

Health and Safety Policy

Allstars Holiday Club

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1. Policy Statement

Allstars Holiday Club is committed to providing a safe and healthy environment for all children, staff, visitors, and volunteers. We recognise our responsibility under the *Health and Safety at Work etc. Act 1974* and relevant regulations to ensure high standards of safety and welfare at all times.

2. Scope

This policy applies across all activities and premises used by Allstars during term-time and holiday provision for children aged 4–11.

3. Responsibilities

- The **Registered Person** (senior management) has overall responsibility for ensuring that health and safety procedures are in place.
- The **Club Manager** or Lead Activity Leader is responsible for day-to-day implementation of health and safety controls on site.
- **All staff and coaches** must follow health and safety procedures and report any hazards or concerns promptly.

4. Risk Assessment

- Regular risk assessments are conducted for all areas, including indoor and outdoor activity spaces.
- Activities, especially those involving equipment (e.g. sports, bushcraft, cooking), have specific risk assessments which are reviewed regularly.
- Any new activity or equipment introduced is assessed prior to use.

5. Accident and Incident Reporting

- All accidents and incidents are recorded in the **Accident Book**, with details shared with parents/carers as required.
- Serious incidents are reported to the local authority or Ofsted, where appropriate.
- First aid is administered only by trained staff. We always aim to have at least one **paediatric first aid trained** staff member on site.

6. Premises Safety

- Daily site checks are carried out before children arrive.
- Fire safety measures are in place, including clear evacuation procedures, fire extinguishers, and regular drills.
- Cleaning, storage, and maintenance routines are followed to reduce risk.
- Entry points are secured to prevent unauthorised access.

7. Activity Safety

- Activities are age-appropriate, inclusive, and delivered with safety at the forefront.
- Protective equipment is used where necessary.
- External coaches are briefed on Allstars' safety expectations and are not left unsupervised with children unless vetted and agreed.

8. Food and Allergies

- We provide breakfast and occasional snacks such as ice cream, marshmallows, popcorn, and biscuits for themed activities.
- Staff are trained in allergy awareness. Food is only served with clear ingredient knowledge, and children with allergies are never given unsafe items.
- Parents/carers are asked to disclose dietary needs in advance.

9. Illness and Infection Control

- Children or staff who are unwell or show symptoms of infectious illness (e.g. diarrhoea, vomiting, COVID-19) are asked to stay home.
- Cleaning protocols are in place to prevent the spread of infection.
- Medication is administered only with written parental consent, as per our Medication and Illness Policy.

10. Training and Monitoring

- Staff receive regular health and safety training and updates as part of their role.
- Health and safety procedures are reviewed regularly by the management team.

11. Review

This policy is reviewed annually and updated in line with legal or organisational changes.

Date of next review: August 2026

Policy lead: Club Manager / Head of Provision