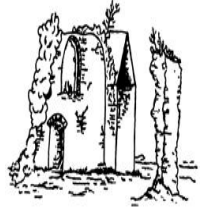




The Priory Catholic Voluntary Academy



Safety Policy

Any action required as a result of a health and safety inspection is taken as rapidly as possible.

An investigation is carried out on all accidents, incidents and dangerous occurrences.

Safety Policy

The Club's premises are safe, secure and adequately spacious for play and for children to interact freely.

Staff and any other authorised persons who are regular visitors to the Club will be issued with either an identity badge or clearly labelled clothing, which they are expected to wear at all times while on the Club's premises.

The Club Supervisor is responsible for ensuring that the Club's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

During the opening hours the club room will be used solely for the Club's purpose.

There is adequate space for storing all the Club's equipment safely and securely so that staff and children are protected when accessing toys and equipment.

Members of staff will have access to a telephone at all times

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in any given activity. Staff are deployed adequately to ensure general supervision at all times.

Site Security

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the clubroom without the supervisor's permission during the session. The Club will reinforce this.

Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards of the Toys (safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and the relevant staff are trained on the correct use of computers and other IT equipment.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment Policy.

Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Animals

No animal will be allowed on the premises without prior knowledge (with the exception of disability assistance dogs) and permission of the Club Supervisor or Head Teacher. A visit from an animal must be prearranged and accompanied by a responsible handler.

Closing the Club at Short Notice/ in an Emergency

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected event. Such incidents could be:

- Serious weather conditions (combined with a heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Serious accident or illness
- Chemical contamination

In such circumstances, the Club Supervisor and staff will ensure that all steps are taken to keep both the children and themselves safe. All children and staff will assemble at the pre-arranged venue, where a register will be taken.