



GEMS PERFORMING ARTS & GEMS HOLIDAY CLUBS

HEALTH AND SAFETY POLICY

Gems Performing Arts & Gems Holiday Clubs considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The Club maintains appropriate insurance cover, including employer's liability insurance and public liability insurance

1. Duties and Responsibilities

Staff Responsibilities

Each member of staff follows the Club's Health and Safety policy and is responsible for:

- Maintaining a safe and healthy environment.
- Taking reasonable care for the health and safety of themselves and others attending the Club.
- Reporting all accidents, incidents, and near-misses which have caused injury or damage, or may do so in the future.
- Undertaking relevant health and safety training when required to do so by management.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to formal disciplinary procedures.

Responsibilities of the Registered Person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Club. The registered persons are **Melissa McKeigue** and, in her absence, **Marcella Carrelli**.

They ensure that:

- All staff receive comprehensive information on health and safety matters, as well as required training.
- The Health and Safety policy and associated procedures are reviewed regularly.
- Staff understand and actively follow all health and safety procedures.
- Risk assessments are annually updated and strictly followed.
- All accidents, incidents, and dangerous occurrences are properly reported, recorded, and investigated. This includes notifying Ofsted (in accordance with Voluntary Childcare Register requirements), child protection agencies, and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) where appropriate.

- All reported accidents, incidents, and near-misses are reviewed to implement appropriate preventative measures.

Responsibilities of the Manager

The Club's Manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated, and maintained at an appropriate temperature.
- Rooms hired are solely available to and used by our Club during operating hours.
- All Club equipment is inspected and used safely.
- First aid kits are fully stocked, checked regularly, and easily accessible.
- External pathways and access routes are kept clear and safe.
- Daily environment checks are carried out in accordance with our Risk Assessments.
- Any facilities issues or repairs are reported promptly to the venue and lettings manager.

2. Security & Site Access

- **Child Supervision:** Children are not permitted to leave the Club premises during a session unless prior written authorisation has been provided by parents/carers (e.g., to attend extra-curricular activities or written agreement that the child may travel home independently).
- **Door Security:** During sessions, all external doors are kept secured, with the exception of emergency fire doors (which are alarmed). Entrance and exit points are monitored throughout operating hours.
- **Visitor Access:** All visitors must contact the Gems mobile phone directly upon arrival; the Manager will meet them at the front gate. Visitors will never be left unsupervised with children.
- **Staff Sign-In:** Staff members must sign in with the Manager at the beginning of each day.
- **Review:** Security procedures are regularly reviewed by management in consultation with staff and parents.

3. Food Safety, Personal Hygiene, and Infection Control

- **Hygiene Standards:** Staff maintain high standards of personal hygiene and take all practical measures to control and prevent the spread of infection.
- **Clean Environment:** A clean environment is maintained at all times. Toilets are checked regularly, ensuring liquid soap and hand-drying facilities are fully stocked.
- **Food Handling:** Children wash hands prior to eating/drinking and after using toilet facilities.
- **Wound Care & Body Fluids:** Cuts or abrasions on staff or children are kept covered. Spillages of blood, vomit, urine, or faeces are cleaned up immediately following proper infection control procedures.
- **Waste Management:** Bins are covered, emptied daily, and disposed of safely in coordination with the venue.

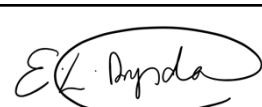
4. Allergy Management & Best-Practice Alignment (Benedict's Law Principles)

Gems Performing Arts & Gems Holiday Clubs takes allergy safety and the prevention of anaphylaxis extremely seriously. Although statutory duties under Benedict's Law directly target maintained schools, our setting aligns with these best-practice principles across all camps and sessions:

- **Strict Allergen Restrictions:** Gems operates a strict **No Nuts / No Sesame Zone** policy across all venues and sessions. Parents and carers are informed prior to attendance that packed lunches, snacks, and treats must not contain nuts or sesame products.
- **Individual Healthcare Plans (IHPs):** Parents/carers must disclose all known allergies and medical conditions during registration. Any child attending with a known severe allergy or prescription medication must have an agreed Individual Healthcare Plan (IHP) in place before attending their first session.
- **Adrenaline Auto-Injectors (AIs):** Children diagnosed with severe allergies/anaphylaxis must have an in-date Adrenaline Auto-Injectors (e.g., EpiPen, Emerade, Jext) provided to the setting in their original packaging with medical labels intact. AIs are stored safely in an accessible, unlocked location known to all staff members.
- **Staff Training & Awareness:** Staff and designated first aiders complete regular allergy awareness and emergency anaphylaxis response training, including the recognition of allergy symptoms and prompt administration of AIs.
- **Cross-Contamination & Mealtimes:** Staff actively supervise meal/snack times to ensure children do not share food or drinks and that tables are thoroughly cleaned before and after eating.

Related policies

Emergency Evacuation, Safeguarding, Administering Medication, Risk Assessment, Fire Safety.

This policy was adopted by: Gems Performing Arts	Date: 6/9/2026
To be reviewed: 6/9/2028	Signed: 

Written in accordance with the Health and Safety at Work Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992, RIDDOR 1995/2013, statutory guidance on allergy safety / Benedict's Law principles, and requirements for the Voluntary Part of the Ofsted Childcare Register.