



Engineers R Us

Health and Safety Policy

Engineers R Us 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.

This Policy has been reviewed and updated to implement reasonable steps and protective measures to reduce the health and safety risks to children and adults in our sessions in response to the coronavirus (COVID-19) outbreak. We have updated our processes in accordance with the HSE guidance '*Working safely during the coronavirus (COVID-19) outbreak*' and the most recent Department for Education guidance (4 September 2020) '*Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak*'.

Engineers R Us follows this **Health and Safety** policy which is committed to:

- Maintaining a safe environment for children and adults that attend the Club.
- Taking reasonable care for the health and safety of myself 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.
- I hold a relevant safeguarding children certificate, first aid trained and enhanced DBS certificate.
- Holding an up-to-date insurance cover in Public Liability Insurance.

Responsibilities of Engineers R Us

Engineers R Us holds ultimate responsibility and liability, as reasonably practicable, for the safe operation of each club session. I will ensure, as reasonably practicable, that:

- The health and safety policy and procedures are reviewed regularly.
- Resources are provided to meet the Club's health and safety responsibilities where appropriate.
- 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 Engineers R Us

I will ensure, as reasonably practicable, that at each club session:

- The relevant parts of the school premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The space is used solely for the club when children are present.
- To check with the school the location of the designated toilet facilities.
- To check with the school the location of the medical room where unwell children are moved to whilst they wait for their parent/carer to collect them.
- All the club's equipment is safely and securely stored during the session.
- If applicable, surfaces where children will sit together in 'Pods' will be suitably cleaned with anti-bacterial surface cleaner before the session and after the session.
- If applicable, tables and chairs arranged and suitably spaced to form 'Pods'
- All equipment provided by the Club will be suitably cleaned after the session.
- A working telephone is available on the premises at all times.
- Daily environment checks are carried out.

Effective infection protection and control – If applicable.

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In the Club sessions, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions have been employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms and have a positive PCR test, do not attend the Club until they have completed the minimum government isolation period and they are free from COVID-19.
- Year groups that are placed in bubbles, as per their school policy, do not attend the Club
- cleaning hands more often than usual - All children attending the Club will be encouraged to use hand sanitiser at the start of the session ensuring that all parts of the hands are covered and cleaned. Hand sanitiser will be positioned on each table as supplied by the Club.
- A designated toilet for the children in the Club to use will be agreed with the school. Children visiting the toilet will be limited to 1 boy and girl at a time and children will be encouraged to wash hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Disposable tissues will be available and provided by the club.
- Where possible the designated classroom for the session will be well ventilated using natural ventilation (opening windows) or ventilation units.
- Table surfaces and other necessary surfaces where children sit together in small groups will be appropriately cleaned with anti-bacterial surface cleaner before and after the session.
- All equipment provided by the Club will be appropriately cleaned after the session.

What happens if there is a confirmed case of coronavirus (COVID-19) in the Club – If applicable.

When a child develops symptoms compatible with coronavirus (COVID-19). Main symptoms, as per NHS website, are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

When a child develops symptoms compatible with coronavirus (COVID-19) as above they will be sent home and advised to self-isolate and to have a test to see if they have coronavirus COVID-19.

Where the child tests negative, they can return to the Club.

If the child tests negative but is unwell, they should not return to that Club until they are recovered.

Where the child tests positive, they will need to inform the school and follow school policy which will include no attendance of clubs until they are free from COVID-19 and completed the minimum isolation period.

Security

Children are not allowed to leave the Club premises during the session unless prior permission has been given by the parents and escorted out of the building by me or a school teacher or member of staff.

During Club sessions all site perimeter doors/gates are locked as per school safety policy, with the exception of fire doors. Entrances and exits to the club room will be monitored throughout the session.

Security procedures will be regularly reviewed in accordance with school policies and advice.

Fire evacuation

The first duty we have is to evacuate all the children from the school as quickly as possible.

- If we discover a fire, sound the alarm in the quickest possible way.
- Take the children out to the assembly point. Do not stop to collect belongings and do not allow anyone to re-enter the building.
- Take the register and ensure that all children have been safely evacuated.
- Parents/carers will be contacted to collect children immediately.

Accidents and first aid

If a child has an accident or feels unwell during the session, they should make me aware so that I will be able to assist. All accidents are recorded and parent/carer will be made aware.

A child that is feeling unwell during the session will be assisted to the school office where they will be moved to sick room to wait for their parent/carer to collect them.

If there is a more serious accident, I will stay with the child and 2 children will be sent to the office to ask for assistance.

A child may be given a special note or a copy of the accident record, if the first aider feels that the child's parent should be informed of illness or an accident that occurred during the session. This is compulsory if a child has received a bang on the head. In the case of serious accident, the office or other responsible adult will inform the parents immediately.

As part of my booking process for the child to participate in the club, it is requested any medical requirements/conditions that the child may have be revealed. Any further details about their medical requirements may require the parents to complete a medical form.

Administration of Medicine

Only prescription medicine will be given to children with the correct parental permission form. Any medicine that a child needs to take should be planned in such a way that it does not need to be taken during the club session.

Nut Policy

Engineers R Us is a nut free club. No nuts or sesame products are allowed to be consumed during the session

Jewellery Policy

Children are not allowed to wear jewellery of any kind during the session, as it may represent a hazard for their safety.

Mobile Phones

Once these have been collected from the office by the children that possess a mobile phone, these will remain turned off and safely stored with their belongings during the session.

Hot drinks

No hot drinks will be allowed in the club room.

Equipment

The club uses all its own resources and teaching equipment. All equipment will be kept clean, well maintained and in good repair. During the session I will monitor that equipment is being used safely. If any equipment breaks it will be removed promptly. All equipment provided by the Club will be suitably cleaned after the session

Food and personal hygiene

We 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.
- Children can bring snacks and drinks into the Club however these cannot be shared and hands will need to be cleaned before and after consumption.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- A designated toilet for the children in the Club to use will be agreed with the school.
- Children visiting the toilet will be limited to 1 boy and girl at a time and children will be encouraged to wash hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.
- Cleaning hands more often than usual. Children will be encouraged to use hand sanitiser (as provided by the Club) prior to the session starting.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Disposable tissues will be available and provided by the club.
- Waste is disposed of safely.
- 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

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.

Protective measures for children during the coronavirus (COVID-19) outbreak – If applicable.

We have worked closely with the latest Government and Department for Education guidance and relevant schools in considering and implementing measures to allow us to offer afterschool sessions as safely as possible during the coronavirus (COVID-19) outbreak. Engineers R Us have developed a COVID-19 specific risk assessment to help identify the risks, to determine protective measures to put in place and to establish who is responsible for implementing each protective measure.

This policy was adopted by: Gian Campetti	Date: June 2022
	Signed: Gian Campetti