

University of Warwick Holiday Scheme

HEALTH AND SAFETY POLICY

Purpose	The purpose of this policy is to ensure that all reasonably practicable measures are taken to prevent injury and ill health and to manage health and safety risks effectively. This reflects the general duties established by the Health and Safety at Work etc. Act 1974 .
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

The University of Warwick Holiday Scheme is committed to providing a **safe, healthy and secure environment for all children, staff, visitors and others who may be affected by its activities**.

The Holiday Scheme will:

- Provide and maintain a safe and healthy environment for children, staff and visitors.
- Identify hazards, assess risks and put appropriate control measures in place. HSE guidance requires employers to identify hazards, assess the likelihood and seriousness of harm, and eliminate or control risks.
- Provide appropriate information, instruction, training and supervision to staff.
- Ensure children receive appropriate supervision throughout the Holiday Scheme.
- Maintain safe arrangements for the use, handling, storage and movement of equipment and materials.
- Maintain safe access to and exit from the premises.
- Ensure appropriate procedures are in place for **accidents, incidents, illness, medication, allergies and anaphylaxis, fire and other emergencies**.

- Promote good hygiene and infection-control practices.
- Ensure adequate first-aid arrangements, equipment and appropriately trained staff are available. HSE guidance requires appropriate first-aid arrangements based on an assessment of need and recommends considering non-employees, including children, when determining provision.
- Regularly review health and safety arrangements and take action where improvements are identified.

Responsibilities

All Holiday Scheme staff have a responsibility for health and safety and must take reasonable care of themselves and others, follow the Scheme's procedures and report hazards, accidents, incidents or concerns promptly.

The **Holiday Scheme Coordinator and Holiday Scheme Managers** are responsible for ensuring appropriate health and safety arrangements are implemented during each Scheme.

We will achieve these objectives by:

- Following relevant **University of Warwick health and safety policies and guidance**.
- Completing and reviewing appropriate risk assessments for the premises, activities, equipment, trips and other aspects of the Holiday Scheme.
- Ensuring appropriate control measures identified through risk assessments are implemented before activities take place.
- Carrying out appropriate checks of areas used by the Holiday Scheme and responding promptly to identified hazards.
- Providing staff with appropriate health and safety information.
- Providing children with **age-appropriate health and safety information and instructions**, including expectations for safe behaviour and emergency procedures.
- Ensuring children are appropriately supervised and relevant staffing arrangements are maintained.
- Following the Holiday Scheme's procedures relating to **accidents and incidents, illness, medication, allergies and anaphylaxis, safeguarding, fire and emergency evacuation**.
- Maintaining suitable first-aid provision and ensuring first-aid boxes are appropriately stocked and checked.
- Ensuring relevant medical and allergy information is available to staff who need it.
- Ensuring emergency arrangements are understood by staff and children, where appropriate.
- Recording and responding appropriately to accidents, incidents and near misses in accordance with relevant procedures.

- Reporting hazards promptly to a **Holiday Scheme Manager or the Holiday Scheme Coordinator**, with University Estates contacted where appropriate.
- Reviewing risk assessments and health and safety arrangements following a significant incident, change in activities or premises, or where existing arrangements are no longer considered sufficient.