



# Health & Safety Policy

## Policy Statement

Play, Learn, Grow! Cannock is committed to providing a safe, clean and welcoming environment for all babies, parents and caregivers attending sessions. The health and safety of everyone attending sessions is a priority, and all reasonable steps are taken to minimise risk and promote safe participation.

Due to the parent-accompanied nature of sessions, parents and caregivers remain responsible for supervising their baby at all times. This policy outlines the general health and safety measures in place to support safe delivery of sessions.

## General Health and Safety Responsibilities

Play, Learn, Grow! Cannock is responsible for:

- Providing a safe session environment
- Carrying out risk assessments
- Checking equipment before use
- Maintaining clear walkways
- Removing hazards where possible
- Following hygiene procedures
- Responding appropriately to accidents or incidents
- Ensuring equipment is suitable for babies
- Setting up sessions safely

Parents and caregivers are responsible for:

- Supervising their baby at all times
- Using equipment appropriately
- Following session guidance
- Managing their baby's behaviour
- Informing of any medical needs
- Not attending when unwell
- Supporting safe participation

## Risk Assessments

Risk assessments are completed to identify and minimise potential hazards. These may include:

- Room layout
- Flooring surfaces
- Equipment setup
- Entry and exit routes
- Trip hazards
- Sensory equipment
- Soft play arrangement
- Lighting levels
- Movement space



Risk assessments are reviewed regularly and updated when:

- New equipment is introduced
- The venue changes
- An incident occurs
- Activities are altered

### **Session Setup**

Equipment is arranged to allow safe movement and reduce risk. This includes:

- Spacing equipment appropriately
- Avoiding overcrowding
- Keeping walkways clear
- Securing mats where possible
- Positioning soft play safely
- Avoiding unstable setups
- Allowing space for parents and babies

The layout may be adjusted during sessions if required for safety.

### **Venue Safety**

Play, Learn, Grow! Cannock uses suitable indoor venues that provide:

- Adequate space for movement
- Safe flooring
- Suitable temperature
- Clear exits
- Access to toilet facilities where available
- A clean environment

Parents and caregivers should familiarise themselves with exits on arrival.

### **Equipment Safety**

All equipment is checked before use to ensure it is:

- Clean and safe
- Age appropriate
- Stable and secure
- Free from sharp edges
- Free from small detachable parts
- Suitable for babies aged 0–13 months

Damaged equipment is removed immediately.

### **Trip Hazards**

To minimise trip hazards:

- Bags should be placed in designated areas where possible
- Equipment positioned carefully
- Mats laid flat
- Walkways kept clear
- Spillages addressed promptly



Parents and caregivers should take care when moving around the space.

### **Supervision**

Babies must remain supervised by their parent or caregiver at all times. This includes when:

- Using soft play equipment
- Exploring sensory items
- Rolling or crawling
- Sitting on mats
- Participating in activities

Babies must not be left unattended at any time.

### **Manual Handling**

Care is taken when transporting and setting up equipment. This includes:

- Using safe lifting techniques
- Avoiding lifting heavy items where possible
- Setting up before families arrive
- Packing away carefully
- Keeping access routes clear

Parents and caregivers should also take care when lifting and carrying their baby.

### **Spillages and Hazards**

If spillages occur:

- Area will be made safe
- Equipment moved if required
- Parents advised to take care
- Area cleaned where possible

This helps prevent slips.

### **Illness and Hygiene**

Families should not attend sessions if they or their baby are unwell, particularly with contagious illness, fever, vomiting or diarrhoea. This helps protect all attendees.

Parents remain responsible for managing their baby's hygiene needs, including nappy changes and feeding.

### **Emergency Situations**

In the event of an emergency:

- Parents remain responsible for their baby
- Instructions will be given where necessary
- Area cleared if required
- Emergency services contacted if needed
- Venue procedures followed

Parents and caregivers should follow guidance calmly.



### **Personal Belongings**

Personal belongings remain the responsibility of the parent or caregiver. Play, Learn, Grow! Cannock cannot accept responsibility for loss or damage to personal items.

### **Behaviour**

Parents and caregivers are expected to behave in a safe and respectful manner. Behaviour that may pose a risk to others may be addressed and guidance provided where necessary.

### **Review of Health and Safety**

Health and safety practices are reviewed regularly to ensure sessions remain safe. This may include reviewing:

- Equipment
- Layout
- Incidents
- Risk assessments
- Procedures

Adjustments may be made where necessary.

### **Commitment**

Play, Learn, Grow! Cannock is committed to maintaining a safe, welcoming and supportive environment. Cooperation from all parents and caregivers helps ensure sessions remain safe and enjoyable for everyone attending.

**Date of Policy: April 2026**

**Date of Policy Renewal: April 2027**

Signed: Rebecca Marfell

8<sup>th</sup> April 2026