
Freestyle Wraparound Club – Health & Safety Policy

Updated August 2025

Our Commitment

At Freestyle Wraparound Club, the health, safety, and wellbeing of children, staff, and all visitors is our highest priority. We aim to provide a safe environment and activities that are risk-assessed and delivered in line with all relevant health and safety legislation. Our goal is to identify, manage, and reduce any controllable risks so that everyone in our care is kept safe.

Responsibilities

- **Overall Responsibility:** The Club Director oversees all health and safety arrangements.
- **All Staff:** Every staff member must follow this policy, carry out safety checks, and take reasonable steps to safeguard themselves, colleagues, children, and visitors.

Our Health & Safety Measures

Training & Checks

- All staff receive health and safety training, with records kept to ensure it is up to date.
- Safeguarding training is provided for all staff.
- First aid training is given to designated staff, and additional training is provided for administering specific medication (e.g., anti-seizure medication).
- Food handlers must complete certified Food Hygiene training.
- Regular equipment and facility checks are carried out, with unsafe items removed or reported.
- Accident and incident records are kept for at least 3 years.

Safe Environment

- All spaces are set up and checked for safety before sessions start.

- Children are not allowed in the kitchen without supervision; cleaning products are stored securely out of reach.
- Arrival and collection are logged via registers, with parents responsible for keeping emergency and health details up to date.
- All bookings are made through **Enrolmy** to ensure correct safeguarding and health details are recorded.

Working in Schools

- Staff follow the host school's policies and procedures (e.g., fire evacuation).
- When attending a new school, staff must familiarise themselves with local safety arrangements.
- Any hazards on site must be reported to the school and to the Club Manager.

Risk Assessment

- Robust risk assessments are completed for all activities and venues.
 - Hazards are controlled or eliminated where possible.
 - Staff follow all safety codes of practice and use any required protective equipment.
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First Aid Procedure

- Only trained first aiders may administer first aid.
 - Appropriate treatment is given based on the injury.
 - All incidents are recorded on accident forms, with parents informed.
 - For head injuries, the correct school documentation is also completed if during school hours.
 - Serious injuries are recorded and acted upon immediately.
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Fire Safety Procedure

- All staff and children take part in regular fire drills.
- Staff know the location of fire exits, assembly points, and fire equipment.
- In the event of a fire, staff will calmly escort children to the nearest safe assembly point—leaving belongings behind.

- Registers are taken at the assembly point; if anyone is missing, emergency services are called.
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Ongoing Safety Management

- Regular team meetings ensure all staff are informed about new risks, safety updates, and changes to procedures.
 - Managers carry out daily checks with their teams to identify and address potential hazards.
 - The Director ensures adequate funding and resources for all health and safety measures.
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By following this policy, Freestyle Wraparound Club ensures that every child enjoys activities in a safe, well-managed, and supportive environment.
