



## Health and Safety Policy

Kidz Zone Club Ltd 'Future Apprenticeships' 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 business has appropriate insurance cover, including employer's liability insurance and public liability insurance.

This policy is reviewed annually with next planned review in September 2023.

(Reviewed sooner if legislative or policy amendments / change.)

Scope of this Policy: This policy is applicable all employees of Kidz Zone Club and learners, apprentices and employers that we work with. This policy includes

- Our organisation approach to promotion of this policy and embedded health and safety in everything we do
- Organisation wide commitment to this policy from our staff
- All employees trained in relation to Health and Safety and their role in maintaining health and safety and who to contact if a Health and Safety concern
- The procedure for accidents or ill health of apprentices

Each member of staff follows the **Health and Safety** policy and is responsible for:

- Performing RISK assessments prior to each event / training event or at employer's premises if they employ an apprentice (including completion of a Health and Safety Vetting form).
- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the event/ training delivered.
- Reporting all near misses, accidents and incidents, which have caused injury or damage or may do so in the future.
- Undertaking annual relevant health and safety training as directed by managers and captured within CPD logs.

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

### **Promotion and Commitment to this Policy**

All staff receives comprehensive Health and Safety training as part of their induction. This is reinforced by completion of online Health and Safety at work workshops with knowledge tested at the end. All employees must pass this module as part of probation.

Staff's on-going commitment and understanding of this policy is reinforced during quarterly reviews. Our commitment to Health and Safety and promotion of this policy is reinforced by;

- Health and Safety policy and key contacts / process captured within our Staff Handbook and Guide for Managers (apprentices) and learner Handbook.
- We share with staff any Health and Safety updates (i.e. industry specific) and key figures/ actions if any near misses, accidents are reported.
- On Going training in Health and Safety and all staff receive / required to completed First Aid at work training and process in relation to Health and Safety.

### **Apprentices in our care**

Learners will complete comprehensive Health and Safety training as part of their induction. This is reinforced by completion of online Health and Safety at work workshops with knowledge tested at the end.

Prior to any apprentice employed by an employer will

- Complete a Health and Safety Vetting form
- Provide a copy of their Health and Safety Policy and details of the workplace training provided for learners.
- Undertake a comprehensive risk assessment of the employers premises identifying any required actions with clear responsibilities / time frames.
- Provide evidence of insurance liability that is in date and reviewed annually.

## **Responsibilities of the registered person**

The registered person for the organisation is Scott McCafferty and holds responsibility for Health and Safety. The registered person will ensure that:

- They nominate a Health and Safety Officer. The organisations designated health and safety officer is George Tippite.
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm> )
- All staff receives; health and safety training with a knowledge based test, health and safety policy information on health and safety matters, refresher training / skills updates.
- The **Health and Safety** policy and procedures are reviewed regularly.
- Staff understands and follows health and safety procedures.
- Resources are provided to meet the workplaces health and safety responsibilities.
- 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**

Staff are responsible for ensuring that at each workplace:

- Upon arrival 'Daily environment checks' are carried out and recorded in accordance with our **Risk Assessment** policy.
- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to the employees during opening hours.
- All the equipment is safely and securely stored.
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather.

- Prior to any apprentice employed by an employer a comprehensive risk assessment and health and safety vetting at the employers premises has been undertaken that has any required action stated with clear responsibilities / time frames. All employers are required to provide insurance liability evidence that is in date and this is reviewed annually.

## **Security**

During events all external doors are kept locked, with the exception of fire doors, which are alarmed. Staffs monitor the entrances and exits to the premises throughout the event.

All visitors to premises must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

The Health and Safety Officer will consult with staff to regularly review security procedures.

When working with children - 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).

## **Equipment**

All furniture and equipment are kept clean, well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before use of them. Broken equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

## **Food and personal hygiene**

Staff at Kidz Zone Club 'Future Apprenticeships' maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.

- Staffs are trained in food hygiene and follow appropriate guidelines (where appropriate to their role).
- Waste is disposed of safely and all bins are kept covered.
- Visitors are provided with hand washing facilities and anti-bac on arrival and departure.
- Staffs 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.

### **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

### **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the participants present, and to the risks associated with the activities being undertaken.

### **Managing Ill Health and Safety Concerns**

Our illness and accidents policy details process if anybody (i.e. children during activities, parents, staff , apprentices ) if become ill or an accident occurs.

### **Illness and Accidents**

#### **Policy brief & purpose**

Our **accident reporting company policy** is designed to outline the purpose and procedure for reporting any on-the-job accidents. This applies to any accidents of apprentices during training or whilst with their employer. The company is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

#### **Scope**

This accident report policy affects all employees and apprentices.

### **Policy elements**

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees or apprentices who were injured while performing their duties or other people that were on company premises.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

### **What should be reported under the Accident Reporting Policy?**

The company encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the company (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported. Employees are obliged to report any of the following:

- Fatalities
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires hospitalization or medical care

Especially when an employee/apprentice needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

### **Procedure**

When an employee witnesses or is involved in an incident they must report it to their immediate supervisor (personally, in writing or by phone if the accident occurred remotely) within 24 hours. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted.

The accident and any sustained injuries must be recorded to an accident database or file.

The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.

The employee/apprentice who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident

- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident

### **Disciplinary Consequences**

The company places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimize legal repercussions.

RIDDOR Incident Contact Unit: 0845 300 99 23

### **Employee Illness**

You must inform your line manager by phone; **by 7:00 am at the latest** if you are unable to attend work that day due to illness or for any other reason. The company does not operate an occupational sick pay scheme. For periods of illness of more than three days you will receive Statutory Sick Pay (SSP) if you are eligible.

See your **Terms and Conditions of Employment** for more details.

If you have come into contact with any infectious illness you should inform the Manager immediately. If you have had sickness or diarrhoea, please do not return to work for 48 hours after the last episode.

We will record any absences on your company 'leaves' profile.

### **First aid**

At each location there is a qualified First Aider that has a current first aid certificate and has attended first aid course, which complies with the workplace requirements. First aid training will be renewed every three years.

It is the staff's responsibility to regularly check the contents of the first aid box to ensure that they are up to date and to notify the management team if they need fresh stock, appropriate for children and complies with the Health and Safety (First Aid) Regulations 1981.



### Minimum exclusion periods for infectious conditions and diseases

<b>Disease/Condition</b>	<b>Exclusion period</b>
Chicken Pox	Until all vesicles (spots) have crusted over
Cold Sores	None. Avoid contact with sores
Conjunctivitis	None
Covid-19 Consult latest guidance	
Diphtheria*	Exclusion always necessary, consult local Health Protection Team
Diarrhoea and Vomiting	48 hours after last episode of diarrhoea or vomiting
Glandular Fever	None
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Hand, Foot and Mouth disease	None
Hepatitis A*	Until 7 days after onset of jaundice
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Influenza	Until recovered
Measles*	4 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	None

Pertussis* (Whooping cough)	5 days from commencing antibiotic treatment or 21 days from the onset if antibiotics not given
Ringworm	Exclusion not usually required
Rubella* (German Measles)	4 days from onset of rash
Scabies	Until first treatment has been given
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped Check, Fifth Disease	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis*	Consult local Health Protection Team
Typhoid*, Paratyphoid*	48 hours after last episode of diarrhoea – further exclusion may be required for some children
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

\* Denotes a notifiable disease.

If in any doubt contact local health services for further information

**Policy Review Date September 2023**

**This policy will be reviewed September 2024**