



# **HEALTH AND SAFETY POLICY**

**Les Ateliers  
60 Clancarty Road  
SW6 3AA London**

## **Health and Safety Policy - Les Ateliers**

**This policy was originally written on 1<sup>st</sup> September 2013, reviewed by trustees in September 2014, 2015, 2016, 2017 and 2018.**

**The policy is to be reviewed by the Trustees by September 2019.**

**Ce document est disponible en français sur demande.**

**Les Ateliers** 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 Ateliers** 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 ateliers
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future

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

### **Responsibilities of The Ateliers**

**Les Ateliers** holds ultimate responsibility and liability for the safe operation of the clubs. The registered person will ensure that:

- The Ateliers' designated health and safety officer is **Mr Blaise Fenart**.
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the clubs' health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing 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.

The Health and Safety Officer is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- 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
- 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.

During Club sessions all external doors are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

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

## Toys and equipment

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

We ensure that any flammable equipment is stored safely.

## Food and personal hygiene

Staff at **Les Ateliers** 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.
- Staff are trained in food hygiene and follow appropriate guidelines.
- 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.

## 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.

## Related policies

This policy was adopted by:	Date:
To be reviewed: <b>September 2019</b>	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64]*.