**Health and safety policy**

The trustees and management team recognise their responsibility for the health, safety and welfare for all of persons involved in Orchard Saturday Club: employees, volunteers, visitors and children.

All employees, whether paid or voluntary, have a responsibility for health and safety including the safety of others who may be affected by their acts or omissions. It is a fundamental part of the induction process that new staff are familiarised with the Club’s Health and Safety Policy and procedures to ensure the safety of all individuals within the setting.

In accordance with the Health and Safety at Work Act, the management team maintains safe working conditions and ensures that all employees, paid or voluntary, are aware of and practise safe systems of working.

This policy and Orchard Saturday Club’s health and safety procedures will be reviewed periodically and kept up to date in accordance with any changes in legislation.

The management team is responsible on a day to day basis for health and safety within the provision, to include:

* ensuring that all health and safety policies and procedures are satisfactorily implemented.
* ensuring that all new employees, whether paid or voluntary, are aware of and implement the requirements set out in the health and safety policy.
* conducting a full investigation of any accidents, incidents or near misses.
* notifying the management committee of any accidents or incidents that result in injury or investigation.
* bringing to the attention of the management committee any potential hazards requiring their action.
* checking and maintaining the stock of First Aid supplies, and ensuring that First Aid kits remain constantly ready for use.
* communicating effectively with the management of Orchard House to ensure that appliances are PAT tested, equipment is in good working order and any potentially hazardous aspect of the building is brought to their attention.

Staff members have responsibility for routinely checking the state of all equipment within the setting and reporting any defects to the management team.

The following policies support our health and safety practices within Orchard Saturday Club:

* Accidents and incidents
* First aid
* Risk assessment
* Transport
* Food handling and hygiene policy
* Fire precautions
* Intimate care
* Safeguarding
* Administration of medication
* Prevent
* Manual handling
* Induction
* Safer recruitment
* Female genital mutilation

Date adopted: September 2018

Review date: September 2020