

## **Health and Safety Policy and Procedure**

### **General Statement of Policy**

The policy of this setting is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health and Safety of the people who may be affected by our activities, especially children and their families. The policy will be kept up to date, particularly as this setting's projects change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

### **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.

### **Responsibilities**

Overall and final responsibility for Health and Safety in this setting is that of:

Name of manager Artemida Bury

Whenever an employee, supervisor or manager notices a health or safety problem that they are not able to put right, they must tell the appropriate person named above immediately.

### **Local Inspector**

**Health & Safety Executive [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm)**

All Workers should read, be aware of and comply with the following health and safety policy:

Note: for the purposes of this document, "Workers" refers to all members of staff and volunteers engaged directly in the care of children.

## **Fire**

1. Workers will read, be aware of and make children aware of, as appropriate, the fire exits, fire regulations and evacuation routes. Visitors will be made aware of arrangements in case of a fire.
2. Workers will know the whereabouts of fire extinguishers. They will check regularly that they are in place and be aware of how to use them.
3. Fire drills will be carried out regularly at the beginning of each new term or holiday, or whenever new children arrive. All fire drills will be recorded in the daily register
4. Fire Extinguishers, Smoke Detectors and Fire Exits will be clearly identified, kept clear and unlocked when the building is in use at all times.
5. Fire Extinguishers, Smoke Detectors and Fire Alarm will be checked regularly by an appointed person.
6. If anyone is in doubt of their ability to use a fire extinguisher to extinguish a fire, they will not attempt to tackle it, but will telephone the Emergency Services (999 or 112 if the mobile phone is used). The safety of the children and staff is the top priority.
7. Fire Evacuation Procedures detailing action to be taken in the event of a fire, will be displayed.

## **Equipment**

1. Furniture, toys and equipment will be kept clean and in good repair. Staff will check all equipment regularly.
2. Equipment and furnishings will be accessible and of an appropriate size.
3. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or over.
4. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.
5. Workers will read the instructions of any equipment in use and follow them.
6. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.
7. Any unsafe item or situation will be made safe or reported immediately to the senior member of staff and/or Health & Safety Officer

## **Premises**

1. Entrances and exits (including fire exits) will be kept clear and accessible at all times.
2. Premises will be kept clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration.

3. Rooms will be maintained at an adequate temperature.
4. There will be adequate space for all ages of children using the setting.
5. All doors, windows and any other access points will be secured appropriately at the end of each session. Outdoor play spaces will be kept safe, secure and well maintained.
6. Low level windows are made from materials that prevent accidental breakage or are made safe.
7. Precautions will be taken to prevent children's fingers from being trapped in doors.
8. The temperature of hot water is controlled to prevent scalds.
9. Rooms used by the setting will be used solely by the setting during the hours of operation
10. Where necessary a sleep room will be available and checked on a regular basis.
11. Premises and activities will be risk assessed and a written record of these made and any actions noted.
12. Portable electrical and gas appliances will be properly maintained and inspected annually.
13. This setting operates a strict NO SMOKING policy for staff, parents and carers and visitors to the premises.
14. Appropriate insurance will be in place and any certificates displayed at all times.

## **Staffing**

1. At least one member of staff will hold, an appropriate level 2 qualification (or higher).
2. There will be at least two members of staff on duty at all times.
3. All staff will be vetted by the provider and reference checks taken up for new members of staff. All staff will hold an Enhanced DBS Disclosure. The nominated person and manager will be vetted by Ofsted. Staff that are waiting for the DBS clearances will not be left unsupervised with children.
4. All staff counted in minimum numbers will be aged 18 or over. Any staff aged under 18 will not be left unsupervised with children.
5. All staff will have induction training, including Health and Safety and Child Protection, within two weeks of starting work.
6. All workers will be expected to wear appropriate clothing and accessories in line with the management's specifications.

## **Supervision**

7. Children will be signed in and out of their rooms by their key worker or other responsible worker from the setting
8. At least two adult workers will be in each room, or in sight or hearing of each room, at all times when children are in attendance.
9. No Worker will be left alone with a single child.
10. Children will not be allowed in the kitchen without supervision.
11. No child will leave the premises unless with a parent/carer, or other person authorised by the parent/carer.
12. If a child is missing, the parent/carer or the police will be notified immediately, as well as a manager. The missing child procedure will then be followed.
13. Staff will not smoke whilst on the premises
14. Staff will not be under the influence of illegal drugs or alcohol whilst on the premises. Any suspicion of either will lead to the implementation of the disciplinary procedure.

### **Record Keeping**

15. Registration forms will be completed and kept on file for every child attending the scheme.
16. A daily attendance register will be used recording the arrival and departure times of children. The register will also record which Workers are present.
17. All children will be signed in by a staff member and signed out by a parent/carer.
18. Written authorisation from the parent/carer will be required prior to picking up of children by anyone except themselves. If a child is uncollected the late collection/uncollected children procedure will be followed.
19. Written authorisation from the parent/carer will be required for children to take part in trips off the premises.
20. A record will be kept of all visitors including verifying their identity, recording their names, the purpose of the visit and details of arrival and departure times.
21. All records will be held securely and kept confidential (except as legally obliged).

### **First Aid**

22. There will always be a qualified First Aider present when children are in attendance. A 12-hour paediatric First Aid course is required. The First Aider will deal with accidents.
23. A First Aid Box and Accident Book will be maintained in good order. The accident book will be Data Protection and RIDDOR compliant. All staff will be made aware of their whereabouts.
24. All accidents will be recorded in the Accident Book, and signed by a parent/carer to show that they have been informed. The accident forms are then kept in date order in the children's registration file.
25. Workers will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.
26. Before dealing with wounds, Workers will wash their hands and cover any cuts or sores with a waterproof dressing. After dealing with wounds, Workers will wash their hands again.
27. Clinical waste, such as plasters and bloodstained tissues, will be disposed of separately from other rubbish, in a plastic bag.
28. Any accidents resulting in medical attention will be reported to Ofsted.
29. Any accident which is potentially life threatening will be reported to Ofsted and also to the Health & Safety Executive under RIDDOR regulations. (Reporting of Dangerous Occurrences)

## **Accident/Emergency procedure**

### **Serious Injuries/Emergencies**

31. Stay Calm.
32. Assess the situation.
33. Get the First aider to the scene – administer emergency first aid if needed.
34. Reassure victim & remove other children from scene and reassure them.
35. Phone emergency services.
36. Pass on clear details about incident/accident, including information From child's registration form to emergency services.
37. Telephone parent/carers or emergency contacts.
38. Go in the ambulance with the child.
39. Stay with child until parent/carers or emergency contact arrives.
40. Phone management committee and inform of accident/incident.
41. Workers who witnessed the incident need to complete an Incident form as well as regular accident reports recording. Any serious accident/incident will be investigated by the setting as well as reported to the relevant organisations.

### **Allergies /Dietary / Medical Requirements**

- 42.A record will be kept of all allergies and specific dietary or medical requirements of registered children.
- 43.The Manager will make all staff aware of any allergies or specific dietary or medical requirements of children in attendance.
- 44.Parents/carers will give written permission if workers are required to administer medication to their children. The setting's medication policy will be followed.
- 45.Medication will be stored in the original containers, clearly labelled and kept inaccessible to children.
- 46.A record will be kept of all medication administered to children and signed by the parent/carer on collection.

Note: Children who become ill during a session will be cared for in accordance with the setting's sick children procedure.

**Created in September 2011**

Date Agreed: 01 October 2011

**Revised: September 2017**

Review Date: September 2018

Signed by: Rosanna Radlinska-Tyma

Role: nominated person