

# ART ON TOAST

## Health, Safety & Emergency Evacuation Policy

Art On Toast 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 public liability insurance.

Club staff follow the Club's **Health and Safety** policy and commit to:

- 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 necessary.

### Responsibilities of the owner

The Club owner holds ultimate responsibility and liability for the safe operation of the Club. They will ensure that:

- All staff and volunteers receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff and volunteers understand and follow health and safety procedures
- Resources are provided to meet the Club's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes 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 of the Club Leader

The Club's Leader is responsible for ensuring that at each session:

- Grounds/Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The space is used solely by the club, when children are present
- All the Club's equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Any chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- Daily environment checks are carried out

### Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents.

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.

Security procedures will be regularly reviewed.

## **Equipment**

All equipment will be kept clean, well maintained and in good repair. We select equipment and resources with care, and assess their suitability before the children are allowed to use them. Broken equipment is disposed of promptly.

## **Staffing levels**

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.

## **Emergency Evacuation**

Art On Toast will keep a copy of and adhere to the school or premises Fire/Evacuation Policy. Staff and children will be made aware of the evacuation procedure and the nearest escape route. Children will be led promptly through the nearest fire exit and to the closest assembly point available.

Art On Toast will take registers or await school office staff to do so depending on policy.

This policy was adopted by: Art On Toast	Date: 01/09/18
To be reviewed: 01/09/19	Signed: