



FunnClubb - Health and Safety Policy

1. Policy Statement

At The FunnClubb LTD, the health, safety, and well-being of every child, staff member, and visitor is our highest priority. We are fundamentally committed to providing a safe and secure environment for everyone involved in our provisions. This policy outlines the systems and procedures we have in place to manage risks effectively and ensure compliance with all relevant health and safety legislation.

2. Responsibilities

- **The Company is responsible for:**
 - Ensuring all policies are in place, fit for purpose, and reviewed annually.
 - Providing all necessary safety equipment, first aid supplies, and training for staff.
 - Ensuring all venues are suitable and that formal hire agreements are in place.
 - Acting as the main contact for reporting major incidents to Ofsted or other relevant authorities.
- **The Lead Coach (On-site Manager) is responsible for:**
 - Implementing this policy on a day-to-day basis at their specific camp location.
 - Conducting the daily safety sweep of the venue before children arrive.
 - Ensuring all staff are aware of the site-specific risk assessments and fire procedures.
 - Managing the response to any accident, incident, or emergency.
- **All Coaches are responsible for:**
 - Taking reasonable care of their own health and safety and that of the children in their care.

- Adhering to all health and safety procedures and risk assessments.
- Reporting any identified hazards or concerns immediately to the Lead Coach.
- Not misusing any equipment provided for safety purposes.

3. Key Procedures

- **Risk Assessments:**

- A comprehensive master risk assessment is in place for all standard camp activities.
- A site-specific risk assessment will be conducted for every venue, identifying and controlling any unique hazards.
- All coaches will be made aware of the risk assessments during their induction and morning briefings.

- **Accident and Emergency Procedures:**

- A designated **Paediatric First Aider** will be on site at all times.
- A fully stocked and clearly marked first aid kit will be kept at the registration desk.
- All accidents, no matter how minor, **must** be recorded on the digital or physical Accident/Incident Form.
- For serious incidents, staff will follow the "Major First Aid Incident" procedure outlined in the Emergency & Contingency Plan.
- Parents will be informed of any minor incidents (e.g., grazed knee) at pick-up. Parents will be contacted immediately in the event of any head injury or more serious incident.

- **Medication Administration:**

- We will only administer prescribed medication.
- Written consent **must** be obtained from the parent/carer, detailing the medication, dosage, and administration times.
- All medication will be stored securely in the first aid bag or another secure bag and will only be administered by the Lead Coach or Designated First Aider.
- A written record will be kept of all medication administered.

- **Food Hygiene & Allergies:**

- We operate a strict **NO NUTS** policy at all our camps. Parents are reminded of this in all communications.
- All staff are made aware of any children with allergies or specific dietary needs during the morning briefing.
- Children and staff must wash their hands before and after eating.

- **Fire Safety:**

- All staff will be trained on the specific fire evacuation procedure for the venue they are working in.
- A fire drill will be conducted with the children on the first morning of each camp week.
- The Lead Coach is responsible for taking the **Emergency Grab Bag** during any evacuation.
- **Site Security (Drop-off & Pick-up):**
 - The main entrance gate will be closed and secured at 9:30 AM.
 - No child will be allowed to leave with an adult who is not on the system without direct verbal or written confirmation from the primary parent/carer.
 - The pick-up process will be managed in an orderly fashion to ensure every child is signed out and collected safely.

Policy Review

This policy will be reviewed annually, or sooner if there are any changes in legislation or guidance.

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