

## **Health and Safety Policy for Young Designers Academy**

### **1. Purpose**

The purpose of this policy is to ensure the health, safety, and welfare of all participants, staff, and volunteers at the Young Designers Academy. It aims to provide a safe environment where children can engage in creative activities while minimising the risk of accidents, injuries, or illness.

### **2. Scope**

This policy applies to all children, staff, volunteers, and visitors attending or participating in the Young Designers Academy after school club.

### **3. Responsibilities**

- Club Organisers and Staff are responsible for ensuring the health and safety of all participants by following and enforcing safety guidelines, conducting regular risk assessments, and maintaining a safe environment.
- Parents/Guardians are responsible for providing accurate health information about their children and ensuring that their children are aware of basic safety rules.
- Children must follow the safety instructions provided by staff and use materials responsibly to avoid accidents.

### **4. General Safety Guidelines**

- A first aid kit will be available and easily accessible during all sessions.
- Emergency contact information for all children must be provided by parents/guardians and kept on file.
- Emergency procedures, including fire evacuation routes, will be clearly displayed and communicated to all staff and children.

## **5. Risk Assessments**

- Regular risk assessments will be conducted to identify potential hazards related to the materials used (e.g., paints, scissors, glue) and activities performed.
- Risk assessments will be reviewed and updated periodically or when new materials or activities are introduced.

## **6. Safe Use of Materials and Equipment**

- All art materials and tools used in the club will be age-appropriate.
- Scissors, craft knives, and other sharp objects will only be used under supervision and locked away after use.
- Children must use protective equipment such as aprons, gloves, and safety goggles when necessary.
- Workspaces will be kept clean and organised to minimize the risk of accidents.

## **7. Hygiene and Cleanliness**

- Handwashing will be encouraged before and after sessions, particularly when working with materials like paint, glue, or clay.
- Surfaces, tools, and equipment will be regularly cleaned and disinfected to prevent the spread of germs.
- Spills and breakages will be cleaned up promptly to avoid slips, trips, and falls.

## **8. Supervision**

- Adequate supervision will be provided at all times, with a suitable ratio of adults to children based on age and activity.
- Staff will be trained in recognizing signs of distress or illness and will act accordingly to ensure children's safety and wellbeing.

- Any behavioural issues that may compromise safety will be addressed immediately, and parents/guardians will be informed as necessary.

## **9. Fire Safety**

- The location of fire exits, alarms, and extinguishers will be known to all staff, and fire drills will be conducted regularly.
- All participants will be briefed on fire evacuation procedures at the start of the program.
- In the event of a fire, staff will lead the children to the designated assembly point and ensure everyone is accounted for.

## **10. Incident Reporting**

- Any accidents, injuries, or near misses will be documented in an incident report and shared with the parents/guardians of the children involved.
- Serious incidents will be reported to the appropriate authorities where required.

## **11. Medical and Allergy Information**

- Parents/Guardians must provide information regarding any allergies or medical conditions their child may have.
- Art supplies used in the club will be checked for potential allergens, and alternative materials will be provided where necessary.
- Medication (if needed) must be provided with clear instructions, and only designated staff will administer it.
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## **12. COVID-19 Safety Measures (if applicable)**

- Social distancing guidelines will be followed as per local health authority recommendations.
- Masks may be required depending on current health advisories.

- Hand sanitizers will be provided, and high-touch surfaces will be disinfected regularly.

### **13. Review of Policy**

This policy will be reviewed annually or whenever there is a significant change in procedures, materials, or health and safety legislation.

### **14. Approval**

This policy has been approved by the Young Designers Academy management and must be adhered to by all staff, volunteers, and participants.

This policy is intended to protect the well-being of all participants in the Young Designers Academy, ensuring a safe and enjoyable environment for creative expression.