

Health & Safety Policy

The Club is welcoming and friendly to children and parents, providing a rich play environment. It is also safe, secure and suitable.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Playworker.

The Club:

- Displays the appropriate public liability insurance certificate on Club premises;
- Displays a health and safety law poster on Club premises;
- Adheres to regulations required to maintain registration with CIW;
- Adheres to all the relevant health and safety regulations with reference to the Health and Safety Executive.
- Promotes safety within the setting, on outings and ensures proper precautions are taken to prevent accidents.

Children:

- Are supervised at all times and extra care is taken during activities which may carry some level of danger;
- Are only collected by an authorised adult;
- Are given opportunities to discuss ways to keep themselves safe and healthy. This includes involvement in establishing the Club's ground rules or for activities and special events such as trips;
- Are given opportunities to make decisions about their own play choices to help them develop their knowledge of the world, their own skills and their physical and emotional wellbeing.

Club Staff and Induction/Training:

- Staff are trained in health and safety requirements for the Club including fire prevention and drills;
- Staff are trained in First Aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First Aid qualifications are renewed every 3 years;
- Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification (this will be kept updated);
- Where relevant, staff hold a valid driver's licence and appropriate insurance cover when driving vehicles for Club use.

Premises:

- Are welcoming and friendly;
- Provide adequate space both indoors and outdoors for children to play freely;
- Can be divided appropriately for groups of children and staff to take part in different activities, including an area for quiet play/rest;
- The Childcare building is for the sole use of the Club during hours of operation;
- Are secure from unauthorized access or exit from the Club. The Club manages access to the premises and a visitors' book is kept, detailing ALL visitors to the club, including dates and times. No visitor to the Club will be left unsupervised at any time;
- Provide suitable means of escape on all floors for adults and children.
- Are clean and well maintained, adequately lit, heated (to at least 18°C) and ventilated and maintained in a suitable state of repair and decoration.
- A telephone is available and accessible at all times;
- Include a food preparation area which conforms to environmental health and food safety regulations [or indicate how alternative arrangements are made to provide food and drinks]. Children may only access this area as part of a supervised children's activity.
- Offer adequate wash basins and lavatories for numbers of staff and children attending;
- Has safety glass or protective film covering fitted to any door fitted with glass;
- Any water features on the premises (e.g. ponds) are made safe or inaccessible to unsupervised children;

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- All electrical, gas and oil burning appliances are checked at least annually by a suitably qualified technician and certificates are retained;
- Any hazardous materials/chemicals are kept inaccessible to children;
- All waste is disposed of appropriately.
- Smoking or vaping is not permitted on Club premises, in Club vehicles or in any designated outdoor play space. Smoking in smoke free premises is also a criminal offence.

Furniture and Equipment:

- Provide a stimulating and varied play environment and opportunities (both indoors and outdoors) appropriate for the ages, individual needs of the children attending and to promote equal opportunities/cultural awareness;
- Provide opportunities for quiet play/rest
- Are clean, well maintained and conform to BS EN safety standards or relevant Toys (Safety) Regulations where applicable;
- Are suitable for its intended use, age range and kept in good repair and are stored safely;
- A First Aid box is accessible and adequately stocked in accordance with the Health and Safety (First Aid) Regulations 1981;
- Records of accidents, incidents and 'near misses' are kept;
- Records are kept about vehicles in which children are transported.

Risk Assessment

The Club undertakes and documents [risk assessments](#) - a careful examination of what could cause harm to people so that necessary safety precautions can be taken - in the following way:

1. Identify the hazards (anything that may cause harm).
2. [Decide who might be harmed and how.](#)
3. [Evaluate the risks](#) (the chance of someone being harmed and how serious the harm could be) [and decide on appropriate controls.](#)
4. [Record findings and implement them.](#)
5. Monitor and [review the assessment and update if necessary.](#)

For further guidance visit:www.hse.gov.uk.

