POLICY DOCUMENT

# The Recharge Club™

## Health and Safety Policy

*Health, Safety and Welfare Arrangements for Children, Young People, Staff and Visitors at The Recharge Club*

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| **Document Owner:** | Mrs Michaela Cmorej, Director and Health and Safety Lead |
| **Company Name:** | NutriDive Ltd |
| **Company Number:** | 16659858 |
| **Trading Name:** | The Recharge Club™ |
| **Registered Office Address:** | 39 Coltsfoot Drive, Chorley, PR6 0JP |
| **Health and Safety Lead:** | Mrs Michaela Cmorej, Director |
| **Deputy Health and Safety Lead:** | Mr Michal Cmorej, Deputy Director and Property Manager |
| **Status:** | Mandatory Policy — applicable to all staff, bank staff, volunteers, students, contractors and visitors |
| **Date Adopted:** | 1st August 2026 |
| **Review Frequency:** | Annually, and immediately following any accident, incident, or change in statutory guidance |
| **Next Review Due:** | Twelve months from the date of adoption |
| **Related Policy:** | This policy is read alongside the Child Protection and Safeguarding Policy and the Behaviour Management Policy |

## 1. Policy Statement

The Recharge Club™ is committed to providing a safe, healthy environment for every child, young person, member of staff, volunteer, contractor and visitor connected with the organisation. This commitment extends to the physical premises, the equipment and activities used during sessions, and the wellbeing of everyone present. As a small organisation, the Director holds overall responsibility for health and safety, and is supported by the Deputy Director in his role as Property Manager. Health and safety is treated as a standing item at every team meeting, and every member of staff shares responsibility for identifying and reporting hazards, however minor they may appear.

> ***Every adult connected with The Recharge Club™ has a duty to stop an activity immediately if they believe it presents an unacceptable risk to a child, colleague, or themselves, and to report it without delay.***

## 2. Purpose and Scope

This policy sets out how The Recharge Club™ identifies, assesses and manages health and safety risks across every aspect of its operation, including the premises, equipment, activities, food preparation, medication, off-site outings, and emergency procedures.

This policy applies to every child and young person attending a session, and to every member of staff, bank worker, volunteer, contractor and visitor present on the premises at any time. It should be read alongside the Child Protection and Safeguarding Policy, the Behaviour Management Policy, the Fire Safety and Emergency Evacuation Procedure, and the Food Safety and Allergen Management Policy.

## 3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance, and will be reviewed whenever these are updated:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Food Safety Act 1990 and associated food hygiene regulations
- The Equality Act 2010, including the duty to make reasonable adjustments for disabled children and young people
- Working Together to Safeguard Children, insofar as health and safety and safeguarding intersect, for example in respect of medication and personal care
- Guidance issued by the Office for Standards in Education, Children's Services and Skills in connection with the Voluntary Childcare Register

## 4. Roles and Responsibilities

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| **Director and Health and Safety Lead** | Mrs Michaela Cmorej. Holds overall responsibility for health and safety, ensures risk assessments are completed and reviewed, ensures adequate insurance is in place, and reports significant incidents to the relevant enforcing authority where required. |

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| **Deputy Director and Property Manager** | Mr Michal Cmorej. Responsible for the day-to-day condition of the premises, routine maintenance, fire safety equipment checks, and the practical management of contractors and repairs, drawing on his professional background as a qualified builder. |
| **All Staff, Bank Staff and Volunteers** | Responsible for following this policy and any specific risk assessment, reporting hazards and incidents without delay, using equipment only as trained to do so, and never propping open fire doors or bypassing safety equipment. |

## 5. Risk Assessment

A written risk assessment is completed for the premises before opening, and is reviewed at least annually, immediately following any incident, and whenever a significant change is made to the premises, equipment, or activities offered.

In addition to the general premises risk assessment, a specific risk assessment is completed for:

- Each individual child, informed by their Individual Support Plan, covering matters such as mobility, epilepsy or other medical conditions, sensory needs, and behaviours that may present a risk to the child or others
- Any activity that presents a distinct risk profile, such as cooking, use of the outdoor space, or any equipment requiring specific supervision
- Any off-site outing, completed in advance of the outing taking place
- Any new item of equipment or piece of furniture introduced to the premises

Risk assessments are recorded in writing, dated, and signed by the Director. Any hazard identified that cannot be eliminated is reduced so far as is reasonably practicable, and the residual risk is clearly communicated to all staff before an activity takes place.

