Magical Experiences Health & Safety Policy

Business Name: Magical Experiences
Policy Owner: Cherise James
Effective Date: May 2026
Review Date: May 2027

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1. Statement of Intent

[Magical Experiences] is committed to providing a safe, healthy, and enjoyable environment for all children, parents, guardians, employees, contractors, and members of the public attending our entertainment activities and events.

We recognise our duty of care and will take all reasonably practicable steps to prevent accidents, injuries, illness, and safeguarding concerns during our operations.

This policy applies to all services provided by the business, including:

- Children's parties
- School events
- Community events
- Mobile entertainment services

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2. Responsibilities

Management Responsibilities

Management will:

- Ensure suitable health and safety arrangements are in place
- Carry out risk assessments for activities and venues
- Provide safe equipment and materials
- Maintain appropriate insurance coverage
- Ensure staff are trained and competent
- Monitor and review health and safety procedures regularly

Employee and Performer Responsibilities

All staff, entertainers, assistants, and contractors must:

- Take reasonable care of themselves and others

- Follow health and safety procedures
- Report hazards, accidents, or unsafe behaviour immediately
- Use equipment safely and correctly
- Maintain professional and appropriate behaviour around children

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3. Risk Assessments

Risk assessments will be completed for:

- Activities and games
- Performance equipment
- Venue layouts
- Electrical equipment
- Manual handling
- Slips, trips, and falls
- Fire safety
- Crowd management

Risk assessments will be reviewed:

- Annually
- After incidents
- When introducing new activities or equipment

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4. Safeguarding Children

The safety and welfare of children is our highest priority.

We will:

- Ensure appropriate supervision at all times
- Never allow entertainers to be left alone with children without parental/carer consent
- Maintain appropriate professional boundaries
- Report safeguarding concerns where necessary

- Encourage parents/guardians to remain responsible for children unless otherwise agreed

Where required, staff may hold:

- Enhanced DBS checks
- Safeguarding training certificates
- First aid qualifications

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5. Equipment Safety

All equipment used by the business will:

- Be regularly inspected before use
- Be maintained in safe working condition
- Be suitable for children's use
- Be stored safely during transport and operation

Faulty or damaged equipment will be removed from use immediately.

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6. Electrical Safety

Any electrical items used during performances or events will:

- Be visually checked before each use
- Be safely positioned to avoid trip hazards
- Use suitable extension leads and cable covers where required
- Have PAT testing completed where appropriate

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7. Fire Safety

We will:

- Identify emergency exits at venues
- Keep exits clear at all times
- Ensure electrical equipment is used safely
- Follow venue fire procedures

- Evacuate safely in the event of an emergency

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8. Accident and Incident Reporting

All accidents, injuries, near misses, and incidents will be:

- Recorded in an accident book
- Investigated where necessary
- Reported to relevant authorities if legally required

First aid kits will be available during events where practical.

Emergency services will be contacted immediately if required.

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9. Hygiene and Infection Control

We are committed to maintaining high hygiene standards.

Measures may include:

- Hand sanitising before activities
- Cleaning shared equipment regularly
- Encouraging anyone who is unwell to avoid attending
- Following government public health guidance where applicable

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10. Manual Handling

Staff will avoid unsafe lifting practices and:

- Use correct lifting techniques
- Seek assistance with heavy equipment
- Use suitable transport/storage solutions where possible

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11. Public Liability Insurance

The business maintains appropriate public liability insurance to cover entertainment activities and events.

Insurance documents are available upon request.

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12. Emergency Procedures

In the event of an emergency:

1. Activities will stop immediately
2. Children will be kept calm and supervised
3. Venue emergency procedures will be followed
4. Emergency services will be contacted if necessary
5. Parents/guardians will be informed as appropriate

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13. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Activities change significantly
- An incident highlights the need for review

Signed: C James

Name: Cherise James

Position: Founder

Date: 20.05.2026