

Health & Safety Policy

Version 1.0



Little Wishes

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Little Wishes

1. Executive Summary

The aim of this policy is to outline how we will discharge our statutory health and safety duties to provide a safe environment for children, adults who use our activities, and colleagues, students and those supporting our activities.

The policy aims are to:

- outline the management of Health and Safety arrangements within Little Wishes.
- Minimise the Health and Safety risks within Little Wishes to all colleagues, students and those supporting our activities.
- recognise the obligations imposed under the Health and Safety at Work etc., Act 1974, Section 2(3), to prepare an appropriate policy.

1.1 Scope

This policy covers

- All colleagues, students and those supporting Little Wishes.
- All children and adults undertaking activities.

1.2 Out of Scope

Location issues beyond our control but are listed in the relevant risk assessment.



2. Health & Safety Policy

2.1 Safety

- Food and other items are used as a material in the messy trays, and it is the person bookings responsibility to inform Little Wishes of any allergies before attending.
- During the activity it is the accompanying adult's responsibility to check all allergy cards on display. Due to the nature of the activities Items may transfer between trays and it is essential to check allergy information on all trays.
- Items in tuff trays including taste safe objects may still be a choke hazard. It is the accompanying adult's responsibility to always watch the child.
- Please be aware that due to the nature of our class, there may be spills from trays onto the floor. These may make the floor slippery or form a trip / slip hazard. We take this very seriously and try all we can to ensure the space is safe, but please take care when moving around the class.

2.2 Photography

- We do permit photographs to be taken during class, but this MUST be limited to your child/children only.
- Please take care that other adults / children are not in the background.
- We reserve the right to request to view any photographs taken, If you violate this rule and take photographs with other people's children without their consent you will be asked to delete the images.

2.3 Attendance

- All children must be accompanied by an adult. The accompanying adult is fully responsible and must not leave the child unattended at any time.
- Missed classes - If you miss a class there are no refunds or roll overs. If you cannot attend a booked class, we ask if you can inform us. As early as possible.
- Sickness - If your child is unwell, they should not attend the class. Your child cannot attend if they have anything contagious e.g., sickness, diarrhoea impetigo. conjunctivitis, slapped cheek and they need to be 48hrs CLEAR

2.4 Disclaimer

- Parents / Carers will have read the booking, safeguarding, health & safety guidelines and will ensure that they adhere to them.
- Parents / carers take full responsibility for themselves and their child/children, and for everything that happens to them and their child in relation to a Messy Play class.
- If a child is unwell and contagious, they must not attend any classes
- Parents / Carers understand Little Wishes – Messy Minis no refund / no rollover policy.

2.5 Location

- We take every care to ensure that the locations we use are safe to use.
- Where we deem an item to be unsafe, we will seek to cordon that area off, and will inform the relevant landlord / committee.
- Parents / Carers are requested to ensure that both they and the child / children in their care remain within the activity area / toilet area and do not use other areas of the building.
- Parents / Carers are requested to be vigilant when entering and leaving the building and to watch for vehicles and vehicle movement.

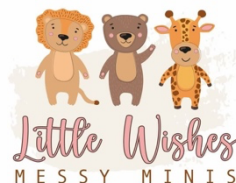


Little Wishes

2.6 Written in accordance with

- The Health and Safety at Work etc., Act 1974;