## 6. Premises Safety

The Recharge Club™ operates from a Class E commercial property, fitted out to a standard appropriate for use by children and young people with special educational needs and disabilities. Before opening, and at agreed intervals thereafter, the following are checked and recorded:

- General building condition, including flooring, lighting, glazing and fixtures, checked at the start of every session
- Electrical installation, tested by a qualified electrician at intervals in line with current guidance, with portable appliance testing carried out annually
- Gas safety, where applicable, checked annually by a Gas Safe registered engineer
- Water hygiene, including checks relevant to the control of legionella, carried out in line with a written water safety scheme
- The condition of the secure outdoor space, including boundary fencing and gates, checked before every session
- The accessible hygiene room and changing bench, checked and cleaned in line with infection control procedures before and after use

Any defect identified is recorded in a maintenance log, and any defect presenting an immediate risk to a child or adult results in that area of the premises being taken out of use until the defect has been remedied.

## 7. Fire Safety

The Recharge Club™ maintains a fire risk assessment for the premises, reviewed at least annually and immediately following any change to the layout or use of the building, in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- A clearly marked fire evacuation route and assembly point is established and communicated to every child, family and member of staff
- Fire extinguishers, fire alarms and emergency lighting are serviced and tested at intervals set out in the fire risk assessment, and the results recorded
- A fire evacuation drill is carried out within the first month of opening and thereafter at least every six months, with individual arrangements planned in advance for any child whose mobility, communication needs, or anxiety around alarms requires a personalised evacuation plan
- Fire doors are never propped open, and escape routes are kept clear of obstruction at all times
- A register of every child and adult present is maintained for every session and is the first item taken to the assembly point in the event of an evacuation

Personal Emergency Evacuation Plans are completed for any child whose Individual Support Plan indicates they may need additional support to evacuate safely, for example due to reduced mobility, sensory sensitivity to alarms, or a tendency to abscond when distressed.

## 8. First Aid and Medical Emergencies

At least one member of staff holding a current paediatric first aid qualification is present at every session, and the organisation's staffing plan ensures this is never reliant on a single individual being present.

- A well-stocked first aid kit, appropriate to the age range and needs of the children attending, is available and checked every session before
- Any first aid administered is recorded, including the child's name, the nature of the injury or condition, the treatment given, and the time
- The family is informed on the same day of any first aid administered, however minor
- In the event of a medical emergency, the emergency services are contacted on 999 without delay, the family is contacted at the same time, and a member of staff remains with the child throughout
- Any child with a known medical condition, such as epilepsy, diabetes, or a severe allergy, has an individual health care plan completed before their first session, setting out the signs to look for, the action to take, and any medication or equipment required

## 9. Administration of Medication

The Recharge Club™ recognises that many children attending may require medication during a session, and manages this with the same rigour as any regulated childcare setting.

- Written parental consent is obtained before any medication is administered, specifying the medication, dose, timing, and method of administration
- Medication is administered only by a member of staff who has received appropriate training, and, wherever practicable, in the presence of a second adult
- All medication is stored securely, out of reach of children, and, where refrigeration is required, in a clearly labelled area of the refrigerator inaccessible to children
- Every administration of medication is recorded, including the time given, the dose, and the name of the staff member administering it, and this record is shared with the family at collection

- Emergency medication, such as an adrenaline auto-injector or emergency anti-seizure medication, is kept immediately accessible to staff at all times during a session, with its location known to every member of staff on duty

## 10. Manual Handling and Moving and Handling

Where a child's Individual Support Plan indicates a need for physical support with mobility or transfers, a specific moving and handling risk assessment is completed, and staff are trained in the specific technique required for that child before providing support.

Staff are trained in safe manual handling technique for general tasks, such as lifting equipment and supplies, and are never expected to lift or move an item, or provide physical support to a child, in a way that has not been specifically risk-assessed and trained for.

## 11. Infection Control and Hygiene

The Recharge Club™ follows good infection control practice appropriate to a setting supporting children with a range of personal care needs.

- Handwashing facilities are available and used before food preparation, before eating, and after using the toilet or receiving personal care
- Personal protective equipment, including gloves and aprons, is used for all personal care and cleaning tasks, and disposed of appropriately
- The accessible hygiene room and changing bench are cleaned and disinfected after every use
- A spillage procedure for bodily fluids is in place, with appropriate cleaning materials available and staff trained in their use
- Families are asked not to bring a child to a session while they have a communicable illness, in line with standard public health exclusion periods, and are provided with guidance on this before their child's first session

## 12. Food Safety and Allergen Management

The Recharge Club™ is registered as a food business with the relevant local authority at least twenty-eight days before opening, and all staff involved in food handling hold a current Level Two Food Hygiene qualification.

- Every child's allergies and dietary requirements are recorded in their Individual Support Plan before their first session, and this information is displayed prominently in the kitchen area for staff reference
- Allergen information is checked for every food item brought into the premises, and any food brought in by a family for a specific child is stored and prepared separately where cross-contamination risk exists
- Surfaces, utensils and equipment used for allergen-free preparation are cleaned and, where necessary, kept entirely separate from other food preparation
- A record is kept of any incident involving a suspected allergic reaction, and families are informed immediately

## 13. Off-Site Activities and Outings

Where The Recharge Club™ organises an activity away from the premises, a specific written risk assessment is completed in advance, covering transport arrangements, staff-to-child ratios, and any individual child's specific needs.

