



Health and Safety Policy

Dynamic Ducks considers Health and Safety to be of the 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.

Dynamic Ducks has appropriate Insurance Cover (Certificate on Display on the Club noticeboards), including Employer's Liability Insurance and Public Liability Insurance.

We aim to work closely with Rickmansworth Park as our Landlord to ensure that the health, safety and welfare of all staff, parents and children, visitors and other individuals who may be affected by the setting's activities is met to minimise the hazards and risks to enable the staff and children to thrive in a healthy and safe environment.

Staff will take all reasonable steps to minimise accidents to children, parents and staff. However, we must balance this by allowing children to explore their own potential and take reasonable risks to develop into well rounded adults, to surround children with safe activities would only limit their own curiosity and growth.

All members of staff are required to co-operate with the Management of Dynamic Ducks to achieve a healthy and safe workplace and to take reasonable care for themselves and others in their work, in the following ways:

Each member of staff follows Dynamic Duck'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 Dynamic Ducks.
- 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 Management of Dynamic Ducks.

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

If a member of staff, parent or other individual notices a Health and Safety issue which he/she is unable to put right then it must be reported immediately to the Health and Safety Representative at Dynamic Ducks- **LIZZY DUCK**. Children also need to have a basic awareness of Health and Safety and complete termly Play/Risk Benefit Analysis forms.

Responsibilities of the Registered Person:

The Registered Person for the setting holds ultimate responsibility and liability for the safe operation of Dynamic Ducks. The registered person will ensure that:

- Dynamic Ducks has a designated Health and Safety officer who is **LIZZY DUCK**.
- 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 Dynamic Duck's Health and Safety responsibilities.
- All Accident, Incident and dangerous occurrences are properly reported and recorded.

HEALTH AND SAFETY POLICY

- 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 Accident, Incident and dangerous occurrences are reviewed, so that preventative measure can be taken.

Responsibilities of the Manager:

Dynamic Duck's Manager is responsible for ensuring that all staff aware of making sure that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- All Dynamic Duck's equipment is safely and securely stored.
- Children are not allowed in the kitchen.
- Working Dynamic Ducks mobiles and the Manger's mobile are available on the premises at all times.
- Chemical and cleaning materials are stored appropriately and in accordance with COSHH data sheets by the school:
 - Any products used by school staff and cleaners are locked within the school cleaning cupboard and checked to ensure they comply with standards to be used within a school.
 - The Dynamic Ducks club only use an anti-bacterial spray (containing no bleach products) which is stored in the cleaning box located within the kitchen.
 - Any additional products brought in the future will be analysed accordingly.
- External pathways are cleared by the Rickmansworth Park School staff in severe weather.
- Outside play areas are free from faeces, sharp objects etc.
- Daily environment checks are carried out and Daily checklists for set up are also completed.

Security:

Security procedures will be regularly reviewed by the Manager, in consultation with the deputy and school premises manager. Children are not allowed to leave the premises during the session, unless prior permission has been given by the parents (for example, to attend other extra-curricular activities). During Dynamic Ducks sessions, all external doors are kept locked, with the exception of fire doors. Staff monitor the entrances and exits of the premises throughout the session. All visitors to Dynamic Ducks must sign the Visitor Log and give the reason for their visit; school cleaners and staff do not need to sign this during term times but during playschemes they **MUST** sign this log. Visitors will never be left alone with the children. If a visitor has no reason to be on the premises, they will be escorted off. If the visitor refuses to leave, we will call the Police. In such an event an Incident Record will be completed and the Manager will be immediately notified. Security procedures will be regularly reviewed with the Manager, in consultation with staff and parents.

- All children will be checked off against Dynamic Duck's register in the hall at the start of the session. Headcounts will then occur at the appropriate times during the session.
- All children will be signed in and out of Dynamic Ducks by the parent/ carer dropping them off or collecting them.
- If a person who collects the child is unfamiliar to staff, they will be challenged and asked for the child's Security Password (which is given by parents on the registration forms).

- DBS checks will be carried out. Nobody without a DBS will be left unattended with the children.
- Dynamic Ducks mobile phones will be carried by staff members when outside of the building.

HEALTH AND SAFETY POLICY

- Any visitor, tradesperson, delivery person on site will sign in and out of the visitor's book. Staff to ensure this happens when they are working and this occurs.
- Children are aware of their boundaries when playing outside.
- During the Club sessions, all external doors are kept locked, with the exception of the classroom door to the playground which is monitored. Staff monitor the entrances and exits to the premises throughout the session.
- Staff will have ID badges on lanyards with their photograph.
- EYFS Children wear high vis jackets at ALL times when outside.