3. Communicated Policy



Disclaimer

- Attendance - All children must be accompanied by an adult. The accompanying adult is fully responsible and must not leave the child unattended at any time.
- Safety – Food and other items are used as a material in the messy trays, and it is the person bookings responsibility to inform Little Wishes of any allergies before attending. During the activity it is the accompanying adult's responsibility to check all allergy cards on day. Due to the nature of the activity's items may transfer between trays and it is essential to check allergy information on all trays.
- Safety – Items in tuff trays including taste safe objects may still be a choke hazard. It is the accompanying adult's responsibility to always watch their child.
- Safety - Please be aware that due to the nature of our class, there may be spills from trays onto the floor. These may make the floor slippery or form a trip / slip hazard. We take this very seriously and try all we can to ensure the space is safe, but please take care when moving around the class.
- Photographs – We do permit photographs to be taken during class, but this **MUST** be limited to your child/children only. Please take care that other adults / children are not in the background. We reserve the right to request to view any photographs taken, if you violate this rule and take photographs with other people's children without their consent you will be asked to delete the images.
- Missed classes - If you miss a class there are no refunds or roll overs. If you cannot attend a booked class, we ask you can inform us as early as possible.
- Sickness - If your child is unwell, they should not attend the class. Your child cannot attend if they have anything contagious e.g., sickness, diarrhoea, impetigo, conjunctivitis, slapped cheek and they need to be at least 48hrs CLEAR

By booking a session I confirm:

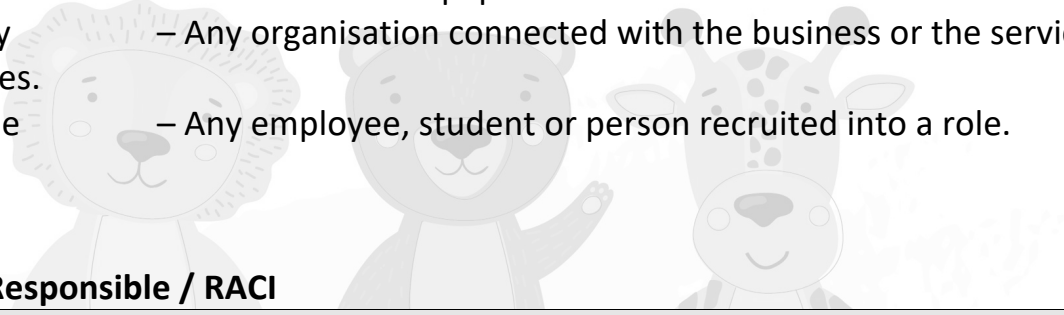
- I have read the above booking, safeguarding, health & safety guidelines and will ensure that I adhere to them.
- I take full responsibility for myself and my child/children, and for everything that happens to me and my child/children in relation to the Messy Play class.
- If my child is unwell and contagious, I will not attend any classes
- I understand Little Wishes – Messy Minis no refund / no rollover policy.

By booking this class you are agreeing that you have read and accept the terms of the disclaimer.

4. Appendix

4.1 Glossary of Terms

- Accident – Is an event that has resulted in an injury to one or more persons
- Child / Children – A young person who is a registered, or undertaking induction
- Parent Carer – Person responsible for the Child
- Colleague – Any employee, student or person recruited into a role.
- Electronic data – data stored on a computer, storage device or other electronic media
- Paper Data – data stored on a paper document
- 3rd Party – Any organisation connected with the business or the services it provides.
- Colleague – Any employee, student or person recruited into a role.



4.2 Who is Responsible / RACI

	Owner	Manager	Finance	Office	Group Leader	Role	Role	Student			
1											
2											
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5. Document Control

5.1 Policy Review

This policy will be reviewed annually, any and all changes will be documented. Where there are no changes, an entry confirming the review will be noted in the revisions.

Where an event occurs that dictates that the policy should be reviewed or amended, that will be undertaken as required.

All amendments and reviews should be signed by at least two stakeholders

5.2 Sign Off

STAKEHOLDER	ROLE	PAGES TO REVIEW (OPTIONAL)	SIGNATURE	DATE
Katrina Higgins	Owner	All	<i>Khiggins</i>	23 rd Feb 2023

5.3 Revisions

VERSION	CHANGE DESCRIPTION	SECTIONS	DATE	AUTHOR	REVIEWER
0.5	Initial Key process	All	23 rd Feb 2023	Katrina Higgins	Tim Higgins



