

Magna Groups Enterprises Health & Safety Policy



Risk Assessment

Magna Groups Enterprises will carry out, record and review annual risk assessments. Risk assessments will also be conducted as and when hazards arise. Any member of the team, having received appropriate training, can complete these assessments and the findings must be reported to senior member of staff and filed in the relevant folder.

Policies and Procedures

Magna Groups Enterprises has a variety of relevant policies and procedures to support members of staff. These policies are reviewed regularly and made available to parents and guardians.

Employee Responsibilities

- Every employee shall, in accordance with the requirements of health and safety law observe any instruction or requirement designed for his/her protection or that of others.
- Section 7 and 8 of the Health and Safety at Work etc, Act 1974 places a duty on employees to take all reasonable care for the health and safety of themselves and other persons and to co-operate with others so as to enable them to carry out their own responsibilities successfully. It is also the duty of every employee to act responsibly to do everything possible to prevent injury to him/her and to others.

In particular, staff should:

- Adopt safe working practices and follow safe working procedures at all times and ensure, as far as possible, that others do so too.
- Inform their supervisors and/or manager of any hazardous or potentially hazardous situations which may reasonably be considered to represent a serious and immediate danger to health and safety.
- Report as soon as practicable any accident or dangerous occurrence that happens during work that effects their or others health and safety.
- Inform their supervisor and/or manager of any matter which may reasonably be considered to represent a shortcoming in the arrangements for health and safety.
- Failure to comply with the Health and Safety instructions could lead to disciplinary action.

Staff Ratios and Deployment

MAGNA GROUPS ENTERPRISES staff: child ratios are:

3yrs – 5yrs incl.	one adult to eight children	(1:8)
5yrs – 7yrs incl.	one adult to eight children	(1:8)
8yrs +	one adult to ten children	(1:10)

Fire Safety

- The fire evacuation procedures are on display.
- Magna Groups Enterprises completes regular Fire Drills to ensure children and staff are aware of their responsibilities. These are recorded in a fire drill log.
- Fire exits are clearly identifiable and always kept clear.
- Magna Groups Enterprises staff will ensure that exit routes from the activity area being used are kept clear.

Security

- All visitors are required to report to a member of staff and sign the visitor's book.
- Children and staff are signed in and out of the premises on a daily basis.
- We will obtain written/verbal permission from parents and use appropriate security measures, where children are to be collected by another adult.

Equipment

During activities all staff members are required to be vigilant about the resources and equipment in use. Any broken or damage equipment must be removed or replaced and reported to a senior member of staff. An equipment inventory will be maintained including a cleaning schedule.

This policy was adopted by: Magna Groups Enterprises	Date: Sept 2025
To be reviewed: July 2027	Signed: Pascal Sintah

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Safety & Suitability of Premises, Environment & Equipment [3.54 – 3.64]*.

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Insurance

Magna Groups Enterprises ensures they have up to date public liability insurance and the certificate is displayed on their parent's notice board.

Food Handling

All staff members who are handling food have attended food hygiene training and follow good practice at all times.

First Aid

- We will ensure that there is at least one member of staff on site at all times who is first aid trained.
- Named first aiders will be prominently displayed on the parents notice board.
- A well stocked first aid box will be easily accessible on site at all times and the contents reviewed regularly. This will be taken on trips or into other areas used during activities.

Accident Record

- Any accidents involving either children or staff must be recorded via accident report forms and signed by staff and parents.
- All completed accident report forms must be sent to head office.
- Serious accidents will be reported to OFSTED and through RIDDOR.

Physical Intervention

Physical intervention will only be used in situations required to prevent harm or injury to a child/ren or to restrain a child/ren that poses a risk to themselves or others.

If Physical Intervention is used it will always:

- Be used as a last resort
- Be used as infrequently as possible
- Maintain dignity for all involved
- Will be in the best interest of the child/ren
- Will ensure safety of the child and staff is priority

On any occasion when physical intervention is used to manage a child's behaviour it will be recorded in pen on an Incident form and signed by the site manager, staff member involved and parent or guardian on the same day.

Lighting & Temperature

Magna Groups Enterprises will ensure that the site premises are adequately ventilated and well lit. Daylight will be the main source of light where this is not possible, we will ensure that lighting is of good quality.

Electrical Equipment

All electrical equipment will be visually checked before use. Equipment will be Portable Appliance Tested (PAT) annually.

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