

St. Bernard's Extra

"Before & After" School Club



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Ofsted 119449

HEALTH & SAFETY POLICY

St Bernard's Extra 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.

The Health & Safety Representative on the Board of Directors is Mia Barlow.

The named member of staff in charge of Health & Safety is the Club Supervisor.

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence. The Health & Safety at Work Act 1974 and the Workplaces (Health & Safety & Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times, The Committee 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 actioned as a matter of course:

- Create an environment that is safe and without risk to health
- 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 Company, the Leader and Staff

The identification, assessment and control of hazards within the Club is vital in reducing accidents and incidents. Both the Board of Directors and the Club Leader 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.

It is vital to ensure that health & safety matters are taken seriously by all members of staff and other persons who are affected by the Club's activities. Staff who has been

found to have blatantly disregarded safety instruction or recognised safety practices will be subject to the procedures laid out in the Disciplinary Policy.

Procedures Policy

The Board of Directors holds the ultimate responsibility and liability for ensuring that the Club operates in a safe and hazard free manner. The Committee, along with the Leader - are responsible for ensuring that staff both understand and accept their responsibilities in relation to health & safety procedures.

The Board of Directors will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health & Safety policy and authorising any necessary revisions of its provisions
- Providing adequate resources, including financial, as is necessary to meet the Club's health & safety responsibilities
- Providing adequate health & safety training for all staff
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded
- Reviewing all reported accidents, incidents and dangerous occurrences, and the Club's response, to enable correct measures to be implemented
- Ensuring that all staff have appropriate and up-to-date DBS checks
- Regular safety inspections are carried out and the reports accurately logged
- Any action required as a result of health & safety inspection is taken as rapidly as possible
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences
- Staff are adequately trained to fulfil their role with the Health & Safety policy
- Information received on health & safety matters is distributed to all members of staff
- The Leader is responsible for the day to day implementation, management and monitoring of the Health & Safety policy. The Leader is required to report any matter of concern regarding the Health & Safety policy to the Board of Directors.

The Leader will ensure that:

- All accidents, incidents and dangerous occurrences are reported and recorded in the Accident Record Book of Incident Record Book
- An additional designated member of staff is made jointly responsible with them for health & safety and risk assessment provisions at the Club, as set out in this and other policies

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 Leader or the designated member of staff, and act upon 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
- Ensure all accidents, incidents and dangerous occurrences are recorded in the Accident Record Book and the Incidents Record Book
- 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
- Report any accidents, incidents and dangerous occurrences that have led to, or may in the future to be likely to lead to, injury or damage, and assist in the investigation of any such events
- Undergo health & safety training when instructed to do so by the Board of Directors

Insurance

The Children's Act 1989 and the Health & 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'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 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 Club has a duty to ensure that both children and any visitors are kept reasonably safe.

The Club's full responsibilities and procedures in respect of health & safety are contained in this policy, alongside the relevant sections of the following policies:

- Staffing
- Risk Assessment
- Equipment
- Health, illness & emergency
- Fire Safety
- Hygiene
- Food & drink
- Managing behaviour
- Child Protection