



## **Health and Safety Policy for Art Camps**

### **Introduction**

The safety and well-being of children, staff, and visitors at our art camps are of paramount importance. This Health and Safety Policy outlines the measures and procedures in place to ensure a safe, healthy, and enjoyable environment for all participants.

### **Policy Objectives**

1. To provide a safe and healthy environment for all attendees, including children, staff, volunteers, and visitors.
2. To prevent accidents, injuries, and health-related incidents by identifying and mitigating potential risks.
3. To ensure compliance with all relevant health and safety legislation and best practices.

### **Scope**

This policy applies to all art camp activities, including workshops, excursions, and on-site events. It encompasses all staff, volunteers, children, parents/guardians, and visitors.

### **Key Responsibilities**

1. **Management:**
  - Ensure all staff are trained in health and safety procedures, including first aid and emergency protocols.
  - Conduct regular risk assessments and implement necessary safety measures.
  - Maintain and review this policy annually to ensure its effectiveness.
2. **Staff and Volunteers:**
  - Follow all health and safety guidelines and procedures.
  - Report hazards, incidents, or near-misses to the designated Health and Safety Officer immediately.
  - Supervise children to ensure safe behavior during all activities.
3. **Parents/Guardians:**
  - Provide accurate medical and emergency information for their children.
  - Inform staff of any special needs, allergies, or health conditions.
4. **Children:**

- Adhere to the camp's rules and guidelines to ensure their own safety and that of others.

## **Procedures and Measures**

### **1. General Safety:**

- Ensure all materials and equipment used in art activities are non-toxic, age-appropriate, and stored safely.
- Keep walkways clear of hazards, and ensure fire exits are accessible at all times.
- Supervise all activities to prevent accidents or misuse of equipment.

### **2. First Aid:**

- A trained first aider will be on-site at all times.
- First aid kits will be readily available and regularly checked and replenished.
- All accidents and injuries will be recorded in the accident book and reported to parents/guardians as appropriate.

### **3. Fire Safety:**

- Conduct regular fire drills to familiarize staff and children with evacuation procedures.
- Maintain fire extinguishers and smoke alarms in accordance with fire safety regulations.
- Display clear fire exit signs and ensure all exits are unobstructed.

### **4. Hygiene and Cleanliness:**

- Provide access to handwashing facilities and ensure children wash hands before eating and after messy activities.
- Clean and disinfect shared spaces, equipment, and materials daily.
- Ensure proper disposal of waste to maintain a clean environment.

### **5. Safeguarding and Child Protection:**

- All staff and volunteers must undergo safeguarding training and be aware of the camp's safeguarding policy.
- Any concerns regarding a child's welfare must be reported to the designated safeguarding officer.

### **6. Allergies and Medical Conditions:**

- Collect detailed information about any allergies or medical conditions from parents/guardians during registration.
- Avoid allergenic materials (e.g., nuts in packed lunches or snacks).
- Ensure access to prescribed medications such as EpiPens or inhalers as needed.

### **7. Emergency Procedures:**

- Display emergency contact numbers and procedures clearly at all camp locations.
- Ensure all staff are trained in emergency response, including evacuation and lockdown protocols.

## **Risk Assessments**

- Risk assessments will be conducted for all activities and locations to identify and mitigate potential hazards.
- Specific attention will be given to activities involving tools, equipment, or outdoor excursions.

**Policy Review**

This Health and Safety Policy will be reviewed annually or as required to incorporate changes in legislation or camp activities.

Signed: **J Wiltshire**

Date: **09.12.2024**

Position: **Camp Director**