- An action plan with necessary actions to remove/adequately minimise risks with timescales is maintained.
- The Club will establish health and safety procedures to eliminate or minimise and control those risks and monitor and review them to improve safety arrangements.
- It is the responsibility of ALL staff to ensure that risk assessments are carried out and to notify their line manager of any concerns.
- All completed risk assessment records are safely stored for a suitable length of time and will be made available for inspection by any relevant authority.

Fire Safety

For further information visit: gov.uk and/or www.hse.gov.uk which have specific guidance for fires safety. <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments> [Accessed 26 06 19]

<http://www.hse.gov.uk/toolbox/fire.htm> [Accessed 26 06 19]

In line with appropriate guidance the Club will undertake fire risk assessments as follows:

1. Identify fire hazards.
2. Identify people at risk in and around premises and people who may be especially at risk.
3. Evaluate the risk of a fire starting and the risk to people from a fire, remove or reduce fire hazards and risks to people from fire and protect people by providing fire precautions.
4. Record findings and action taken, discuss and work with others, prepare emergency plans and inform and instruct relevant people.
5. Review the fire risk assessment regularly, making changes where necessary.

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- The Club will consult the relevant Fire Safety Officer to assess fire risk, take adequate precautions against the risk of fire and ensure people can safely escape if there is a fire.
- Any recommendations made by the Fire Safety Officer will be actioned as soon as possible by the Club.
- The premises, fire detection and fire fighting equipment will be checked annually by a Fire Safety Officer from the relevant Fire and Rescue Service. Certificates issued will be safely filed and will be made available to relevant authorities.
- Staff must receive suitable training in fire prevention.

Some of the fire precautions identified within the risk assessment process to reduce risk may include the following:

- Flammable materials are removed or separated from sources of ignition.
- Suitable fire detection and warning systems are in place, tested and maintained.
- Suitable fire extinguishers are provided and checked.
- Safe means of escape is identified so that everyone who might be on the premises or nearby can escape.
- Fire exits are clearly identified and unobstructed.
- Fire exit doors and those on any escape route are easy to use.
- Suitable fire safety signs are used.
- Emergency lighting is in place.

Further information on fire risk assessment process and templates:

- <https://www.gov.uk/government/collections/fire-safety-guidance> [Accessed 10.12.18]
- A short guide to making your premises safe from fire, Department for Communities and Local Government.
- Health and Safety Executive, www.hse.gov.uk.

Emergency Procedures

- The Club implements clear emergency procedures – evacuation in case of fire or other significant incident (including reverse fire drill/lockdown procedure). These will be made known to staff and will be practiced termly (and at least every 6 months, recognising that young children benefit from more frequent practice) and when a new child, staff member or volunteer starts at the Club.
- People who cannot get themselves out of a building unaided will also be considered through personal emergency evacuation plans.
- Details of these practice drills will be logged and filed to the satisfaction of the Fire Safety Officer.
- Accidents and ill health at work will be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923

Significant events such as infectious disease, illness, accidents, incidents or any other significant event likely to affect the welfare of any child on the premises are reported to CIW immediately in line with Regulation 31, Schedule 4.

Polisi Iechyd a Diogelwch

Mae'r Clwb yn ddiogel ac yn warchodol i blant, staff ac ymwelwyr. Dirprwyir i'r Uwch Weithiwr Chwarae y cyfrifoldeb o ddydd i ddydd am sicrhau bod y polisi hwn yn cael ei roi ar waith.

Y Clwb:

- Y mae'n arddangos y dystysgrif rhwymedigaeth gyhoeddus briodol ar safle'r Clwb;
- Y mae'n arddangos poster o'r Ddeddf Iechyd a Diogelwch ar safle'r Clwb;
- Y mae'n cydymffurfio â'r rheoliadau sy'n ofynnol i barhau ar gofrestr AG;
- Y mae'n cydymffurfio â phob rheoliad iechyd a diogelwch perthnasol, gan gyfeirio at Awdurdod Gweithredol Iechyd a Diogelwch.

