# Artzania

# Health and Safety Policy

Artzania 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 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 premises are used by and solely available to the Club during opening hours.
* All the Club’s equipment is safely and securely stored.
* Chemicals and cleaning materials are stored appropriately.
* Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

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).

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

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

Art and Craft equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select art and craft equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken materials and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

**Allergies**

A parent who’s child with any known allergies (this includes substances like art materials, glue, glitter, paints, oil pastels, metal, food colourings, play dough etc.) will need to fill out the child health plan form and registration form in detail.

The staff of Arzania adhere to the health and safety of all materials used within the premises and are first aid trained. Should a child develop some form of allergies whist on our premises, we will take full action and procedure to tackle and handle the situation and inform the primary carer and in certain circumstances call the ambulance for medical assistance.

(An Allergy Management Plan will be put in place where required).

Food and personal hygiene

Staff at Artzania 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 by the church’s contracted cleaner and soap and hand drying facilities are always available.
* 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.

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 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: **Illness and Accidents**, **Emergency Evacuation**, **Safeguarding**, **Administering Medication**, **Risk Assessment**, **Manual Handling,** **Fire Safety**, and **Intimate Care, Visitor**.

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| This policy was adopted by: Little Smiles Montessori Ltd  | Date: 15 April 2017 |
| To be reviewed: 15/04/18 | Signed: Keshma TannaManager |

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].*