




KidzQuest Health and Safety Policy

1. Policy Overview

KidzQuest Activity Camps are committed to providing a safe and healthy environment for all children, staff, volunteers, and visitors. This Health and Safety Policy outlines our commitment to ensuring that our camps operate safely and effectively, minimising the risk of accidents and incidents. It applies to all activities, premises, and locations where KidzQuest operates.

2. Statement of Intent

KidzQuest aims to ensure the health, safety, and welfare of all individuals at our camps. We will comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974. We are dedicated to maintaining a safe environment, conducting risk assessments, and implementing appropriate safety measures.

Signed: 

Steven French, Camp Director

Date: 13 November 2024

3. Health and Safety Objectives

The main objectives of this policy are to:

- Ensure a safe environment for children, staff, and visitors at all times.
- Identify and control potential hazards through regular risk assessments.
- Provide staff with training and information on health and safety procedures.
- Respond promptly to accidents, incidents, and emergencies.
- Regularly review and update health and safety practices.

4. Responsibilities

4.1. Camp Directors (Steven French and Laura French)

- Ensure compliance with health and safety legislation and KidzQuest's policies.
- Allocate sufficient resources for health and safety measures.
- Conduct regular reviews of health and safety procedures.
- Act as the main point of contact for any health and safety concerns.

4.2. Designated Safeguarding Lead (Steven French)

- Oversee the implementation of all health and safety measures.
- Ensure that risk assessments are conducted for all activities and premises.
- Provide training for staff on health and safety practices.

4.3. Staff and Volunteers

- Follow KidzQuest's health and safety procedures at all times.



- Report any hazards, incidents, or concerns to the Camp Directors immediately.
- Use equipment and resources safely and responsibly.
- Participate in health and safety training sessions.

4.4. Parents/Guardians and Visitors

- Adhere to KidzQuest's health and safety rules while on the premises.
- Ensure that emergency contact details and medical information for their children are up to date.
- Report any safety concerns to a member of staff immediately.

5. Risk Assessments

- Comprehensive risk assessments will be conducted for all activities, premises, and equipment used by KidzQuest. These assessments will identify potential hazards and outline control measures to minimise risks.
- Risk assessments will be reviewed regularly and updated as necessary, especially when new activities or equipment are introduced.

6. Emergency Procedures

- KidzQuest has clear emergency procedures in place, including fire evacuation, medical emergencies, and missing child protocols.
- The emergency assembly point is located outside on the school field. All staff, children, and visitors must evacuate promptly and assemble at this point in the event of an emergency.
- Regular fire drills and emergency evacuation practices will be conducted to ensure that all staff and children are familiar with the procedures.

7. First Aid and Medical Care

- KidzQuest will have qualified First Aiders on-site at all times. A well-stocked first aid kit will be maintained at the camp.
- All staff will receive basic first aid training, including procedures for dealing with common injuries, allergic reactions, and medical emergencies.
- Parents/guardians must provide up-to-date medical information and emergency contact details for their children. Any medical conditions, allergies, or special requirements must be disclosed during registration.

8. Accident Reporting

- All accidents, no matter how minor, must be reported to the Camp Directors immediately and recorded in the Accident Log.
- The report should include details of the incident, any injuries sustained, and actions taken.



- Parents/guardians will be informed of any accidents involving their child as soon as possible.
- Serious incidents will be reported to the relevant authorities (e.g., RIDDOR) in compliance with legal requirements.

9. Use of Equipment and Premises

- All equipment used at KidzQuest camps must be safe, suitable for the activity, and regularly inspected. Defective equipment must be reported and taken out of use immediately.
- Staff will be trained on the correct use of equipment to minimise the risk of accidents.
- The camp premises will be checked daily for any potential hazards, including playground areas, play equipment, and activity spaces.

10. Child Supervision

- KidzQuest maintains a high staff-to-child ratio to ensure effective supervision at all times.
- Children must be supervised during all activities, including transitions between locations (e.g., moving from indoor to outdoor areas).
- Staff are responsible for conducting regular headcounts, particularly during transitions and high-risk activities.

11. Safeguarding and Welfare

- KidzQuest is committed to safeguarding and promoting the welfare of all children in our care. The Safeguarding and Child Protection Policy will be followed in all instances involving potential harm or abuse.
- Any concerns about a child's safety or well-being must be reported immediately to the Designated Safeguarding Lead (Steven French).

12. Health and Hygiene

- KidzQuest will maintain high standards of cleanliness and hygiene throughout the premises. Regular cleaning schedules will be in place for all indoor and outdoor areas.
- Staff will promote good hygiene practices among children, including handwashing before meals and after using the toilet.
- Any child showing symptoms of illness (e.g., fever, vomiting) will be isolated, and parents/guardians will be contacted to collect the child promptly.



13. Policy Review

This Health and Safety Policy will be reviewed annually or as necessary to reflect changes in legislation or camp operations. Feedback from staff, parents/guardians, and stakeholders will be considered during the review process to ensure it remains effective.