Plant:

- Cânt eu goruchwyllo gydol yr adeg;
- Cânt eu casglu ddim ond gan oedolyn wedi ei awdurdodi.
- Rhoddir cyfleoedd iddynt drafod ffyrdd o gadw'u hunain yn ddiogel ac yn iach. Mae hyn yn cynnwys bod ynglŷn â sefydlu rheolau sylfaenol y Clwb ar weithgareddau a digwyddiadau arbennig megis triapiau;
- Rhoddir cyfle iddynt benderfynu ar eu dewisiadau chwarae eu hunain, a fydd yn eu helpu i ddatblygu eu gwybodaeth o'r byd, eu sgiliau eu hunain a'u lles corfforol ac emosiynol.

Staff y Clwb a Sefydlu/Hyfforddi:

- Mae'r staff wedi eu hyfforddi yng ngofynion iechyd a diogelwch y Clwb, gan gynnwys atal tân a driliau tân;
- Hyfforddir staff mewn Cymorth Cyntaf yn unol â'r Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir, a rheoliadau perthnasol eraill. Adnewyddir cymwysterau Cymorth Cyntaf bob 3 blynedd;
- Mae'r staff sy'n gyfrifol am baratoi a thrafod bwyd yn gwbl ymwybodol o'r rheoliadau sy'n berthynol i ddiogelwch a hylendid bwyd, ac yn cydymffurfio â hwy. Byddant hefyd wedi cwblhau cymhwyster cydnabyddedig mewn hylendid bwyd. Diweddarir hwn yn gyson;
- Lle bo'n berthnasol, bydd gan staff drwydded yrru ddilys, ynghyd â chyfar yswiriant priodol, pan fyddant yn gyrru cerbydau i bwrpasau'r Clwb.

Adeiladau:

- Maent yn groesawgar ac yn gyfeillgar;
- Maent yn darparu digon o le y tu mewn a'r tu allan i'r plant chwarae ynddo;
- Gellir eu rhannu'n addas ar gyfer grwpiau o blant a staff sy'n cymryd rhan mewn gwahanol weithgareddau, gan gynnwys man chwarae tawel;
- Mae'r [ardaloedd dynodedig] at ddefnydd y Clwb yn unig yn ystod oriau gweithredu;
- Maent yn ddiogel rhag mynediad diawdurdod neu adawiad diawdurdod o'r Clwb; Mae'r Clwb yn rheoli mynediad i'w adeiladau, a chedwir llyfr ymwelwyr, sy'n rhoi manylion POB ymwelydd â'r Clwb, gan gynnwys y dyddiadau a'r amserau. Nid adewir unrhyw ymwelydd i'r Clwb heb oruchwyliaeth ar unrhyw adeg;
- Maen nhw'n lân ac yn cael eu cynnal a'u cadw'n dda;
- Maent o wneuthuriad cadarn - mewnol ac allanol;
- Maent wedi eu goleuo'n ddigonol, wedi eu gwresogi (hyd at o leiaf 18°C) ac wedi eu hawyru;
- Maent yn cynnwys ardal i baratoi bwyd, sy'n cydymffurfio â'r rheoliadau ar iechyd amgylcheddol a diogelwch bwyd;
- Maent yn cynnig nifer digonol o fasnau golchi a thoiledau ar gyfer y niferoedd staff a'r plant sy'n eu mynychu;
- Mae gwydr diogelwch neu ffilm warchodol wedi ei osod ar unrhyw ddrws sydd wedi ei ffitio â gwydr;
- Gwneir unrhyw nodwedd ddŵr ar y safle (e.e. pyllau dŵr) yn ddiogel neu'n anhygyrch i blant heb oruchwyliaeth;
- Gwirir pob teclyn trydanol, nwy, neu sy'n llosgi olew, o leiaf unwaith y flwyddyn gan dechnegydd â chymwysterau addas, a chedwir y dystysgrifau;
- Cedwir unrhyw ddeunydd peryglus/cemegau yn anhygyrch i blant, mewn cwpwrdd clo;

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- Ceir gwared ar unrhyw wastraff mewn modd priodol;
- Ni chaniateir ysmegu nac esmygu ar safle'r Clwb, yng nghanerbydau'r Clwb nac mewn unrhyw le chwarae y tu allan i'r adeilad. Hefyd, mae ysmegu mewn adeilad di-fwg yn dramgwydd troseddol.

