



Brynteg Tigers Out of Hours Club Health & Safety Policy

Policy Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual / Health & Safety Lead: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to providing a safe, healthy, and secure environment for all children, staff, parents, carers, and visitors. We aim to prevent accidents, injuries, and ill health by:

- Identifying and controlling risks
- Following Welsh legislation and CIW requirements
- Maintaining high standards of hygiene and infection control
- Ensuring staff are trained and competent
- Promoting a culture of safety awareness and responsibility

Health and safety is everyone's responsibility.

2. Legal & Regulatory Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Child Minding and Day Care (Wales) Regulations 2010
- National Minimum Standards for Regulated Childcare (CIW)
- Food Hygiene (Wales) Regulations
- Control of Substances Hazardous to Health (COSHH) 2002
- Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- UK GDPR & Data Protection Act 2018
- Welsh Government Infection Control Guidance (2024 update)

3. Responsibilities

Responsible Individual / Health & Safety Lead

- Implements and reviews this policy annually.
- Keeps up to date with legislation and CIW guidance.
- Ensures risk assessments are completed and reviewed.
- Reports notifiable accidents/incidents to CIW and HSE (RIDDOR).
- Ensures staff receive appropriate training.
- Oversees emergency planning and drills.

All Staff

- Follow safety procedures and risk assessments.
- Report hazards, accidents, and near misses immediately.
- Supervise children effectively at all times.
- Maintain safe environments and equipment.
- Attend required training (first aid, fire safety, manual handling, food hygiene).
- Complete dynamic risk assessments during activities.

Parents & Visitors

- Follow safety guidance (signing in/out, safe entry/exit).
- Report hazards or concerns promptly.
- Comply with infection control requirements.

4. Risk Assessment

We complete:

- Full written risk assessments for all areas (indoor, outdoor, toilets, kitchen, arrival/departure, trips).
- Activity-specific risk assessments (craft, cooking, outdoor play, seasonal activities).
- Individual risk assessments for children with medical or behavioural needs.
- COSHH assessments for cleaning products and hazardous substances.

Risk assessments are:

- Reviewed annually
- Updated when changes occur (new equipment, incidents, layout changes)
- Shared with staff and used in daily practice

Daily visual safety checks are carried out before children arrive.

5. Security & Site Safety

- Controlled entry to the premises; doors locked or monitored.
- Children released only to authorised adults; photo ID checked if needed.
- Visitors sign in/out and are supervised at all times.
- Staff challenge unknown individuals on site.
- Outdoor areas are checked before use and secured during sessions.

6. Fire Safety & Emergency Procedures

- Fire risk assessment completed and reviewed annually.
- Fire alarms, extinguishers, and emergency lighting checked regularly and documented.
- Fire drills carried out twice a year and recorded.
- Clear evacuation plan displayed and explained to children in age-appropriate ways.
- Emergency exits kept clear at all times.
- Staff trained in emergency evacuation and lockdown procedures.

7. First Aid, Accidents & Medication

First Aid

- At least one paediatric first aider on site at all times.
- First aid kits checked and restocked regularly.
- Staff trained to respond to choking, allergic reactions, and injuries.

Accidents

- All accidents recorded on accident forms.
- Parents/carers sign accident forms on collection.
- Head injuries highlighted and parents informed promptly.
- Serious accidents/illness reported to CIW and HSE (RIDDOR) where applicable.

Medication

- Medication only administered with written parental consent.
- Medication stored securely and out of children's reach.
- Staff trained in administering emergency medication (e.g., EpiPens).
- All medication incidents recorded.

8. Illness & Infection Control

- Children who are unwell (vomiting, diarrhoea, fever, contagious illnesses) should not attend until safe to return.
- Staff follow strict handwashing, cleaning, and hygiene routines.
- High-touch surfaces cleaned regularly.
- Toys and equipment sanitised frequently.
- PPE available for dealing with bodily fluids.
- Staff follow Welsh Government infection control guidance.
- Outbreaks reported to Public Health Wales if required.

9. Food & Drink Safety

- Staff handling food hold (or work towards) a Food Hygiene Certificate.
- Food stored, prepared, and served safely.
- Allergies and dietary needs clearly recorded and followed.
- Separate preparation areas used for allergen-free foods where needed.
- Drinking water always available.
- Children supervised during snack times.

10. Equipment & Environment

- Age-appropriate, well-maintained furniture and resources.
- Outdoor play areas checked for hazards before use.
- Electrical equipment PAT tested where required.
- Cleaning products and hazardous substances stored securely and labelled (COSHH).
- Broken equipment removed immediately.
- Floors kept clear to prevent slips, trips, and falls.

11. Trips & Outings

- Specific risk assessments completed for each trip/outdoor activity.
- Staff-to-child ratios increased if required.
- Emergency contacts and first aid kits taken.
- Children wear high-visibility vests or clear identification if appropriate.
- Transport safety procedures followed (seatbelts, supervision, safe boarding).
- Dynamic risk assessments completed throughout the outing.

12. Training

All staff receive:

- Health & safety induction
- Paediatric first aid (renewed every 3 years)
- Fire safety refreshers annually
- Manual handling training
- Food hygiene training
- COSHH awareness
- Emergency evacuation and lockdown training

Training records are maintained and monitored.

13. Reporting Concerns

- Hazards, near misses, and unsafe practices must be reported immediately to the Responsible Individual.
- Significant health & safety incidents recorded and reported to CIW and other authorities if required.
- Staff encouraged to raise concerns without fear of reprisal.
- Safeguarding concerns linked to health & safety are referred to the DSP.

14. Review

This policy is reviewed annually or sooner if:

- Regulations change
- CIW advises updates
- An incident highlights the need
- New equipment or activities are introduced

Quick Safety Contacts

- **Responsible Individual / H&S Lead (Michelle Firth):** 01978 756398 / firthm@hwbcymru.net
- **CIW:** 0300 7900 126
- **Health & Safety Executive (RIDDOR):** 0345 300 9923
- **Local Authority Environmental Health:** 01978 292040 / healthandhousing@wrexham.gov.uk
- **Emergency Services:** 999