



Turning Heads Saturday Club (SEND 13+)

Health & Safety Policy

1. Policy Statement

Turning Heads Saturday Club is committed to providing a **safe, secure, and healthy environment** for all children and young people aged **13 years and above with SEND**, staff, volunteers, and visitors.

We comply with relevant UK health and safety legislation, including:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health (COSHH) Regulations
- Equality Act 2010 (where relevant to safe access and inclusion)

The safety and wellbeing of children is our **highest priority**.

2. Aims of this Policy

We aim to:

- Prevent accidents and reduce risk wherever reasonably practicable
 - Provide a safe environment for SEND children with appropriate adjustments
 - Ensure all staff understand and follow safe working practices
 - Maintain clear procedures for emergencies, incidents, and first aid
 - Promote a culture of safety awareness and responsibility
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3. Responsibilities

3.1 Management / Provider Responsibility

The management team is responsible for:

- Overall health and safety compliance
 - Ensuring risk assessments are completed and reviewed
 - Providing adequate staffing levels for safe supervision
 - Ensuring staff training is up to date
 - Maintaining safe premises and equipment
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3.2 Staff Responsibilities

All staff must:

- Take reasonable care of their own safety and that of others
 - Follow all risk assessments and safety procedures
 - Report hazards, incidents, or near misses immediately
 - Supervise children at all times appropriate to their needs
 - Use equipment safely and appropriately
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3.3 Children and Young People

Children are supported (in line with SEND ability) to:

- Follow simple safety rules and instructions
 - Move safely around the environment
 - Ask for help when needed
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4. Risk Assessments

Risk assessments are carried out:

- Before new activities are introduced
- For all venues and environments used
- For individual children where required (SEND-specific risk assessments)

Risk assessments consider:

- Physical environment hazards
- Activity-specific risks
- Staffing ratios and supervision needs
- Individual SEND needs (e.g., sensory, behavioural, medical)

All risk assessments are:

- Written, recorded, and stored securely
 - Reviewed regularly or following incidents/changes
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5. Supervision and Safeguarding in Activities

The club ensures:

- Appropriate staff-to-child ratios at all times
- Enhanced supervision for children with higher needs
- Clear boundaries between safe play and unsafe behaviour
- Continuous monitoring during indoor and outdoor activities

Staff use proactive strategies to prevent risk escalation.

6. Premises Safety

The environment is checked regularly for:

- Trip hazards
- Safe access and exits
- Cleanliness and hygiene
- Safe storage of equipment
- Secure entry/exit points

Fire exits are:

- Clearly marked
 - Unobstructed at all times
 - Included in evacuation procedures
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7. Fire Safety and Emergency Procedures

The club maintains:

- A written fire evacuation plan
- Regular checks of alarms and exits (where applicable)
- Clear assembly points
- Staff awareness of emergency procedures

In the event of fire or emergency:

- Children are evacuated safely and calmly
 - Registers are taken immediately
 - Emergency services are contacted if required
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8. First Aid and Medical Needs

- At least one trained **First Aider** is present during sessions
- First aid kits are fully stocked and accessible
- All incidents are recorded in an accident log
- Parents/carers are informed of any injury or incident

Where children have medical needs:

- Individual care plans are followed
 - Medication is stored and administered safely (with consent)
 - Allergies and medical risks are clearly documented
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9. Accident, Incident and Near Miss Reporting

The club maintains a formal reporting system for:

- Accidents
- Injuries
- Near misses
- Safeguarding-related incidents

All reports include:

- Date, time, and location
- Description of incident
- Action taken
- Staff involved
- Follow-up actions

Serious incidents are escalated in line with safeguarding procedures and RIDDOR requirements where applicable.

10. Safeguarding and Health & Safety Link

Health and safety is closely linked to safeguarding.

The club ensures:

- Unsafe environments are treated as safeguarding concerns where appropriate
 - All staff are trained to identify risks to children's welfare
 - Immediate action is taken where a child is at risk of harm
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11. Hygiene and Infection Control

The club promotes high standards of hygiene:

- Regular handwashing routines
 - Cleaning of equipment and surfaces
 - Safe disposal of waste
 - Infection control procedures when required
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12. COSHH (Hazardous Substances)

Where applicable:

- Cleaning products and substances are stored securely
 - Safety data sheets are available
 - Staff are trained in safe use and handling
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13. Outdoor Activities and Off-Site Visits

For external activities:

- Specific risk assessments are completed
 - Transport safety procedures are followed
 - Staff supervision ratios are increased if needed
 - Emergency contact and consent forms are required
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14. Monitoring and Review

Health and safety practices are:

- Reviewed regularly by management
- Updated following incidents or changes in guidance
- Supported by staff supervision and training
- Subject to continuous improvement

This policy is reviewed **annually or sooner if required**.

Approval

Approved by:

Name: Colette Palmer

Position: Saturday Club Leader / DSL

Signature: 

Date: 3rd September 2026