



THE FUNNCLUBB LTD & THE FUNNCLUBB OOS – HEALTH AND SAFETY POLICY

1. Policy Statement and Legal Framework

At The FunnClubb LTD and The FunnClubb OOS, the health, safety, and holistic well-being of every child, staff member, and visitor across our holiday provisions is our absolute priority. We are fundamentally committed to maintaining a secure, hazard-free environment. This policy defines our mandatory operational systems for risk management, emergency preparedness, and site security. This policy strictly complies with the Health and Safety at Work etc. Act 1974, Section 3 (Safeguarding and Welfare Requirements) of the Early Years Foundation Stage (EYFS) Statutory Framework, and Ofsted Childcare Register regulations.

2. Organisational Responsibilities

- The Company (Directors) is responsible for:

1. Ensuring all regulatory policies are structurally sound, legally compliant, and reviewed annually.
2. Supplying fully stocked, HSE-compliant First Aid Kits and personal protective equipment (PPE).
3. Verifying that comprehensive venue hire agreements and structural safety certificates are active for all sites.
4. Executing mandatory statutory reporting to Ofsted, the Health and Safety Executive (RIDDOR), and local authorities during major incidents.

- The Lead Coach (On-Site Manager) is responsible for:

1. Enforcing daily compliance with this policy on the camp floor.
2. Conducting a mandatory physical "Daily Safety Sweep" of all indoor and outdoor areas before any children arrive.
3. Ensuring all arriving staff are briefed on site-specific risk assessments, evacuation exits, and the locations of medical supplies.
4. Leading the immediate operational response to any accident, injury, or venue emergency.

- All Group Coaches are responsible for:

1. Maintaining continuous active supervision of their assigned camper cohorts.
2. Taking reasonable care of their own health and safety and that of the children in their immediate care.
3. Operating strictly within agreed sports risk assessments and reporting any dynamic hazard to the Lead Coach instantly.

3. Statutory Environmental Safety Standards

- Strict Smoking, Vaping, and Substance Prohibition:

In strict accordance with EYFS statutory frameworks, smoking and vaping are absolutely prohibited across all indoor and outdoor areas of the venue at all times when childcare provisions are operational. Staff must never smoke or vape while in uniform or within sight of the venue perimeter. Furthermore, staff are strictly forbidden from being under the influence of alcohol, cannabis, or any other substance (including sedating prescription medications) that may impair their cognitive ability, alertness, or capacity to safeguard children.

- Dynamic Hazard Mitigation & Venue Defects:

If a physical hazard or structural defect is identified during the daily safety sweep or active camp hours (e.g., broken glass, faulty door locks, exposed wiring):

1. The area will be instantly isolated and cordoned off to prevent any child access.
2. The Lead Coach will immediately issue a formal written defect notification to the school's Site Manager/Caretaker for urgent resolution.
3. The issue will be escalated to the corporate directors to evaluate if room re-allocation or temporary activity suspension is required.

4. Medical and First Aid Governance

- Paediatric First Aid (PFA) Mandate:

The FunnClubb LTD and The FunnClubb OOS guarantees that at least one practitioner holding a current, full, and accredited Paediatric First Aid (PFA) certificate will be physically present on the premises and immediately available at all times when children are on site.

- First Aid Kit Maintenance:

First Aid Kits are located permanently at the main welcome desk and within the mobile Emergency Grab Bag. The Lead Coach will audit the content of all kits weekly to ensure all sterile items are within expiry dates and fully replenished.

- Administering Medication:

Prescription medication will only be administered if prior written, signed consent is obtained from the parent/carer via our formal Medication Administration Form, detailing the exact dosage, storage requirements, and administration times. Medication must be in its original pharmacy packaging, clearly labeled with the child's name. A digital log must be completed immediately following any administration.

5. Food Hygiene, Allergies, and Fire Safety

- Nut-Free Mandate & Contamination Controls:

We operate a strict zero-tolerance NO NUTS policy across all camp venues. Staff will cross-reference the Class4Kids master register during the morning briefing to identify all children with severe allergies. Children and staff must perform thorough handwashing before and after eating.

- Fire Safety Protocols:

All staff are trained on the site-specific fire evacuation pathways of their assigned venue on Day 1. A formal, timed fire drill will be executed with all participating children on the first morning of every camp week. The Lead Coach is solely responsible for clearing the welcome area and carrying the Emergency Grab Bag (containing backup paper registers, child medical files, and emergency contacts) during any evacuation.

6. Site Security (Drop-Off and Pick-Up Protocols)

- Access Control: All external school gates and perimeter entrance doors will be physically locked and secured at 9:30 AM following morning registration.

- Controlled Handover: No child will be permitted to depart the camp floor with any adult who is not explicitly named as an authorised collection contact on our Class4Kids database, unless direct, verified verbal or written authorisation is provided by the primary parent/carer. The pick-

up process will be managed meticulously to ensure every individual is checked and digitally signed out.

Policy Review Details

- Company: The FunnClubb LTD and The FunnClubb OOS
- Director / DSL: Reuben Agilinko
- Approved Version: 1.2
- Date of Review Approval: 30th June 2026