



## **Gems Performing Arts / Gems Holiday Clubs**

### **Health and Safety Policy**

Gems Performing Arts & Gems Holiday Clubs 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.

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

Each member of staff follows the Club's **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 the Club
- 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 manager.

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

#### **Responsibilities of the registered person**

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered person is Melissa McKeigue and in her absence, Marcella Carrelli. They will ensure:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Risk assessments are annually updated and followed
- 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 manager**

The Club's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The rooms we hire are used by and solely available to our Club during opening hours
- All the Club's equipment is used safely.
- Checking the first aid kit is appropriately stocked.
- External pathways are cleared
- Daily environment checks are carried out in accordance with our Risk Assessments.
- Reporting any issues back to the venue and lettings manager.

## Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities or we have received written permission that they can leave by themselves)

During Club sessions all external doors are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club must contact the Gems phone directly and the manager will see them at the front gate. Visitors will never be left alone with the children.

Staff are to sign in at the school reception at the start of the day.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## Food and personal hygiene

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

- A clean environment is maintained at all times.
- Toilets are checked daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.
- Check that the venue is emptying and disposing of bins daily.
- Reporting any issues with cleanliness to the school.
- No nuts/sesame rule.

## Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

## 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 two members of staff are on duty at any time.

## Related policies

See also our related policies:, **Emergency Evacuation, Safeguarding, Administering Medication, Risk Assessment, Fire Safety.**

This policy was adopted by: Gems Performing Arts / Gems Holiday Clubs	Date: 05/09/2022
To be reviewed: 1/9/2024	Signed: E L Drysdale

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64].*