

Health and Safety Policy

Fun Fest 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 Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Clubs Health and Safety policy and is responsible for:

- Making a safe environment
- Taking reasonable care for the health and safety of themselves 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 required to do so by the manager

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

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the club. The registered person will ensure that:

- The Club has a nominated health and safety officer. The nominated health and safety officer is _____
- A copy of the current Health and safety at work poster is displayed <https://www.hse.gov.uk/pubns/books/lawposter.htm>
- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and review health and safety procedures
- Recourses are provided to meet the Clubs health and safety responsibilities including evacuation, fire detection, control and suitable resourcing
- 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

Responsibilities of the manager

The Clubs manager is responsible for ensuring that at each session:

- Premises are clean and well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Club during opening hours
- All the Clubs equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised by a member of staff
- A working telephone is always available on the premises
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets
- External pathways are cleared in severe weather conditions

Security

During Club sessions, all external doors are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Club must sign the Visitors Logbook and give reason for their visit. Visitors will never be left alone with the children.

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

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair.

We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them.

Broken toys and equipment are disposed of effectively.

We ensure that flammable equipment is stored safely.

Food and personal hygiene

- Staff at Fun Fest maintain high standard of personal hygiene and take all practicable steps to prevent and control the spread of infection.
- A generally clean environment is always maintained
- Toilets are cleaned daily, and soap and hand dryers / towels are always available.
- Staff handling food are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.

- Cuts and abrasions on children or staff are kept covered.

Dealing with bodily fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staffing levels

Staff ratios and 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.

Related policies

Illness and accidents, Fire Safety, Safeguarding Children, Administering Medication, Risk Assessments, Intimate Care, Visitors

This policy was adopted on	Signed on behalf of the Club	Date for review
16/10/2024	Tina Iezekil	16/10/2025

Written in accordance with the Statutory Framework for the Early Years Foundation Stage 2024: Safeguarding and Welfare Requirements: Safety and Suitability of premises, environment and Equipment [3.62 – 3.76]