



HEALTH & SAFETY POLICY

- On arriving at a new school ClubsComplete staff will ensure that they are aware of the fire evacuation plan and the location of all fire exits
- Our staff will also ensure that they are aware of the location of the school's First Aid kit and whether there are any children with specific physical or medical needs e.g. asthma, epilepsy, allergies etc
- ClubsComplete staff will ensure that they are aware of the location of all emergency contact numbers for parents
- Our Insurance covers us for up to 30 children to 1 leader, of which only 6 children may be under 5 years old. However, our policy is that there should always be one member of staff from the school on the premises, in case of emergencies. On arriving at a new school, the Club Leader will check with the Head Teacher that this will be the case throughout the duration of the course. Also, that a member of staff will be present at the end of each session to see the children off the premises
- The Club Leader will also follow the Health & Safety Policy of the school and will ask for a copy of this on visiting the school before starting the course
- At all venues there will be a qualified first aider with a valid First Aid certificate
- When running at any Holiday Club venue ClubsComplete ensure that a risk assessment of the venue has been carried out
- At any Holiday Club venue ClubsComplete staff will be aware and ensure that the children are aware of the fire evacuation plan and the location of all fire exits
- At any Holiday Club venue ClubsComplete will have a First Aid Kit and Accident/ Incident book on site
- All staff at any Holiday Club will follow the company's Health & Safety Policy and will have a copy of this at the venue