



Tall Stories Summer School

Health and Safety Policy

Tall Stories Summer School 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.

The Summer School has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Summer School
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Understanding and following health and safety procedures

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

Responsibilities of the manager

The Summer School's 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 the Summer School during opening hours
- All the Summer School's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately and are not accessible to children
- Daily environment checks are carried out in accordance with our Risk Assessment policy.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, 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.

Security

Children are not allowed to leave the Summer School premises during the session unless for lunchtime outings with the whole group and Summer School staff (if consent was given by parents/guardians via the registration form). On any outing outside the premises a 1:4 staff/child ratio shall be maintained.

During Summer School sessions all external doors are kept locked, with the exception of the fire escape to the loading bay (an exit only, cannot be used to access the building from the outside). Staff monitor the entrances and exits to the premises throughout the session.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Food and personal hygiene

Staff at Tall Stories Summer School 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 follow appropriate guidelines for food hygiene
- 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.
- If a child at the Summer School has allergies or intolerances, this will be discussed with parents/guardians beforehand to determine the best course of action for avoiding allergens. Following this discussion Tall Stories will write and implement a policy regarding how to adjust our food and hygiene procedures to minimise exposure or contamination for the specific allergy/intolerance.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing levels

A minimum ratio of one staff member to eight children shall be maintained during activities in the Studio. A minimum ratio of one staff member to four children shall be maintained when children are taken off-site.

This policy was adopted by: Tall Stories Summer School	Date: 10/6/21
To be reviewed: 10/6/22	 Signed:

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]*.