



Health & Safety Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

Last Reviewed: May 2026 | Next Review: September 2026 (to align with annual KCSIE updates)

Purpose & Scope

Kids Adventure Days is committed to providing a safe, secure, and healthy environment for all children, staff, and visitors. We recognise our legal duty under the Health and Safety at Work Act 1974 and aim to exceed the minimum standards required by Ofsted.

Staff Responsibilities

- **Lead DSL / Manager:** Responsible for overseeing all risk assessments, ensuring staff training is up to date, and maintaining the premises to a high standard.
- **All Staff:** Must take reasonable care for the health and safety of themselves and others. Staff are required to report any hazards, equipment damage, or "near misses" to the DSL immediately.
- **Ratios:** We maintain strict staff-to-child ratios (1:8 for under 8s and 1:10 for over 8s) to ensure constant, effective supervision.

Risk Assessments & Daily Checks

- **Daily Site Check:** Before children arrive for the after-school or holiday club, a staff member will conduct a "sweep" of the area to ensure exits are clear, floors are dry, and no hazardous materials are accessible.
- **Dynamic Risk Assessment:** Staff are trained to assess risks "on the go," especially during physical activities or outdoor play, adjusting activities to ensure safety.
- **Equipment:** All play and sports equipment is checked weekly for wear and tear. Any broken items are removed from use immediately.

First Aid and Accidents

- **Qualified Personnel:** At least one member of staff with a current Paediatric First Aid certificate will be on-site at all times.
- **The Accident Log:** All injuries, no matter how minor, are recorded in the Accident Log. Parents are informed at handover and must sign the log to acknowledge the report.
- **Serious Incidents:** Any accident requiring hospital treatment will be reported to the DSL immediately, who will then notify Ofsted within 14 days and, if necessary, the HSE under RIDDOR regulations.

Fire Safety & Emergency Evacuation

- **Exits:** All fire exits must be kept clear of bags, coats, and equipment at all times.
- **Drills:** Fire drills are conducted once per holiday program and once per term for the after-school club. Records of these drills are kept in the Club Diary.
- **Assembly Point:** In the event of an alarm, children are led calmly to the Main Playground Gate

Hygiene and COSHH

- **Cleaning:** The club environment is cleaned daily. We follow strict hand-washing protocols before snacks and after activities.
- **Hazardous Substances:** Any cleaning chemicals are stored in a locked cupboard, inaccessible to children, in accordance with COSHH (Control of Substances Hazardous to Health) regulations.