



Health and safety (environment) and emergency evacuation policy and procedure:

It is the policy of Ysgol Y Foel Out of School Club to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.

We do this by:

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result (see premises and equipment health and safety checklist)
- Ensuring access to and egress of our premises are secure, and children are always supervised
- Recognising that health and safety is the responsibility of each individual
- Appointing a staff member as safety officer/co-ordinator who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in Ysgol Y Foel Out of School Club. This includes maintaining compliance with requirements of the Regulatory Reform (Fire Safety) Order 2005
- Ensuring the appointed safety officer/co-ordinator develops and maintains a professional relationship with the relevant fire safety officer and ensuring their recommendations are implemented
- Asking that all concerns are brought to the attention of the person in charge
- Carrying out a safety check on premises, both indoor and outdoor every session/day, and recording the results
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions
- Carrying out a full written risk assessment of operational practice at least annually, or in response to an event or incident
- Making available at all times the means for reporting and recording any accident, incident, or 'near-miss'
- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken
- Informing parents, staff, students and visitors of safety procedures (this includes children as appropriate to their age and stage of development)
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency

- Maintaining (or exceeding) the regulatory adult: child ratios at all times
- Ensuring that at least one member of staff (on a minimum ratio of 1:10) has a current first aid qualification in first aid for infants and young children and is present during operational hours
- Ensuring that as an employer Ysgol Y Foel Out of School Club meets the relevant First Aid at Work requirements
<https://www.hse.gov.uk/firstaid/legislation.htm>
- Maintaining food safety and hygiene measures in line with legislation
- Maintaining first aid equipment that is available and accessible for staff during operational hours
- Monitoring children who are sleeping on the premises
- Maintaining a minimum presence of two adults on the premises, when at least one child is present
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited
- Operating an effective admissions and collection policy, including a lost or missing child policy
- Operating a rigorous staff recruitment policy
- Operating an effective emergency evacuation and reverse evacuation policy and procedure
- Maintaining an effective outings policy
- Operating an effective safeguarding and child protection policy and procedure
- Implementing an effective outdoor play and sun policy and procedure
- Operating an effective confidentiality policy and procedure
- Operating an effective use of electronic equipment policy and procedure.

Fire and emergency evacuation procedure:

The persons responsible for fire safety in Ysgol y Foel out of School Club are: Miss Kimberley Edwards and Mrs. Catherine White
Emergency/fire evacuation drills are carried out *six weekly* and recorded. Regular reviews take place to ensure action is taken to improve the process.

On discovering a fire:

- Give the alarm – everyone stands still, remains calm and staff and children line up
- The person in charge collects the register
- Staff lead children outside via the fire exits, taking positions to assist the children according to their age and stage of development – and go to the muster point on the school field
- A member of staff checks the premises – only if it is safe to do so – such as toilets and side rooms
- A member of staff calls the emergency services – and takes any advice while the person in charge checks staff and children against the register and parent/guardian called to collect the children
- Children are comforted by staff if necessary and arrangements made.

- No-one must re-enter the building unless the Fire Officer says it is safe to do so

After the emergency:

- A management meeting is held to discuss any matters for future action
- CIW is informed of the emergency within 14 days.

This health and safety policy and procedure agreed for use in Ysgol Y Foel Out of School Club	
On: July 8 th 2025	
By: Mrs. Amanda Walker Mrs Caroline Conway Miss Brid O'Connell	Position: Out of School Club Committee
Date of planned review: October 2026	