**Health & Safety Policy**

**General Statement**

The Management Committee of Lawrence Weston out of School Activities accepts their responsibility regarding the health and safety of its staff, of the children attending the Club and other members of the public at both its settings LWOOSA and SOOSA.

**It is, therefore, the policy of LWOOSA/SOOSA to provide and maintain safe and healthy conditions, equipment and procedures for all personnel, children. Parent/carers, volunteers, and visitors by:**

* Providing and maintaining safe equipment and materials and ensuring procedures for checking these are maintained.
* Ensuring that the work and play environment meets the relevant safety standards for the well being of all who use them.
* Providing information/training/supervision as required to keep all staff informed of relevant safety matters.
* Ensuring the safety and welfare of people coming onto the site.

The co-operation of all staff and management members is crucial to the success of the policy, and is therefore, always required.

The policy will be brought to the attention of all staff and will be displayed.

The policy will be revised annually/as necessary. The Management Committee will be responsible for carrying out the review during which staff will be consulted and notified of any changes.

**In keeping with its obligations regarding the health and safety of its users, LWOOSA/SOOSA will undertake the following:**

* Develop and review an implementation strategy for the above policy, including risk assessments
* Adopt the standard guidelines of Child Protection and draw up an internal procedure for staff and members to follow
* Draw up a Fire Evacuation Procedure
* Keep all registration form with information regarding the children at the Club on a secure password encrypted forum and locked away in a cabinet
* Keep all records of all accidents at the club and report those of a serious nature to Social Care and to the Health and Safety Executive (HSE) following standard procedure
* Report any dangerous occurrence to the HSE
* Promote children’s health, safety, and well-being outside the play environment.

Reviewed: September 2024