

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 recognising 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.