inappropriate materials and equipment, tripping, falling	None	Not required			
Grounds restoration eg: landscaping or building walls / replacing fences	All – access to inappropriate materials and equipment, tripping, falling.	Stay inside during ground maintenance by local council.	Not required			
Lanterns and candles not out of reach, outside sockets and garden lights	Children – poisoning or burns if lit -electrocution	None	Not required			
Trampolines – located inappropriately, not regularly maintained, not supervised use, usage guidelines not adhered to	Children – tipping, falling, hurting body parts if strings are too loose / too tight	None	Not required			
Paddling pools	Children – slipping or drowning	None	Not required			
Hot Tubs	Children drowning	None	Not required			
Flood damage This could be drains over flowing, rain water or river over flowing. If the water has entered your home, you should complete a full risk assessment of the whole property.	Children drowning Illness from bacteria	Unlikely	Not required			

Signs of vermin present, ie faeces	All - biting and illness	None	Regularly check area			
Summerhouse and glass windows / panels	All – child getting shut/locked in Broken glass, cuts and grazes	No glass in area	Not required			

<b>Adult Material</b>						
All adult material not stored securely away from children to include magazines and DVDs or any other adult accessories.	Children – risk of harmful material / abuse	None	Not required			
Computers, PC's, Console games (access to the internet)	Children – risk of harmful material / abuse	Laptop use supervised Wi-fi provided block inappropriate content	Not required			
First aid box, out of date, incomplete with inadequate and inappropriate supplies, not clearly labelled	Ineffective medical assistance – child or other adult	Kept current	Not required			
Not carrying out regular fire drills nor recording details	All – death in case of fire or smoke inhalation, unaware of what to do if fire broke out	Regular inductions with new starters	Routinely conduct and record drills	SLC	Ongoing	
Not having permissions in place	Children -	Permissions detailed at induction	Not required			
Not having policies in place	All – confusion as to what will / should happen	Policies reviewed and maintained	Not required			
Smoke detectors not working	All – risk of fire	Setting provider tests and maintains fire protection system throughout the building	Not required			
Child safeguarding issues	Children	Children are not released into the care of a parent or carer who is thought to be unfit due to alcohol or drug misuse Safeguarding policy in place & communicated to staff and parents Training to staff on safeguarding issues and recorded	Events escalated and reported as required and thereafter monitored by Manager	SLC	Ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11