

# House of Fun

## Health and Safety Policy\*

*\*See Appendix 1 for updates to this policy relating to the Covid-19 pandemic*

House of Fun Ltd 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.

House of Fun has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows House of Fun'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 House of Fun
- 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 Team Manager.

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

### **Responsibilities of the registered person**

The registered person for the setting holds ultimate responsibility and liability for the safe operation of House of Fun. House of Fun's designated health and safety officer is Mr Jake Motion. The registered person will ensure that:

- A copy of the current Health and Safety At work poster is displayed: <http://www.hse.gov.uk/pubns/books/lawposter.htm>
- 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 House of Fun's 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.

### **Responsibilities of the manager**

House of Fun's Team 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 House of Fun during opening hours
- All House of Fun's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (e.g. 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 House of Fun premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During House of Fun 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 House of Fun 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 Team 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.\*

*\*In line with government guidance surrounding the Covid-19 pandemic, House of Fun will limit the amount of non-essential toys and equipment to be used at our holiday camps for the foreseeable future. Toys and equipment that are used at our holiday camps will be cleaned regularly to minimise the infection risk.*

We ensure that any flammable equipment is stored safely.

## Food and personal hygiene

Staff at House of Fun 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.
- 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.

## 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, and follow insurance policy requirements. A minimum of two members of staff are on duty at any time.

|                                          |                     |
|------------------------------------------|---------------------|
| This policy was adopted by: House of Fun | Date: June 2020     |
| To be reviewed: June 2023                | Signed: Jake Motion |

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]*.

## **APPENDIX 1**

### **SUPPLEMENTARY HEALTH & SAFETY POLICY FOR HOUSE OF FUN DURING THE COVID-19 PANDEMIC**

#### **1. Introduction**

House of Fun recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure House of Fun continues to operate in a safe way, thorough risk assessments have been undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

#### **2. Risk assessment**

House of Fun has continued to undertake risk assessments during the period of closure due to COVID-19. As part of the preparation for wider opening of our holiday camps (from July 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Activity Areas
- Staffing
- Group Sizes
- Social Distancing
- PPE
- Response to suspected / confirmed Covid-19 cases
- Communication

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

#### **3. Roles and responsibilities**

##### **a. The House of Fun Director will:**

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan

**b. All staff will:**

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Team Manager
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

**c. Parents will:**

- Adhere to any recommendations from House of Fun to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by House of Fun or another appropriate Body (e.g. GP or NHS Track and Trace)
- Adhere to drop-off and collection arrangements set by House of Fun
- Ensure their child is aware of any protective measures put in place by House of Fun and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside House of Fun, other than as permitted by current government guidance

**d. Children will:**

- Observe the Health and Safety rules of House of Fun, including new arrangements in response to COVID-19 set out in the current House of Fun Behaviour Policy
- Make staff aware if they are feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider House of Fun community.