



Health and Safety Policy

Statement of intent

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. Although the Early Years Foundation Stage Statutory Framework 2014 has reduced the need to have a written Health and Safety Policy, as a setting we employ more than 5 members of staff, to meet Health and Safety Executive legislation, whilst complying with the conditions of our insurance company and for continuity between members of our setting we have kept our Health and Safety Policy in place.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public and employers liability insurance are displayed on our notice board.

Method

- In order to achieve these aims we adhere to the following procedure
- Our designated members of staff responsible for health and safety are Susan Kellaway and Deb Curley.
- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.

Risk assessment

Our risk assessment process covers adults and children and includes: checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting.

- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- anything which a child may come into contact with during a session.
- for activities away from the setting e.g. outings, we will consider the appropriate adult to child ratios

Following Health and Safety Executive Legislation this risk assessment is recorded in writing and is reviewed twice a year.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- as and when a new risk or change is identified
- twice a year - when a full risk assessment is carried out

Awareness raising

- Records are kept of the induction process and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area and outside of the entrance.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all employed staff, regular volunteers, student and anyone living on the premises have been checked with a criminal records check from the Disclosure Baring Service.
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting)
- We ensure all staff employed have had full suitability checks before they start work in accordance with our Staff Recruitment policy
- Staff cannot start work until a satisfactory DBS check has been received.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our security systems prevent unauthorised access to our premises.
- All registers for children, staff, students and volunteers are checked at the end of each month to ensure everyone has been signed in and out. Both absences and existing injuries are logged together to enable us to spot patterns of absence.

Procedure for checking the identity of visitors

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting

- We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log. The Visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting.

Windows

- Low level windows/ doors are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All staff involved in preparing and handling food will be confident to do so and receive training in food and hygiene.
- We ensure that our facilities are suitable for the hygienic preparation of food for children, including the use of suitable sterilisation equipment for babies food
- All staff follow the guidelines *of Safer Food Better Business*
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*)
- All surfaces are clean.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times
 - are kept away from hot surfaces and hot water
 - do not have unsupervised access to electrical equipment

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. These systems include obtaining information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded and acted upon.
- We follow Food Standards Agency guidelines around food allergen labelling and awareness.

Electrical/gas equipment

- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - cleaning toilets regularly
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - providing sets of clean clothes

- providing tissues and wipes

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Animals

- Animals living or visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Control of Substances Hazardous to Health (COSHH)

We follow the Health and Safety Executive guidance to comply with the Control of Substances Hazardous to Health Regulations 2002. We keep the safety data sheets for appropriate substances and use these to inform their; use, storage, risks and any appropriate treatment

Fire safety

- We risk assess the building for fire safety and review this regularly.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are developed by our Health and Safety lead and are: Deb Curley and Sue Kellaway.
 - clearly displayed in the premises
 - explained to new members of staff, volunteers and parents
 - practised regularly at least once every six weeks
- Records are kept of Emergency Evacuation drills and the servicing of fire safety equipment.
- Emergency Evacuation Drills are carried out regularly (termly)
- These drills are recorded in detail, which includes; Date, time, number of children, number of adults, how long the drill took and any comments.

- The Fire Drill Log Book is checked every term to look for patterns within drill timings and comments and to ensure the log has been completed correctly.

First aid and medication

- All staff hold valid paediatric first aid certificates.
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and follows recent paediatric first aid training recommendations
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our accident log:

- is kept safely and accessibly
- all staff and volunteers know where it is kept and how to complete it
- is signed by the staff member dealing with the accident and the parent on collection of the child.
- is reviewed at least termly to identify any potential or actual hazards
- Ofsted is notified of any serious accident, injury, illness or death of a child whilst in their care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring or adult.
- We will notify North Somerset Council's Assessment and Referral team of any serious accident or injury to, or death of, any child while in our care and will act on any advice given
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.
- Information for reporting the incident to Health and Safety Officer is detailed on the following website www.hse.gov.uk/riddor.

Our Incident file

- We have ready access to telephone numbers for emergency services, including local police.

- We keep an incident log for recording incidents including those that are reportable to the Health and Safety Executive.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property
 - an intruder gaining unauthorised access to the premises
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent on the premises or near by
 - any racist incident involving a staff or family on the centre's premises
 - death of a child
 - a terrorist attack, or threat of one
- In the incident log file we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Emergency Evacuation Procedure will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

Records

In accordance with the Early Years Foundation Stage Statutory Framework, Safeguarding and Welfare requirements:

Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them and emergency contact details for all staff.
- the names and addresses of all members of the management
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
- the allergies, dietary requirements, illnesses and health requirements of individual children
- the times of attendance of children, staff, volunteers and visitors
- accidents and medicine administration records
- consents for outings, administration of medication, emergency treatment
- incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.

- Emergency evacuation procedures.
- Outings procedures.
- Administration of medication and sick children.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- No smoking.

Policy Date: Sept 2016

Review Date: