



Health and Safety Policy

Organisation: Riley's & Partners - Riley's Kids Camps

Policy Owner: Company Directors

Applies to: All employees, casual staff, volunteers, contractors and visitors

Review Frequency: Annually or following any significant change in legislation, operations or a serious incident. Review 15.07.2027

1. Policy Statement

At **Riley's Kids Camps**, the health, safety and wellbeing of every child, member of staff, volunteer, visitor and contractor is our highest priority.

We are committed to providing a safe, healthy and positive environment where children can enjoy high-quality holiday activities, develop new skills and build confidence through play, sport and enrichment. We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and all relevant health and safety legislation, and we are committed to identifying, assessing and managing risks so far as is reasonably practicable.

Health and safety is a shared responsibility. Every member of staff has a duty to work safely, follow company procedures, report hazards promptly and contribute to maintaining a positive safety culture.

Riley's Kids Camps is committed to:

- Providing safe environments for children, staff and visitors.
- Preventing accidents, injuries and work-related ill health wherever reasonably practicable.
- Identifying hazards and carrying out suitable and sufficient risk assessments.
- Ensuring all staff receive appropriate induction, training and supervision.
- Promoting high standards of hygiene, welfare and wellbeing.

- Learning from accidents, incidents and near misses to continuously improve our practices.
 - Complying with all relevant legislation, guidance and recognised good practice.
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2. Scope

This policy applies to all activities organised and delivered by Riley's Kids Camps, including:

- Holiday clubs
- Sports camps
- Activity programmes
- School-based childcare provision
- Educational visits and excursions
- Community and partnership events

This policy applies to all employees, casual staff, volunteers, contractors and any individual working on behalf of Riley's Kids Camps.

3. Responsibilities

Company Directors

The Directors have overall responsibility for health and safety across Riley's Kids Camps and will ensure:

- Appropriate policies and procedures are implemented and maintained.
- Suitable insurance cover is in place.
- Adequate resources are provided to manage health and safety effectively.
- Staff receive appropriate training and support.
- Risk assessments are completed, reviewed and acted upon.
- Serious incidents are investigated.
- Policies are reviewed regularly and updated when required.

Managers and Site Leads

Managers and Site Leads are responsible for ensuring that:

- Company health and safety procedures are implemented at their venue.
- Daily safety checks are completed.
- Staff understand their responsibilities.
- Hazards are identified and addressed promptly.
- Accidents, incidents and near misses are recorded and reported.
- Emergency procedures are communicated and practised where appropriate.

All Staff

Every member of staff is expected to:

- Take reasonable care of their own health and safety and that of others.
 - Follow all Riley's Kids Camps policies and safe working procedures.
 - Report hazards, defects and concerns immediately.
 - Report all accidents, incidents and near misses.
 - Use equipment safely and for its intended purpose.
 - Maintain appropriate supervision of children at all times.
 - Challenge unsafe behaviour where appropriate.
 - Attend mandatory training and follow instructions provided.
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4. Venue-Specific Health and Safety

Riley's Kids Camps operates from a number of schools, sports centres and community venues.

Each venue has its own health and safety policies, procedures and emergency arrangements. These may include:

- Fire evacuation procedures
- Emergency assembly points
- First aid arrangements
- Security and visitor procedures
- Site-specific hazards
- Welfare facilities
- Emergency contact information
- Lockdown procedures where applicable

All staff are required to familiarise themselves with the venue-specific information before commencing work and must comply with both the venue's procedures and Riley's Kids Camps' own policies.

Where there is any difference between company procedures and those of the venue, the safest and most stringent control measures will always be followed.

5. Risk Management

Suitable and sufficient risk assessments will be completed and reviewed for:

- Individual holiday club venues
- Planned activities
- Sports and physical activities
- Educational visits
- Equipment and facilities
- Individual children where additional support or medical needs require specific planning

Risk assessments are reviewed:

- Annually
 - Following an accident or near miss
 - When activities or venues change
 - Following changes in legislation or recognised guidance
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6. Health and Safety Arrangements

Riley's Kids Camps maintains a comprehensive suite of policies and procedures that support this overarching Health and Safety Policy. These include, but are not limited to:

- Safeguarding and Child Protection
- Risk Assessment
- Fire Safety and Emergency Evacuation
- First Aid
- Accident, Incident and Near Miss Reporting

- Administration of Medication
- Infection Prevention and Control
- Missing Child Procedure
- Collection of Children
- Behaviour Management
- Food Safety and Allergen Management
- Educational Visits
- Manual Handling
- Lone Working
- Adverse Weather
- Equality, Diversity and Inclusion
- Equipment Inspection and Maintenance

These policies should always be read alongside this overarching Health and Safety Policy.

7. Accident and Incident Reporting

All accidents, incidents, dangerous occurrences and near misses must be reported promptly using the company's reporting procedures.

Records are reviewed regularly to identify trends, implement improvements and reduce future risks.

Where required by law, incidents will be reported to the relevant enforcing authority.

8. Training

Riley's Kids Camps is committed to ensuring staff receive the knowledge and training required to carry out their roles safely.

Training may include:

- Health and Safety Induction
- Safeguarding and Child Protection
- Emergency Procedures
- First Aid

- Risk Assessment Awareness
- Manual Handling
- Food Hygiene
- Behaviour Management
- Prevent Duty
- Equality and Inclusion

Refresher training will be provided as appropriate and whenever legislation or operational requirements change. Training sessions focus also on culture, brand, values and more.

9. Monitoring and Review

Health and safety performance will be monitored through:

- Venue inspections
- Routine safety checks
- Risk assessment reviews
- Accident and incident analysis
- Staff feedback
- Management observations
- Annual policy review

Any improvements identified will be implemented as soon as reasonably practicable.

10. Our Commitment

At Riley's Kids Camps, creating a safe environment is fundamental to everything we do. By maintaining high standards of health and safety, following robust procedures and working collaboratively with our venue partners, we aim to ensure every child can enjoy a fun, inclusive and secure holiday club experience.

Health and safety is everyone's responsibility, and every member of our team is expected to contribute positively to maintaining these standards.

Policy Approval

Approved by: ___Alix Riley_____

Position: Company Director

Date: ___15.07.2026_____

Review Date: _____15.07.2027_____