



## Health & Safety Policy

This policy document should be used in hand with the staff policy and information pack.

### Environment

EYFS play equipment is risk assessed by the Management Team of Activitots Holiday Club.

The Holiday Club Qualified teacher carry out daily physical check of all Pre-School and Reception play areas and outdoor equipment and apparatus to ensure that it is clean, safe and fit for purpose.

### Fire Safety

Activitots Holiday Club will adhere to the Fire Safety Policy set out by St Cedd's School. All staff will be familiarised with the policy.

### Security on Site

It is Activitots Holiday Club Policy that no parents or guardians will be allowed on site. All external doors are controlled with fob access. Staff members will have fob access for the duration of the Holiday Club.

The site and grounds are maintained by St Cedd's School Site Management Team.

Any damage to the buildings or site will be reported to the Site Management Team.

### Multisport Activities

The Activitots Management Team will risk assess the environment for sports activities to take place. The Activitots Experienced Coaching staff will check equipment before each use, and will risk assess the area for the designated multisport activities before each session begins. Any equipment faults or breakages will be reported to the management team.

### Creative & Learning Activities

Creative and learning activities, including non-cooking food activities will be risk assessed by the Manager of Holiday club or a qualified teacher within the staffing team. On-going risk assessment of the environment and activity will be carried out by the staff on a daily basis.

### Food Safety

The Activitots Holiday Club is a nut-free environment. The guardians have been informed of this and the staff will be watching out for the presence of nuts in packed lunches.

Other food intolerance information is requested in the booking form, and staff will take this into consideration for any food-based activities.

Fresh fruit, milk and water will be made available to the children for snack times.

### Risk Assessment

A full risk assessment has been carried out prior to the commencement of the Activitots Holiday Club. On-going items will continue to be risk assessed throughout the Holiday Club Days.