



Health and Safety Policy

Created April 2025, review date April 2026

Part 1: Statement of Intent

KRCA is fully committed to providing a safe and healthy environment for all children, staff, volunteers, parents, and visitors. We recognise our legal and moral responsibility to take all reasonably practicable steps to prevent accidents, injuries, and ill health. Our aim is to maintain high standards of health and safety through proactive planning, staff training, continuous monitoring, and a strong culture of safety awareness.

As the Director of KRCA, I accept overall responsibility for the implementation of this policy and for ensuring that appropriate resources are made available to maintain a safe and healthy environment for everyone involved in our programmes and activities.

Kate Rogers

Director, KRCA

Date: 20th April 2025

Part 2: Responsibilities for Health and Safety

To ensure health and safety standards are maintained and improved, the following roles have specific responsibilities:

- - Director (Health & Safety Lead): Oversees all aspects of health and safety policy, implementation, and review.
- Lead Facilitator: Conducts risk assessments, ensures daily operational safety, and manages emergency procedures.
- - First Aid Coordinator: Maintains first aid kits, records incidents, and ensures presence of trained first aiders during sessions.
- - All Staff and Volunteers: Must take reasonable care of their own safety and the safety of others, report hazards, and comply with health and safety procedures.

Part 3: Arrangements for Health and Safety

To achieve the aims of this policy, KRCA will implement the following arrangements:

- Conduct risk assessments for all venues and activities, reviewed regularly.
- Provide any necessary health and safety training to team members.
- Ensure first aid kits are present and stocked at all venues, with designated first aiders available at all sessions.
- Display and communicate emergency evacuation procedures clearly at each venue.
- Regularly inspect and maintain equipment to ensure safety and suitability.
- Monitor and log all accidents and incidents; conduct reviews to prevent recurrence.
- Ensure staff-to-child ratios comply with current guidance and are appropriate for the activity.
- Promote a culture of reporting hazards and near-misses without fear of blame.
- Ensure safe access to and from buildings and secure areas for children.