

Health and Safety

FACEvents aims to protect the health, safety and welfare of all persons on its premises, keeping in line with the most up-to-date legislation and government guidance. The company has appropriate insurance cover, including employer's liability insurance and public liability insurance.

During the induction process, staff are familiarised with this policy and its procedures. They are given a copy of all risk assessments which outline the safe operation of each activity, and receive training on how to carry out dynamic risk assessments.

The Physical Premises

- Under the Equality Act 2010, FACEvents will work closely with the school Business Manager and Site Controller to make any reasonable adjustments to be able to cater for all in the community.
- FACEvents will ensure there is adequate space available for the number of children attending, and that these areas are set up in a way that is safe, secure and meets the children's needs.
- There will be access to outdoor play areas that will be used on a daily basis, unless there is a case of severe weather making it dangerous.
- There will be an adequate number of toilets and hand basins available for the children and separate facilities for the adults.
- There will be a 'staff room' on the premises where staff are able to take breaks away from the children.
 - If required, there will be an area that staff are able to talk with parents/carers confidentially.

Health and Safety Lead

FACEvents has an appointed Health and Safety lead who holds overall responsibility and liability for the safe operation of the club.

They will ensure that:

- All staff receive the required information and training surrounding health and safety and understand what is required of them
- Ensure risk assessments are in place for each activity and facility in use, and reviewed when required
 - The correct resources are in place so that FACEvents can meet its responsibilities
 - The Health and Safety policies and procedures are reviewed and updated regularly
- All incidents, accidents and dangerous occurrences are properly reported and recorded
- Preventative measures are put in place following dangerous occurrences and repeat incidents/accidents

Day-to-day Responsibilities

The site manager is responsible for:

- Ensuring the premises is clean, has adequate light/ventilation and is kept at an appropriate temperature
- Ensuring the designated areas of the premises are used by and solely available to the club during opening hours
 - Ensuring equipment used by the club is stored safely and securely
 - Only allowing children into the kitchen areas when properly supervised
 - Ensuring there is a working phone available at all times
- Ensuring chemicals and cleaning materials are appropriately stored away and in accordance with CoSSH data sheets
- Carrying out daily environment checks in accordance with risk assessments

ALL staff are responsible for:

- Maintaining a safe environment, doing dynamic risk assessments throughout the day
- Taking reasonable care for the health and safety of themselves and those attending or visiting the club
 - Reporting all accidents and incidents which have caused injury or damage
 - Reporting any damages or areas for concern regarding safety
 - Undertaking relevant training when required

Toys and Equipment

All equipment is kept clean, well maintained, in good repair and in accordance with BS EN safety standards or the Toys (Safety) regulations (1995) where applicable. Equipment is properly maintained and inspected in accordance with the manufacturer's instructions. Any broken toys and equipment that are beyond repair are disposed of promptly. Where a swimming pool is available, it complies with regulations regarding life saving equipment available on the poolside.