



Safe Hands Afterschool Club

HEALTH & SAFETY POLICY



Approved by: Melanie Lawlee

Date: 24/03/2026

Review Date: 24/03/2027

1. Policy Statement

Safe Hands Afterschool Club considers health and safety to be of the utmost importance. We are committed to providing a **safe, secure, and healthy environment** for all children, staff, and visitors.

The Club maintains **appropriate insurance cover**, including:

- Employer's Liability Insurance
 - Public Liability Insurance
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2. Scope

This policy applies to:

- All staff, students, and volunteers
 - All children attending the Club
 - Visitors and contractors
 - All premises used by Safe Hands Afterschool Club
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3. Guidance / Reference Resources

Safe Hands Afterschool Club ensures staff follow statutory guidance and best practice, in conjunction with:

- EYFS Statutory Framework 2025 – Welfare, Safeguarding, Health & Safety
- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- RIDDOR 2013
- COSHH 2002
- Food Safety Act 1990
- Data Protection Act 2018 – accident and incident records
- Ofsted guidance on Health & Safety
- HSE guidance for risk assessment, fire safety, and general duty of care
- Local Authority Health & Safety advice



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4. Responsibilities

4.1 Responsibilities of All Staff

Staff must:

- Maintain a safe environment at all times
- Take reasonable care of their own health and safety and that of others
- Report all accidents, incidents, and near misses
- Undertake relevant health and safety training
- Follow this policy consistently

A qualified **First Aider** is present across all settings at all times.

Staff who disregard safety instructions or recognised safe practices may face **disciplinary procedures**.

4.2 Responsibilities of the Registered Person

The **Registered Person** holds ultimate responsibility for the safe operation of the Club. They will ensure:

- Melanie Lawlee is the designated Health & Safety Officer
- A current **Health & Safety Law poster** is displayed – **where?**
- Staff receive appropriate **information, guidance, and training**
- The Health & Safety Policy is reviewed regularly
- Resources are provided to meet health and safety responsibilities
- All accidents, incidents, and dangerous occurrences are properly recorded and reported
- Ofsted, child protection agencies, and HSE are informed where required under RIDDOR
- Incidents are reviewed to identify **preventative measures**

4.3 Responsibilities of the Manager

The Manager ensures that at each session:

- Premises are clean, well-lit, ventilated, and at an appropriate temperature
- Classroom space is used solely by the Club during opening hours
- Equipment is safely and securely stored
- Children only access the kitchen under proper supervision (e.g., cooking activities)
- A working telephone is available at all times
- Chemicals and cleaning materials are stored in accordance with **Risk Assessment Policy**
- External pathways are cleared during severe weather



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- Daily environment checks are completed according to the **Risk Assessment Policy**
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5. Security

- Children do not leave the premises during sessions unless prior parental permission is obtained
 - Each child has a memorable **security password** for emergency collection by an alternative adult
 - External doors and gates remain locked during sessions (excluding alarmed fire exits and controlled reception access)
 - Staff monitor all entrances and exits
 - Visitors must sign the **Visitor Log** and state their reason for visit
 - Visitors are never left unsupervised with children
 - Security procedures are reviewed regularly in consultation with staff and parents
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6. Toys, Equipment & Resources

- Furniture and equipment are clean, well-maintained, and in good repair
 - Risk assessments are conducted before children use new equipment or activities
 - Broken or damaged items are disposed of promptly
 - Flammable equipment is stored safely
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7. Food Hygiene & Personal Hygiene

- Maintain a clean environment at all times
 - Toilets cleaned daily with soap and hand-drying facilities available
 - Staff trained in food hygiene and follow best practice
 - Waste is disposed of safely, bins are covered
 - Children wash hands before meals and after using the toilet
 - Cuts and abrasions are covered
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8. Dealing with Body Fluids

- Spillages of blood, vomit, urine, or faeces are cleaned immediately
 - Follow Infection control procedures
 - Staff wear appropriate **PPE**
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9. Staffing Levels & Supervision



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- Staff ratios comply with EYFS 2025 and Ofsted requirements
 - Supervision levels appropriate to children's age, needs, and activity risks
 - A minimum of **two staff members** on duty at all times
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10. Risk Assessment

- Risk assessments are reviewed regularly
 - Updated when new activities, equipment, or hazards are introduced
 - Adjusted following accidents or near misses
 - Daily environment checks are completed prior to children arriving
 - Children are also encouraged to work together with staff to complete risk assessments for new activities or if repeated incidents and accidents have occurred during activities.
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11. Accident & Incident Reporting

- All accidents and incidents are recorded on the child's profile on the **Kids Club HQ platform**
 - Staff accidents are recorded securely in the clubs accident report book
 - Parents are informed on the same day
 - Serious incidents reported to Ofsted and/or HSE as required under RIDDOR
 - Records stored securely in line with **Data Protection requirements**
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12. Training & Monitoring

- Staff receive induction training covering health and safety procedures
 - Ongoing training provided as required
 - Policy reviewed annually or sooner if legislation changes or incidents highlight improvements
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13. Related Policies

This Health & Safety Policy should be read in conjunction with the following Safe Hands policies:

- Safeguarding & Child Protection Policy
- Risk Assessment Policy
- Accident & Incident Policy
- Data Protection & Privacy Policy
- Visitor Policy
- Staff Behaviour & Manual Handling Policies