

ChattyMaths.co.uk Health and Safety Policy

1. Policy Statement

ChattyMaths.co.uk is committed to providing a safe and healthy environment for all participants, staff, volunteers, and visitors during its workshops. We prioritize the well-being of everyone involved and aim to identify, manage, and mitigate health and safety risks effectively.

2. Scope

This policy applies to:

- All ChattyMaths.co.uk workshops and activities.
- All staff, volunteers, children, parents/carers, and visitors involved in or attending workshops.

3. Legal Compliance

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

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Childcare Act 2006 and associated safeguarding standards.

4. Responsibilities

Management

- Ensure compliance with health and safety regulations.
- Provide training and resources to staff and volunteers.
- Conduct regular risk assessments and inspections.

Staff and Volunteers

- Follow all health and safety guidelines and procedures.
- Report any hazards, incidents, or near-misses to the designated Health and Safety Officer.
- Ensure the safety of children during workshops.

Parents/Carers

- Provide accurate information about their child's health, allergies, or specific needs.
- Ensure children arrive and are collected safely from workshops.

Children

- Follow instructions provided by staff and adhere to workshop rules.
- Report any injuries or concerns to an adult immediately.

Health and Safety Officer (HSO)

- The HSO is responsible for overseeing health and safety compliance and addressing any concerns.
- Contact details: Martin Green, info@chattymaths.co.uk

5. Risk Assessments

- Risk assessments will be conducted for all venues and activities before workshops.
- Identified risks will be mitigated to ensure the safety of all participants.
- Risk assessments will be reviewed regularly, especially if there are changes to activities or venues.

6. Workshop Environment

- Venues will be inspected to ensure they meet safety standards, including:
 - Adequate lighting and ventilation.
 - Clearly marked emergency exits and fire procedures.
 - Safe, clean, and clutter-free spaces for activities.
- Appropriate seating and equipment will be provided to prevent strain or injury.

7. Fire Safety

- Fire safety checks will be conducted before each workshop.
- Fire extinguishers, alarms, and emergency exits will be readily available and functional.
- Staff and volunteers will be trained on fire evacuation procedures, and drills will be practiced periodically.

8. First Aid

- At least one trained first aider will be present at all workshops.
- A fully stocked first aid kit will be available at the venue.
- All injuries or medical incidents will be recorded in the accident book and reported to parents/carers as appropriate.

9. Child Welfare

- Staff and volunteers will be trained to recognize signs of distress or illness in children.
- Procedures are in place to respond to medical emergencies, including calling emergency services if necessary.
- Children with medical needs (e.g., allergies, asthma) will be supported, and staff will be informed about individual care requirements.

10. Hygiene Practices

- Handwashing facilities and/or hand sanitizers will be available for all participants.
- Shared equipment will be cleaned and sanitized before and after use.
- Spills, waste, or hazardous materials will be promptly cleaned and disposed of safely.

11. Supervision and Behaviour Management

- Staff-to-child ratios will meet recommended guidelines to ensure adequate supervision.
- Workshop rules will be communicated to children to promote safety and positive behaviour.
- Any incidents involving inappropriate behaviour or safety risks will be addressed promptly.

12. Incident Reporting

All accidents, injuries, or near-misses must be:

1. Documented in the incident/accident log.
2. Investigated to identify causes and prevent recurrence.
3. Reported to parents/carers and, if necessary, relevant authorities.

13. COVID-19 and Infectious Diseases

- Adhere to public health guidance regarding infectious diseases, including COVID-19.
- Encourage regular handwashing and the use of personal protective equipment (PPE) if required.

14. Training

All staff and volunteers will:

- Complete health and safety training as part of their onboarding process.
- Receive updates on any changes to health and safety procedures.

15. Monitoring and Review

- This policy will be reviewed annually or whenever there are significant changes in operations or legislation.

16. Contact Information

For health and safety concerns or emergencies:

- **Health and Safety Officer:** Martin Green, info@chattymaths.co.uk
- **Emergency Services:** 999
- **Local Health and Safety Executive (HSE):** environmentalhealth@eppingforestdc.gov.uk, <https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm>