



# **Risk Assessment, Health & Safety & Fire Safety Policy**

Seren Kids uses its risk assessment procedures to ensure that it is a safe and secure place for children, staff & visitors.

Seren Kids carries out regular and thorough risk assessments to ensure that risks and hazards are identified, and appropriate action is taken.

Risk assessments will be carried out:

- Before any camp or afterschool session begins
- Whenever there is a change to equipment or new equipment is being used
- Equipment or environmental changes due to a specific need of a child or staff member
- If there is any change to a Seren Kids premises

Not all risk assessments will be required to be written down (e.g., if a jumper is left on the sports hall floor but is moved before the start of the session) however, staff will decide (in consultation with the manager) which risks are to be recorded.

## **Pre camp / session checks:**

Visual checks to all areas to be used (e.g., Sports hall, swimming pool, dining hall, changing rooms etc) before any children arrive

All welfare facilities are clean and tidy with no obvious hazards such as wire that aren't taped down or tied up appropriately.

Any pre-existing injuries are recorded on Class for kids and if the need for a risk assessment this is drawn up prior to the session.

### **During camp / session checks:**

If an Injury occurs or a danger is spotted, the cause is immediately investigated and dealt with

All welfare facilities are clean and tidy

### **Post camp checks:**

Recording of incidents or accidents

If there is a serious or dangerous incident or accident then the manager must complete the accident report form on tapestry. If the incident affected a child, a note must be kept on the child's file.

If changes to the risk assessment are to be made, Seren Kids will ensure that staff are informed, and the relevant documents are updated.

### **Fire Safety**

Seren Kids understands the importance of fire safety, below we have outlined the following fire safety points:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored
- Children are introduced to the fire safety procedures during their settling in period
- All children are shown the location of fire exits and the fire assembly point
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside

- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance (and the school's policy) this is often conducted by the premises owner/school rather than Seren Kids themselves, but Seren Kids shall ensure that they have screened premises and school policies and discussed them with premises manager/leadership team prior to camps/clubs commencing.
- Each site has notices explaining the fire procedures which are positioned next to every fire exit

### **Fire prevention**

Seren Kids will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors
- Ensuring that Seren Kids No Smoking rule is always observed
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging or turning off all equipment before leaving the premises
- Storing any potentially flammable materials safely

### **In the event of a fire**

- A member of staff will raise the alarm and call the emergency services
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit
- A designated member of staff will be in charge of keeping a work device with registers on for each group of children attending camp/clubs and will ensure they take this with them to conduct register at meeting point
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation

- The premises will be checked by the Fire Safety Officer (Manager or Head Coach on site) and the register will be collected, providing that it is safe to do so
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so
- The register will be taken, and all children and staff accounted for
- If anyone is missing from the register, the emergency services will be informed

### **Responsibilities of the Fire Safety Officer**

Seren Kids Designated Fire Safety Officer is the Manager or Head Coach on site. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14899/fsra-5-step-checklist.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf).

The risk assessment should cover:

1. Identifying potential fire risks
2. Identifying people at risk
3. Evaluating the risks arising from the hazards identified and the means of minimising those risks
4. Recording the hazards, preparing a fire prevention plan, and sharing these with other members of staff
5. Reviewing the fire safety risk assessment on a regular basis

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

### **Health and Safety Policy**

Seren Kids considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Seren Kids has appropriate insurance cover, including public liability insurance.

Each member of staff follows Seren Kids Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending any Seren Kids settings
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedure

### **Responsibilities of the registered person**

The registered person for the setting holds ultimate responsibility and liability for the safe operation of a Seren Kids club or camp . The registered persons Hannah Clifford and Omar Green will ensure that:

All staff receive information on health and safety matters, and receive training where necessary

The Health and Safety policy and procedures are reviewed regularly, and staff understand and follow health and safety procedures. Resources are provided to help meet Seren Kids health and safety obligations.

