

# Extended Provision

## 4ward sports

AFTER SCHOOL CLUB

Responsibility: Mr Ward

Next Review Date: July 2021

Health & Safety Policy

## ***After School Club follow the School's Policies & Guidance on Health & Safety and Safeguarding.***

### Key Features

It is the policy of the Clubs to provide a secure and happy environment in which children can develop and learn. It is essential that all staff are aware of all the possible and constant dangers to the children in the environment. They should practice vigilance in:

- Checking equipment for damage, removing them and reporting the matter to the person in charge
- Placing items of equipment that are used by staff only out of the reach of the children i.e. cleaning fluids etc
- Never leave the children unattended or send on errands
- Maintain controlled supervision both indoors and outdoors and respecting all interests of Health & Safety
- Be aware of children who are ill. The matter must be informed to the person who is in charge and parents will be informed. We cannot accept children suffering from vomiting, diarrhoea or with an infectious disease
- Being aware of any signs of possible abuse, frequent or visual injuries
- Encourage children with good hygiene
- Assuring children are appropriately dressed in all weather conditions
- Staff will not administer any forms of medication whether prescribed or not. Supervision will be given to children using inhalers
- Safe access to and from the premises for evacuation in an emergency. The fire drill is in line with school procedures
- A risk assessment will be carried out twice daily on the designated areas. Any hazards will be dealt with immediately and the site manager will be informed
- Making sure that all activities do not cause harm to children, staff or visitors
- Ensuring there is a safe access to the toilet area
- Ensure all lighting in the areas is functional including outside near entrance. The club manager must be informed who will then liaise with the site manager

The ASC Manager will liaise with the Site Manager and the Head Teacher to discuss any issues regarding Health & Safety.