**Policy & Procedure**

**Health & Safety**

Children learn best when they are healthy, safe, and secure; and when their individual needs are being met. Mensah Edusport must ensure the premises and equipment used for the purposes of childcare are safe and suitable and children are kept safe, secure and in a healthy environment for children to play and learn.

**Procedure**

Mensah Edusport will ensure the health and safety children and staff by ensuring the following procedures are adhered to:

**Risk Assessments**

Mensah Edusport will carry out, record, and review annual risk assessments. Risk assessments will also be conducted as and when hazards arise. Any member of the team; can complete the opening/closing and Site Activation Plans with the Site Manager completing the Risk assessments. These are required to be submitted to the Head office for the compliance team to assess.

**Policies and procedure**

Mensah Edusport has strict policies and procedures to support members of staff and ensure the level of care is of a high standard. These policies are reviewed regularly and made available to parents and guardians.

**Employee Responsibilities**

* Every employee shall, in accordance with the requirements of health and safety law observe any instruction or requirement designed for his/her protection or that of others.
* Section 7 and 8 of the Health and Safety at Work etc, Act 1974 and Children Act 2017 places a duty on employees to take all reasonable care for the health and safety of themselves and other persons and to co-operate with others to enable them to carry out their own responsibilities successfully. It is also the duty of every employee to act responsibly to do everything possible to prevent injury to him/her and to others.

**Staff should**

* Adopt safe working practices and always follow safe working procedures and ensure, as far as possible, that others do so too.
* Inform their supervisors and/or manager of any hazardous or potentially hazardous situations which may reasonably be considered a serious and immediate danger to health and safety.
* Report as soon as practicable any accident or dangerous occurrence that happens during work that effects their or others health and safety.
* Inform their supervisor and/or manager of any matter which may reasonably be considered to represent a shortcoming in the arrangements for health and safety.
* Failure to comply with the Health and Safety instructions could lead to disciplinary action.

Note the above Health & Safety responsibilities and Policies & Procedures Assessment is carried out at Induction

**Staff ratios and development**

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| 5yrs – 7yrs incl. | one adult to eight children (1:8) |
| 8yrs + | one adult to ten children (1:10) |

**Fire safety**

* The fire evacuation procedures are on display at every site an activity camp is running.
* Mensah Edusport will complete regular fire Drills to ensure children and staff are aware of their responsibilities. These are recorded in a fire drill log (one per week in camp)
* All sites are required to carry out tests and regular assessment of fire equipment
* Fire exits are clearly identifiable and always kept clear.
* Mensah Edusport staff will ensure that exit routes from the activity area being used are kept clear.

**Security**

* All visitors are required to report to a member of staff and sign the visitor’s book.
* Children and staff are signed in and out of the premises daily.
* We will obtain written/verbal permission from parents and use appropriate security measures, where children are to be collected by another adult

**Equipment**

During activities all staff members are required to be vigilant about the resources and equipment in use.

Any broken or damaged equipment must be removed or replaced and reported to a senior member of staff.

An equipment inventory will be maintained.

Cleaning will be on a clean as you go basis to ensure high level of cleanliness

**Insurance**

Mensah Edusport ensures they have up to date public liability insurance and the certificate is displayed on parent’s notice board.

**First Aid**

There will always be always at least one member of staff on site who is paediatric first aid trained.

Named first aiders will be prominently displayed on the parent’s notice board.

A well-stocked first aid box will be always easily accessible on site and the contents reviewed regularly. This will be taken to any areas where activities are taking part with the children.

**Accident records**

* Any accidents involving either children or staff must be recorded via accident report forms and signed by staff and parents.
* All completed accident report forms will be kept on record per process
* Serious accidents will be reported to OFSTED.

**Physical intervention**

Physical intervention will only be used in situations required to prevent harm or injury to a child/ren or to restrain a child/ren that poses a risk to themselves or others. If Physical Intervention is used it will always:

* Be used as a last resort
* Be used as infrequently as possible
* Maintain dignity for all involved
* Will be in the best interest of the child/ren
* Will ensure safety of the child and staff is priority

On any occasion when physical intervention is used to manage a child’s behaviour it will be recorded in pen on an Incident form and signed by the site manager, staff member involved and parent or guardian on the same day.

**Lighting & Temperature**

Mensah Edusport will ensure that the site premises are adequately ventilated and well lit. Daylight will be the main source of light where this is not possible. We will ensure that lighting is of good quality.

**Electrical Equipment**

All electrical equipment will be visually checked before use. Equipment will be Portable Appliance Tested (PAT) annually any faulty equipment will be removed from the setting.

**Covid Safety Procedures**

All staff and children will have access to PPE during the duration of the camp

All staff and children will be required to wash their hands regularly

All windows and doors in areas of work will be left open allowing for ventilation of the building

Equipment will be cleaned daily using approved covid cleaning products

Should a child or staff display symptoms of covid-19 Mensah Edusports will follow government guidelines to ensure the safety of all attendees.

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| Policy updated on | 10.06.2021 |
| Version | 1 |
| Policy updated by | Joseph Takyi Mensah |