

# Richmond Hillbillies Policies and Procedures 2020/2021

## Richmond



## Hillbillies

Health & Safety

*Hillbillies recognise the importance of maintaining the highest standards of health, safety and hygiene at the club to minimize the risks to children, staff, parents and visitors.*

The school Governors' have overall responsibility for health & safety

Day to day responsibility is delegated to the Manager

All employees are required to:

- Co-operate on health & safety matters
- **Work to Hillbillies and Schools policies & procedures including Covid 19**
- Take reasonable care of their own and others health & safety
- Report health & safety, concerns to the Manager as appropriate.

Risk assessments and actions are the responsibility of all staff. Staff will be supported by the Manager in writing and implementing risk assessments. Children are encouraged to be included in risk assessing as appropriate.

- Actions will be taken to remove/control the risk
- Implemented actions will be checked
- Risk assessments will be reviewed every 12 months or when the activity changes

In shared spaces we are responsible for ensuring the play space is safe even if a hazard has been left by another group.

New staff will be supervised by the Manager through their probationary period.

Inductions will be carried out by the Manager during the first working week or before as appropriate.

The position of the first aid box and accident book will be made known to new staff during induction.

The Manager is responsible for maintaining the contents of the first aid box.

The Manager is responsible for passing on information regarding accidents and diseases to the enforcing authority.

Emergency evacuations will be practiced as a minimum every term. The Manager is responsible for ensuring these are carried out and recorded.

Fire extinguishers and alarms are tested annually by the school

Ensuring annual electrical testing of all electrical equipment is the responsibility of the Manager.

The health and safety checklist is to be completed at each session by the person setting up who will initial this when carried out.

It is all playcarers responsibility to ensure that play is age appropriate and conforms to the play policy.

Equipment / toys, toilets etc must be checked for safety and cleanliness as an ongoing process during each session by all staff as well as by the person doing the health and safety check.

Equipment will be kept tidy during the session and stored away safely at the end of a session.

Fire exits must be kept clear at all times.

The cleaner will ensure toilets, sinks, floors etc are cleaned daily but we will ensure that they are left in a clean condition. We will maintain a high level of cleanliness throughout the session and leave the premises in a suitable state for other users of the building.

**Training** - First aid, food hygiene and health & safety training is encouraged for all staff