Celfi a Chyfarpar:

- Storir y cyfan yn ddiogel;
- Maent yn ddigonol ac yn addas ar gyfer darparu amgylchedd chwarae ysgogol a chyfleoedd (y tu mewn a'r tu allan), ac yn briodol i oedrannau ac anghenion datblygiadol unigol y plant sy'n mynychu;
- Maent yn lân, yn cael eu cynnal a'u cadw'n dda, ac yn cydymffurfio â safonau diogelwch BSEN neu'r Rheoliadau (diogelwch) perthnasol ar deganau lle bo'n gymwys;
- Maent yn addas i'w diben, ac mewn cyflwr da;
- Mae bocs Cymorth Cyntaf yn hygyrch, ac â stoc ddigonol ynddo, yn unol â Rheoliadau Iechyd a Diogelwch (Cymorth Cyntaf) 1981;
- Cedwir cofnodion o ddamweiniau, digwyddiadau a 'damweiniau bron â digwydd'
- Mae ffôn ar gael ac yn hygyrch ar bob achlysur;
- Cedwir cofnodion ar y cerbydau y cludir y plant ynddynt.

Asesiad Risg

Mae'r Clwb yn ymgymryd ag asesiadau risg ac yn eu dogfennu – archwiliad gofalus o'r hyn a allasai achosi niwed i bobl, fel y gellir cymryd y rhagofalon angenrheidiol – yn y modd canlynol:

1. [Adnabod y peryglon posibl](#) (unrhyw beth a allai achosi niwed).
 2. [Penderfynu pwy a allasai gael eu niweidio, a sut](#)
 3. [Gwerthuso'r risgiau](#) (y tebygolrwydd y caiff rhywun ei niweidio, a pha mor ddifrifol y gallai'r niwed fod) [a phenderfynu ar y rhagofalon](#)
 4. [Cofnodi'r casgliadau a'u rhoi ar waith](#).
 5. [Monitro ac adolygu'r asesiad](#), a'i ddiweddarau os bydd angen (am arweiniad pellach ewch i www.hse.gov.uk)
- Cedwir cynllun gweithredu yn cynnwys y camau gweithredu sy'n angenrheidiol i gael gwared ar/lleihau'n ddigonol y risgiau, ynghyd â'r graddfeydd amser.
 - Bydd y Clwb yn sefydlu gweithdrefnau iechyd a diogelwch er mwyn dileu neu leihau a rheoli'r risgiau hynny, a'u hadolygu i wella'r trefniadau diogelwch.
 - Y mae'n gyfrifoldeb ar BOB aelod o'r staff i sicrhau y cynhelir asesiadau risg, a hysbysu eu rheolwr llinell o unrhyw bryderon.
 - Storir pob cofnod cyflawn o asesiadau risg am gyfnod priodol o amser, ac fe'u darperir ar gyfer eu harchwilio gan unrhyw awdurdod perthnasol.

