



Cottenham Toy Library

Health and Safety Policy and Procedures for Soft Play Sessions

Policy

It is the policy of Cottenham Toy Library to provide a safe and secure environment for its members and volunteers. We aim to prevent the spread of infection, promote good health, prevent accidents by carrying out risk assessments and be able to respond to an emergency situation.

Procedures

- Carry out risk assessments for the BLH and soft play equipment used. Take steps to reduce or remove risk. Regularly review these risk assessment (see separate risk assessment sheet).
- Check that all equipment at the BLH including electrical equipment and heating and ventilation meets relevant standards.
- Have relevant insurance in place for accidents and injury.
- Follow good hygiene procedures when preparing food and drinks.
- In the event of the fire alarm sounding exit quickly and calmly and meet in the car park at the rear of the building. Leave all property in the building.
- Have a children's first aid kit to deal with any minor injuries.
- Follow the rules of play (separate document). Laminated copy of the rules is on display in the hall. This allows all users a pleasant experience.
- Ensure toilets and baby change facilities are clean with access to soap and hand drying facilities.
- Clear up any spillages immediately to avoid slips or the spread of infection.