All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### **Responsibilities of the manager**

Seren Kids managers are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to Seren Kids during opening hours, and where this is not possible;
- In the event the premises is being used by another party, Seren Kids will ensure that there are risk assessments in place for this, and that only appropriate third parties are within the premises, and that unknown parties are never left unsupervised around Seren Kids children.
- All Seren Kids equipment is safely and securely stored
- A mobile telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets
- External pathways are cleared in severe weather (as per the site policy)
- Daily environment checks are carried out in accordance with our Risk Assessment policy

## **Security**

Children are not allowed to leave Seren Kids premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities or a medical appointment).

All visitors to Seren Kids must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children, and are required to wear a lanyard portraying their Identity and whether they are to be supervised, or whether they have passed safer recruitment checks and may be unsupervised within the setting.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

## **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment, and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of straightaway.

We ensure that any flammable equipment is stored safely.

## **Food and personal hygiene**

Staff at Seren Kids maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

Key staff (anyone that touches any foods/snack) have completed Food and Hygiene Level 2.

A generally clean environment is maintained at all times. Toilets are cleaned daily, and soap and hand drying facilities are always available.

Waste is disposed of safely.

Staff ensure that children wash their hands before handling food or drink and after using the toilet.

Cuts and abrasions (whether on children or staff) are kept covered.

### **Dealing with body fluids**

Spillages of blood, vomit, urine, and faeces will be cleaned up immediately in accordance with our relevant policies which will include the safeguarding policy & first aid and medical policy.

### **Staffing**

Staff ratios and levels of supervision are always appropriate to the number, ages, and abilities of the children present, and to the risks associated with the activities being undertaken.

A minimum of two members of staff are on duty at any time.

The following minimum ratios are applied in all of our camps regardless of ability. However where there is a child with SEND or ALN, we will do everything reasonable within our capacity to ensure that we have additional staff present, and facilitations are made. Where there is a child that requires a staff:child ratio of 1:3, 1:2 or 1:1 we would only ever be able to make this facilitation with extra cost to the parent of



funding grants from relevant bodies. In the event a child or relevant body is able to accept the extra cost, and if we can ensure we have the capacity to safely provide the correct care for that child we would endeavour to do so. Please see our SEND and inclusion policy for further information.

Ratio aims not including SEND & ALN:

Age of Child	Minimum Staff: Child Ratio
4 - 5 years (Reception EYFS)	1:6
5 - 11 years	1:8

We aim to meet these ratios for the purpose of reaching our inclusion aims but on occasions this isn't possible we will always meet the following minimum ratios:

Age of Child	Minimum Staff: Child Ratio
4 - 5 years ( Reception EYFS)	1:8
5 - 11 years	1:14

In exceptional circumstances where it is not possible to meet our minimum ratio as set out above we would always comply with the minimum Ratios set by the DFE and EYFS framework.

[https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS\\_statutory\\_framework\\_for\\_group\\_and\\_school\\_-\\_based\\_providers.pdf](https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf)

Upon a child with SEND, ALN, pre-existing injuries, and/or allergies attending our camp we would ensure a risk assessment is in place for the individual child. This

individual risk assessment would also include if necessary a personal evacuation plan.

### **Monitoring**

The policy will be reviewed a year after development and then every 2 years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event such as change of premises

### **Uniform**

Parents are informed ahead of their child's attendance at our camps and clubs if they are required to wear certain clothing for health and safety reasons (i.e. trainers or appropriate attire for sport). If the child attending is not wearing the appropriate clothing, and it would not be safe for them to participate, we would offer them an alternative activity.

Coaches and staff must adhere to the uniform policy within the Staff Handbook as this exists to ensure health and safety of our staff and children.

Any additional attire required for health and safety purposes like PPE are referred to in the first aid policy.

(Last reviewed February 2025)

To be reviewed February 2027 or in the case of a change in legislation or regulations.