Diogelwch Tân

Yn unol ag arweiniad priodol, bydd y Clwb yn ymgymryd ag asesiadau risg tân fel a ganlyn:

1. Adnabod peryglon tân
 2. Adnabod pobl sydd mewn risg mewn, ac o gwmpas, y safle, a phobl a allait fod mewn sefyllfa arbennig o risg.
 3. Gwerthuso'r risg o dân yn dechrau, a'r risg i bobl yn deillio o'r tân, dileu neu leihau peryglon tân a risgiau i bobl a achosir gan y tân, a diogelu pobl drwy ddarparu rhagofalon tân.
 4. Cofnodi'r casgliadau a'r camau a gymerwyd, trafod a gweithio gydag eraill, paratoi cynlluniau brys, a hysbysu a chyfarwyddo'r bobl berthnasol.
 5. Adolygu'r asesiad risg tân yn rheolaidd, gan wneud newidiadau lle bo'n angenrheidiol.
- Bydd y Clwb yn ymgynghori â'r Swyddog Diogelwch Tân perthnasol, cymryd rhagofalon digonol yn erbyn y risg o dân, a sicrhau bod modd i bobl ddianc yn achos tân.
 - Gweithredir ar unrhyw argymhellion a wneir gan y Swyddog Diogelwch Tân gan y Clwb cyn gynted â phosibl.

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- Gwirir y safle, a'r cyfarpar darganfod ac ymladd tân yn flynyddol gan Swyddog Diogelwch Tân o'r Gwasanaeth Tân ac Achub perthnasol. Ffeilir y tystysgrifau a roddir yn ddiogel, ac fe sicrheir eu bod ar gael i'r awdurdodau perthnasol.
- Rhaid i'r staff dderbyn hyfforddiant priodol mewn atal tân.

Gall rhai o'r rhagofalon tân i leihau risg, a adnabuwyd yn y broses asesu risg, gynnwys y canlynol:

- Tynnir, neu gwahanir, deunydd fflamychol o ffynonellau'r taniad.
- Mae systemau addas i ddarganfod a rhybuddio rhag tân yn eu lle, wedi eu profi, ac yn cael eu cynnal.
- Darperir diffoddyddion tân addas, ac fe'u gwirir.
- Adnabyddir ffyrdd diogel o ddianc fel y gall pawb a allasent fod ar y safle, neu gerllaw, ddianc.
- Nodir allanfeydd tân yn glir, ac fe'u cedwir yn ddi-rwystr
- Mae drysau allanfeydd tân ar unrhyw lwybr dianc yn hawdd eu defnyddio.
- Defnyddir arwyddion diogelwch tân addas.
- Mae golau argyfwng yn ei lle.

Am wybodaeth bellach, a thempledi, ar y broses o asesu risgiau tân:

- <https://www.gov.uk/government/collections/fire-safety-guidance> [Cyrchwyd 10.12.18
- Canllaw byr ar sut i wneud eich safle'n rhydd o dân, Adran Gymunedau a Llywodraeth Leol Llywodraeth y DU
- Awdurdod Gweithredol Iechyd a Diogelwch, www.hse.gov.uk.

Gweithdrefnau Brys

- Mae'r Clwb yn rhoi ar waith weithdrefnau brys clir – gwacáu'r adeilad yn achos tân neu ddigwyddiad arwyddocaol arall (gan gynnwys dril tân tuag yn ôl) Gwneir y rhain yn wybyddus i'r staff, ac fe'u hymarferir yn dymhorol (ac o leiaf bob 6 mis, gan gydnabod y bydd plant ifanc ar eu hennill o gael ymarferion amlach) a phan fo plentyn, aelod staff neu wirfoddolwr newydd yn dechrau yn y Clwb.
- Ystyrir yn ogystal bobl na allant gael eu hunain allan o adeilad, hyn drwy gyfrwng cynlluniau gwacáu brys personol.
- Logir a ffeilir manylion o'r driliau ymarfer hyn mewn dull a fyddai'n bodloni'r Swyddog Diogelwch Tân.
- Adroddir ar ddamweiniau ac afiechyd yn y gwaith dan reoliadau RIDDOR : (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Ffôn: 0845 300 9923
- Adroddir ar ddamweiniau arwyddocaol, digwyddiadau a chlefydau difrifol sy'n dechrau ymledu, i AGC, yn unol â Rheoliadau Gwarchod Plant a Gofal Dydd (Cymru) 2010.