# Brockham Arts Club – Health & Safety Policy (Buckland Park Lake)

Effective from: July 2025
Next review: July 2026

## 1. Statement of Intent

Brockham Arts Club is committed to providing a safe and healthy environment for all children, staff, and visitors. This policy outlines our approach to health and safety at our Buckland Park Lake site, where our Art Bus is based.

## 2. Supervision and Security

- The Art Bus operates within a designated, fenced area to ensure children's safety.
- Access to the area is controlled by staff, and children are not permitted to leave the fenced area without supervision.
- Staff maintain a safe child-to-adult ratio at all times.

## 3. Excursions and Outdoor Exploration

- Any excursions to the surrounding woodland or lakeside areas are risk assessed in advance.
- Children must wear high-visibility vests during all excursions outside the fenced area.
- At least one member of staff will carry a first aid kit and emergency contact details during all off-bus activities.
- Staff are briefed on emergency procedures and boundaries prior to each outing.

## 4. Risk Assessments

- Site-specific risk assessments are conducted regularly and reviewed each term or after any incident.
- Activity-based risk assessments (e.g. painting, use of tools) are carried out in advance.
- Staff are required to read and follow all relevant risk assessments.

## 5. First Aid and Medical Needs

- A fully stocked first aid kit is available on the Art Bus and carried during excursions.
- At least one paediatric first aid-trained staff member is present at all times.
- Any medical needs are discussed with parents in advance and managed according to our Medication Policy.

## 6. Fire Safety

- A fire extinguisher is kept on the Art Bus and checked regularly.
- Staff and children are familiar with fire evacuation procedures.
- Fire drills are carried out each half term or when new children join.

## 7. Hygiene and Cleanliness

- The Art Bus is cleaned daily and between sessions.
- Handwashing or sanitising is required before snacks, lunch, and after messy activities.
- Shared materials and tools are cleaned regularly.

## 8. Staff Responsibilities

- All staff are responsible for maintaining a safe environment.
- Hazards must be reported immediately to the session leader.
- All staff are trained in health and safety procedures during induction and refreshed annually.

## 9. Reporting Incidents

- All accidents, injuries, and near misses are recorded in the Accident Log.
- Parents are informed of any incidents at pick-up or by phone.
- Serious incidents are reported to Ofsted if required.

## 10. Contact

For more information about our Health & Safety procedures or to view our risk assessments, please contact:
📧 brockhamartsclub@outlook.com