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 a visual risk assessment before the children are allowed to use them. Broken toys and equipment are disposed of promptly. A **Play/Risk Benefit Assessment** is completed where an activity or resource could pose a higher than negligible risk. Our risk benefit assessments consider aspects of risky play. We ensure that any flammable equipment is stored safely.

Food, Personal Hygiene and Control Infection:

Staff at Dynamic Ducks 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, particularly in the kitchen and the dining room areas.
- Toilets are cleaned daily and soap/anti-bacterial hand foam and hand drying facilities are always available (by school cleaners and health and safety lead at school).
- Waste is disposed of safely and all bins within the kitchen are kept covered.
- Staff ensure that children wash their hands with anti-bacterial soap located within ALL school toilets. If the soap runs out the Dynamic Ducks club have an alcohol free sanitizer located in the locked cupboard.
- Cuts and abrasions (whether on children or staff) are kept covered.
- Dynamic Ducks will monitor infectious illnesses and observe incubation periods in line with the Health Protection Agency (HPA).
- Open wounds will be dealt with in the correct manner.

Dealing with Bodily Fluids:

Spillages of blood, vomit, urines and faeces will be cleaned up immediately and staff will wear appropriate protective clothing. Staff maintain high standards of personal hygiene and take practical steps to prevent and control the spread of infection.

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. Dynamic Ducks adopt a 1:8 adult to child ratio for EYFS and 1:12 for under 8 years and 1:15 for those over 8 years.

HEALTH AND SAFETY POLICY Risk Assessments:

Dynamic Ducks has a duty to ensure that the premises are a safe place for children, parents, staff and visitors. All activities and premises have hazards but forethought and safety procedures can minimise risk. Dynamic Ducks uses its Risk Assessment systems to ensure that it is a safe and secure place for children, staff, volunteers, parents, visitors. All staff are expected to undertake risk assessments as part of their routine tasks. At Dynamic Ducks we Dynamically Risk Assess (please note that not all Risk Assessments need to be written down). Staff will decide, in consultation with the Manager, which Risk Assessments need to be formally recorded. If changes are required to Dynamic Duck's Policies or Procedures as a result of the Risk Assessment, the Management Team will ensure that the relevant documents are updated and that all staff are informed.

In line with current Health and Safety legislation and the EYFS Safeguarding and Welfare Requirements 2019, Dynamic Ducks have written records of all hazardous activities and potential risks within our environment. At Dynamic Ducks we carry out **Play / Risk Benefit Assessment / Environmental Risk Assessment** surrounding potentially risky play activities. Dynamic Ducks will take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Manager to ensure that Risk Assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Whenever there is any change to equipment or resources
- When there is any change to the premises used by Dynamic Ducks
- When the particular needs of a child necessitate this.
 - Or a new activity is undertaken which requires this.

New staff will undertake an Induction and Probation Period and full training is provided to staff for new equipment and new equipment is risk assessed prior to purchase. Insurance may be violated if proper care is not taken.

Daily Checks

We will carry out visual inspections of equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will Dynamically Risk assess and remain alert to any potential risks to Health and Safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the Management Team, who will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent any future incidents. If Dynamic Ducks are unable to resolve the hazard as it is part of the buildings/grounds that we rent, we will report any issues to the Head teachers of the Rickmansworth Park School (our Landlords).

Children take an active role in assessing their environment using the Environmental Risk Assessments. They have an environmental picture and word checklist that they carry out under supervision. If children can see that there is a problem, they can problem solve in order to rectify it.

HEALTH AND SAFETY POLICY Recording Dangerous Events:

The Manager will record all accidents and dangerous events on the Incident or Accident

Record Sheets as soon as possible after the event has occurred. If the incident/accident affected a child the record will be kept on the child's file. Dynamic Ducks will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified (this will be looked at termly).

First Aid/ Accident/Medication:

- Dynamic Ducks is aware that clear procedures are essential for children, parents and staff. Full training is given to staff and volunteers and incorporated into Staff Induction.
- The Manager is responsible for the First Aid Box and its contents are replenished on a termly basis if not required before. Checks are made upon ALL first aid kits monthly.
- At least one Emergency First Aider is present on site at all times.
- All staff are aware of First Aid and Accident/Incident procedures as well as the

Checking the first aid books procedure- existing injuries (school to advise).

- Please refer to our **Administering Medication Policy**

Checking the First Aid books procedure- Existing Injuries

Rickmansworth Park School have a list of children attending the Dynamic Ducks club each evening. The staff are able to check the first aid book before the session to check if there are any injuries to children on their register.

