

**Health & Safety Policy**

**1. Introduction**

Hearts & Hands is committed to providing a safe, secure, and healthy environment for all children, staff, and visitors. This policy outlines the measures we take to ensure health and safety during all club activities, which are primarily held outdoors at Nightingale Cottage.

**2. Responsibilities**

**Club Leaders**

Ensure that all areas used for the club are safe and suitable for children.

Conduct and update risk assessments at the beginning of each day.

Maintain first aid supplies and ensure access to emergency contact details.

Supervise children appropriately at all times.

Report and record all accidents and incidents.

**Parents/Guardians:**

Provide up-to-date medical and emergency information.

Ensure children arrive with appropriate clothing, footwear and sun protection.

**3. Supervision and Staffing**

A responsible adult will supervise children at all times. Our ratios are 1:6.

At least one staff member is trained in paediatric first aid and will be present during all club hours.

Staff are familiar with safeguarding procedures and emergency response plans.

**4. First Aid**

A fully stocked first aid kit is available and accessible at all times.

The designated First Aider is: Emma Stokes.

All accidents will be recorded on an accident form and shared with parents as needed.

**5. Outdoor Safety**

Outdoor play areas are checked daily for hazards (e.g. sharp objects, animal waste, slippery surfaces)

Sun safety is promoted: children are encouraged to wear hats, use sun cream, and take regular water breaks

In extreme weather (e.g. heavy rain, thunderstorms, excessive heat), outdoor activities will be modified and moved to the shade.

**6. Fire Safety and Emergencies**

We are an outdoor setting with no electricity and therefore we hope fire risks are kept to an absolute minimum.

However, we may use the fire pit for outdoor cooking, in which case, we will make sure:

* Children are supervised at all times
* Long hair is tied back
* Children not cooking are at least 1m away from the fire
* Regular checks will be made to ensure the fire has been properly extinguished at the end of the day

Emergency contact numbers are stored securely and accessible in the event of an incident.

**Hygiene and Infection Control**

Handwashing is encouraged before eating and after outdoor play or toilet use.

Shared surfaces and equipment are cleaned regularly.

Children displaying symptoms of illness should remain at home to avoid the spread of infection.

**8. Food and Allergies**

All dietary needs and allergies are noted in advance.

Children are supervised while eating.

We operate a no-nut policy.

**9. Risk Assessments**

**Regular risk assessments are carried out for:**

The premises (indoor and outdoor areas).

Activities (crafts, outdoor games, etc.).

Walks through the woods, to and from the club, and throughout the day.

**10. Review and Monitoring**

This policy is reviewed annually or in response to any significant incident or change in operations.

Feedback from staff and parents is welcomed to help improve safety procedures.