



# HEALTH & SAFETY POLICY

**Pins & Needles** believes that the health and safety of children and young people is of paramount importance. To minimise the hazards and risks all staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times. Enabling all children and young people to thrive in a healthy and safe environment.

## AIM

**Pins & Needles** aims to ensure the health safety and welfare of all children, young people, parents/carers, staff, volunteers, and any other who may be affected by the Club's activities and actual existence. *The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999* and their associated *Approved Code of Practice (ACOP)* and guidance will be complied with at all times

## METHODS

The person responsible for Health and Safety is Michele Hall. The Manager and Staff will always strive to go beyond the minimum statutory standards to ensure Health and Safety remains the first priority.

## RISK ASSESSMENT

Our risk assessment process includes:

- Continually checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults, volunteers, children, young people and visitors.
- deciding which areas need attention; and
- developing an action plan which specifies the action required.

## INSURANCE COVER

The Children Act 2006 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on **Pins & Needles**. Therefore, **Pins & Needles** has insurance cover appropriate to its duties under this legislation, including Employer Liability Insurance

## AWARENESS RAISING

- Our induction for staff, students and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

The induction of staff and students covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances (COSH).

- We adhere to the individual school or setting's Health & Safety policy
- Children and young people are made aware of health and safety issues through discussions, planned activities and routines

## CHILDREN'S SAFETY

- Only persons who have been suitably checked have unsupervised access to the children and young people.
- All children and young people are supervised by adults at all times.

## SECURITY

- Systems are in place for the safe arrival and departure of children and young people.

## HYGIENE

- Our routines encourage children and young people to learn about hygiene.
- We implement good hygiene practices by: not sharing pins, needles or scissors as well as encouraging children to wash their hands before and after eating at our clubs, parties or workshops.



## ACTIVITIES

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of children and young people at **Pins & Needles**
- The layout of equipment allows adults, children and young people to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items removed, stored safely and are repaired or discarded.
- All activities are constantly supervised.
- Children/young people are taught to handle tools and equipment safely.
- Children/young people who are sleeping are checked regularly.
- Children/young people learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## FOOD AND DRINK

- Adults do not have hot drinks during our clubs, parties and workshops
- Snacks are appropriately supervised and children and young people are discouraged from walking about with food and drinks.
- Fresh drinking water is available to the children and young people at all times.
- We operate systems to ensure that children and young people do not have access to food and drink to which they are allergic. Snacks are never shared amongst children and no nuts or sweets are allowed at our clubs and workshops.

## FIRST AID AND MEDICATION

At least one member of staff with a current first aid/paediatrics training certificate (relevant to children and young children) is on the premises at any one time. The first aid qualification includes first aid training for children and young people.

Each club, party or workshop leader carries a first aid kit which:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children and young people

At the time of registration, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents electronically sign and date their written approval.

## OUR ACCIDENT LOG

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child/young person or adult. Any injury requiring General Practitioner or hospital treatment to a child/young volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done)

Children and young people's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children and young people. Parents give prior written permission for the administration of medication.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

## SAFETY OF ADULTS

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.



## RECORDS

In accordance with the National Standards for Day Care, we keep records of:

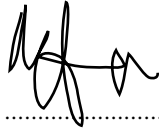
- adults authorised to collect children from **Pins & Needles**
- the names, addresses and telephone numbers of emergency contacts in case of child's or young persons illness or accident;
- the allergies, dietary requirements, illnesses and SEN of individual children and young people.
- the attendance of children young people, staff, volunteers and visitors;
- accidents; and
- incidents.

## Related policies

All relevant policies enforced by a club's setting (eg primary school) including: Fire Safety and Risk Assessment; Health and Safety.

**Pins & Needles** own related policies: Child protection/safeguarding policy; Safety rules; Risk Assessment policy; Accident Log; Prior parental consent for emergency treatment. (Registration Form).

This policy was adopted by: Pins & Needles Club Ltd.

Date: 01/08/2026 Signed (by Manager/Director):  To be reviewed: 31/07/2027

MICHELE HALL

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.65]*