Recording and Reporting of all Accident and Incidents are paramount:

- All Accident and Incidents are recorded and should include the date, time, place of Accident/Incident of injury, who was involved, description of what injury sustained and action taken. Parents are notified of an Accident/Incident/Injury when collecting their child and asked to sign accordingly.
- All completed Accident/Incident Forms are archived at the end of each academic year and are retained for 10 years.
- All serious Accidents/Incidents/Injury or death of a child or adult of Dynamic Ducks are notified to Ofsted and the Health and Safety Executive, RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

HEALTH AND SAFETY POLICY Fire safety:

Dynamic Ducks has a full **Fire Safety, Emergency Evacuation and Risk Assessments** incorporating a floor plan of the premises (kept within weekly folder). Staff and children are made aware of their role in Fire Safety and the meeting point in case of a Fire. Drills are carried out termly and recorded. The Schools have a level of responsibility for fire safety and the maintenance of fire signage, fire extinguishers, fire alarms etc. These are discussed between school fire safety officer and Lizzy Duck. Fire Exits to be kept clear at all times. Dynamic Duck's Fire Safety Officer is **LIZZY DUCK**. If Dynamic Ducks need access to the Fire Alarm systems in the schools, these are available at any time. Site plans available on request.

Electrical Safety:

- Staff/children are not permitted to bring into Dynamic Ducks any electrical equipment from home to be used on the premises. The Landlords are responsible for Electrical Safety Checking (PAT Testing) in our premises.

Control of Substances:

- Dynamic Ducks constantly assess measure and re-assess any cleaning materials that are used on the premises and read and follow instructions carefully and never mix cleaning materials. The schools' contract cleaners are responsible for the overall cleaning of our premises. COSHH Regulations are met.

Zero Tolerance: Smoking/Vaping

- Dynamic Ducks operates a No Smoking/Vaping Policy and Smoking/Vaping is not permitted anywhere on the premises of Dynamic Ducks, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors/volunteers.
- All parents and visitors must extinguish cigarettes before entering the premises and are requested to adhere to this policy until such time they leave the premises.
- If we discover that a child has cigarettes in their possession whilst at the Club, we will confiscate the cigarettes and notify their parent/carer at the end of the session.

Alcohol/Drugs and Other Substances:

- Dynamic Ducks operates a No Alcohol/ Drugs/ Substances Policy. Staff, parents, children and visitors and other individuals are not permitted to drink alcohol/take drugs/substances on the premises and if found under the influence of alcohol/drugs/substances will be asked to leave immediately.
- If we discover that a child has alcohol/drugs/substances in their possession while at Dynamic Ducks, we will confiscate it and notify their parent/carer at the end of the session or during the session if necessary.
- Staff are asked not to bring alcohol onto the premises and Dynamic Ducks is committed to keeping the knowledge of drug and other substances abuse up to date by staff training.
- If a member of staff is found to be under the influence of alcohol/drugs/substances, they will be immediately suspended and disciplinary procedures will follow.

HEALTH AND SAFETY POLICY

- If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the Manager as soon as possible and seek medical advice. The Management Team will then complete a risk assessment and decide upon appropriate action if necessary. Staff medication on the premises will be stored securely and out of reach of children at all times.

If a parent/carer appears to be under the influence of alcohol/drugs/substances when collecting their children, we will not release their child to them. The Manager will explain to the parent/carer that we have concerns about the safety of the child if released to them and refer the adult to this policy, the **Health and Safety Policy** and the **Safeguarding Policy**. Dynamic Ducks will allow the adult the opportunity to contact one of the other contacts detailed on the child's information sheet to collect the child. If at any time the adult displays threatening or violent behaviour, which may put staff or children at risk, they are to leave the premises. If at any time the Manager deems it necessary, the police should be contacted, **IMMEDIATELY** contact the **Designated Safeguarding Lead (DSL)** who will decide on a further course of action and will record the incident and take appropriate action.

Manual Handling:

Dynamic Ducks will ensure that as far as possible the need for Manual Handling will be avoided, although if it is necessary for staff to move resources/equipment, they should

follow the guidelines set out below. Any Manual Handling that is required will be assessed and a Risk Assessment carried out if necessary.

Good Manual Handling techniques:

- Stop and think
- Position the feet
- Adopt a good posture
- Get a firm grip
- Keep close to the Load
- Don't jerk
- Move the feet
- Put down and then adjust
- Dynamic Ducks will provide Manual Handling training if required and be aware if any staff members are suffering from weak backs or pregnancy
- The Manual Handling Operations Regulations 1992 (as amended) and Management of Health and Safety at Work Regulations 1999 will be adhered to.

This policy was adopted by: Dynamic Ducks Ltd	Date: March 2020
To be reviewed: March 2021	Signed: E Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017)