- Written parental consent is obtained before any child takes part in an off-site outing

- Staff-to-child ratios for outings are never lower than those maintained on the premises, and are increased where the nature of the outing or an individual child's needs require it
- A mobile telephone, first aid kit, and copies of relevant Individual Support Plans and health care plans are taken on every outing
- A head count is taken at regular, defined intervals throughout an outing, and always before departing any location

## 14. Equipment and Activity Safety

All equipment used during sessions, including sensory equipment, play equipment, and kitchen equipment, is checked for damage before use and maintained in line with the manufacturer's guidance. Any equipment found to be damaged or unsafe is removed from use immediately and either repaired or disposed of.
Activities are planned with reference to the age, developmental stage, and individual needs of the children attending that session, and a specific risk assessment is completed for any activity that presents a distinct hazard, such as the use of tools, hot equipment, or water play.

## 15. Lone Working and Staff Safety

No member of staff works alone with children at any point during a session; a minimum of three adults, including the founder, is present throughout, in line with the staffing arrangements set out in the organisation's staffing plan. Where a staff member is required to be alone with a single child, for example during personal care, this is planned for in the child's Individual Support Plan and, wherever practicable, another adult is aware and nearby. Staff arriving before or leaving after other colleagues, for example to open or lock the premises, follow a lone working procedure that includes checking in with another named person.

## 16. Accident, Incident and Near-Miss Reporting

Every accident, incident and near miss is recorded in writing on the day it occurs, regardless of how minor it may appear, using the organisation's incident report form.

- The record includes the date, time, location, those involved, a factual description of what happened, any injury sustained, and the action taken
- The family of any child involved is informed on the same day
- Incident records are reviewed by the Director at least every six months to identify any pattern or trend that could be addressed through a change to the premises, equipment, or procedure

Certain incidents must be reported to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, including any incident resulting in a specified injury, an injury requiring hospital treatment of more than twenty-four hours, or a dangerous occurrence. The Director is responsible for determining whether a reportable incident has occurred and for making the report without delay.

## 17. Contractors and Visitors

Any contractor attending the premises, for example for maintenance or repairs, is supervised at all times while children are present, and, wherever possible, contractor work requiring unsupervised access is scheduled outside of session hours.

- All visitors sign in and out, and are accompanied by a member of staff at all times while on the premises during a session

- Contractors are asked to provide evidence of relevant qualifications and insurance before undertaking any work on the premises
- No contractor has unsupervised access to children under any circumstances

## 18. Emergency Procedures

The Recharge Club™ maintains written emergency procedures covering fire, medical emergency, missing child, adverse weather, utility failure, and lockdown in the event of an external threat. These procedures are displayed prominently on the premises and reviewed with all staff at induction and at least annually thereafter.

The missing child procedure is set out in full in the Child Protection and Safeguarding Policy. Emergency contact details for every child and family are kept up to date and are accessible to staff at all times during a session, including in an emergency grab-bag kept near the main exit.

## 19. Insurance

The Recharge Club™ maintains public liability insurance, employer's liability insurance, and any other insurance cover appropriate to its activities, with cover levels reviewed annually to ensure they remain adequate as the organisation grows. Certificates of insurance are displayed on the premises and made available to families and regulators on request.

## 20. Training

| Training | Applies To | Frequency |
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| Paediatric first aid, including an adolescent-specific component | All staff and bank staff | Before unsupervised contact with children; refreshed every three years |
| Fire safety and evacuation procedures | All staff, bank staff and volunteers | At induction; refreshed annually |
| Level Two Food Hygiene | All staff involved in food preparation | Before food handling duties; refreshed every three years |
| Moving and handling, and administration of medication | All staff and bank staff, where relevant to their role | Before undertaking the relevant task; refreshed every two years |
| General health and safety induction | All staff, bank staff and volunteers | Before starting at The Recharge Club™ |

## 21. Monitoring, Review and Related Policies

This policy, together with the premises risk assessment and fire risk assessment, is reviewed at least annually by the Director, and immediately following any accident, incident, near miss, or change in statutory guidance. Maintenance logs, incident records, and training records are reviewed together at least every six months to identify any wider trend or required action.

This policy should be read alongside the following related policies and documents:

- Child Protection and Safeguarding Policy
- Behaviour Management Policy
- Fire Risk Assessment and Evacuation Procedure

- Food Safety and Allergen Management Policy
- Individual Support Plan and individual health care plan templates
- Complaints Procedure

*This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.*