Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Health & Safety Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose

The purpose of this Health and Safety Policy is to ensure the well-being, health, and safety of all children, staff, volunteers, visitors, and anyone else affected by GGCP's operations. This policy establishes standards and practices that meet the requirements of Care Inspectorate Wales (CIW), the Health and Safety at Work Act, and Welsh Government guidelines, promoting a safe, inclusive, and secure environment for all.

2. Scope

This policy applies to all GGCP staff, trustees, volunteers, children, and visitors. It covers all premises, activities, and events organized by GGCP, ensuring compliance with health and safety legislation and best practices in safeguarding children and staff.

3. Policy Statement

GGCP is committed to:
- Providing a safe, secure, and healthy environment for all children, staff, and visitors.
- Preventing accidents, injuries, and incidents by implementing effective safety measures.
- Ensuring compliance with relevant health and safety legislation, CIW standards, and Welsh Government requirements.
- Continuously reviewing and improving health and safety practices through regular risk assessments, training, and feedback.

4. Health and Safety Responsibilities

4.1 Board of Trustees
- The Board of Trustees has overall responsibility for health and safety at GGCP, ensuring that policies, procedures, and resources are in place to maintain a safe environment.
- Trustees will review the effectiveness of health and safety policies annually or as required and monitor compliance.

4.2 Health and Safety Officer
- GGCP will appoint a Health and Safety Officer responsible for implementing health and safety measures, coordinating risk assessments, and ensuring that daily practices meet regulatory standards.
- The Health and Safety Officer will report to the Board of Trustees on health and safety matters, recommending improvements when necessary.

4.3 Staff and Volunteers
- All GGCP staff and volunteers are responsible for following health and safety procedures, identifying and reporting potential hazards, and ensuring a safe environment for children and colleagues.
- Staff and volunteers must participate in health and safety training and follow protocols for handling emergencies, first aid, and evacuations.

5. Health and Safety Procedures

5.1 Risk Assessments
- GGCP will conduct regular risk assessments for all premises, equipment, activities, and events, ensuring any hazards are identified, assessed, and mitigated.
- Risk assessments will be documented, reviewed at least annually, or updated whenever there are changes to activities, equipment, or facilities.

5.2 First Aid and Medical Emergencies
- GGCP will ensure that at least one qualified first aider is present at all times and that first aid supplies are easily accessible and regularly checked.
- Staff will be trained to respond to medical emergencies, administer first aid, and document any incidents or injuries accurately.

5.3 Fire Safety and Emergency Procedures

- GGCP will conduct regular fire drills, ensuring all staff, volunteers, and children understand evacuation procedures and designated assembly points.
- Fire exits, alarms, and equipment will be regularly inspected to ensure compliance with fire safety standards.
- An emergency evacuation plan will be displayed in all rooms, with clear instructions for evacuation routes and procedures.

5.4 Food Safety and Hygiene
- GGCP will adhere to food hygiene standards, ensuring that all staff handling food are trained in food safety and follow proper food preparation, storage, and serving procedures.
- All surfaces and equipment used for food preparation will be regularly cleaned and sanitized.
- Dietary requirements and food allergies of children will be noted and strictly adhered to, ensuring the safety and health of all children.

5.5 Cleaning and Infection Control
- GGCP will maintain high standards of cleanliness, regularly cleaning and disinfecting all areas, including play areas, bathrooms, and kitchen facilities.
- Staff will follow infection control guidelines to prevent the spread of illnesses, including proper handwashing, use of personal protective equipment (PPE) when necessary, and immediate cleaning of any bodily fluids.
- During outbreaks of contagious illnesses, GGCP will follow public health guidelines to minimize risks, inform parents, and take necessary actions to safeguard all children and staff.

6. Supervision and Security

6.1 Supervision of Children
- GGCP will maintain appropriate adult-to-child ratios at all times, ensuring that children are supervised effectively, especially during outdoor activities, outings, and transitions.
- Staff are responsible for regular headcounts and ensuring that children are within sight and hearing distance at all times.

6.2 Security Measures
- Entry to GGCP premises will be controlled, with access limited to authorized individuals, and visitors required to sign in and out.
- Staff will monitor entrances and exits during drop-off and pick-up times to ensure that only authorized individuals collect children.
- GGCP will ensure that all areas accessible to children are secure, with gates, doors, and windows locked as appropriate to prevent unauthorized access or egress.

7. Training and Awareness

7.1 Health and Safety Training
- All GGCP staff and volunteers will receive health and safety training as part of their induction and through regular refresher sessions. Training will include first aid, fire safety, risk assessment, manual handling, and infection control.
- Additional training on specific topics, such as food safety or safeguarding, will be provided as needed to ensure compliance with CIW and health and safety standards.

7.2 Communication and Awareness
- Health and safety information will be displayed on notice boards, including emergency contacts, evacuation procedures, and health and safety responsibilities.

- Staff will communicate health and safety practices to children in age-appropriate ways, encouraging safe behaviour and awareness of their environment.

8. Accident and Incident Reporting

8.1 Reporting Procedures
- All accidents, incidents, or near misses will be documented on GGCP's accident/incident report form and reviewed by the Health and Safety Officer.
- Serious incidents will be reported to the Board of Trustees, Care Inspectorate Wales, and, if required, the Health and Safety Executive (HSE) in compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

8.2 Investigation and Follow-Up
- GGCP will investigate any incidents to identify root causes and implement corrective actions to prevent recurrence.
- The findings and any resulting changes to procedures will be shared with staff to improve safety practices.

9. Monitoring and Review

9.1 Regular Monitoring
- GGCP's Health and Safety Officer will conduct regular inspections of the premises, equipment, and procedures, identifying areas for improvement and ensuring compliance with health and safety standards.
- Routine checks will be documented and any necessary actions promptly addressed.

9.2 Annual Review of Policy
- This policy will be reviewed annually by the Board of Trustees to ensure ongoing compliance with CIW, Welsh Government standards, and any updates to health and safety legislation.
- Feedback from staff, parents, and trustees will inform improvements to health and safety practices and the policy's effectiveness.

10. Compliance with CIW, Health and Safety at Work Act, and Welsh Government Guidelines

This policy is designed to meet the requirements set out by Care Inspectorate Wales, the Health and Safety at Work Act, and all other relevant health and safety guidelines in Wales. GGCP will ensure that all health and safety practices, equipment, and facilities comply with regulatory standards and best practices to safeguard children and staff.

11. Policy Communication

GGCP will ensure this policy is accessible to all staff, trustees, volunteers, and parents. Staff will be trained on the contents of the policy as part of their induction and updated on any changes during annual reviews.

12. Contact Information

For any health and safety concerns, questions, or to report an issue, please contact:
- Chair of Trustees: Mrs Jan MacDonald (01978 852342 or playgroup@allsaints-pri.wrexham.sch.uk)

- Responsible Individual: Mr Richard Hatwood (01978 852342 or headteacher@allsaints-pri.wrexham.sch.uk)