

Banwell Buddies 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.

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 liability insurance is displayed on our notice board and a copy is available within our Operational Plan

Method

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is Lisa Banwell
 - She is competent to carry out these responsibilities.
 - She has undertaken health and safety training and regularly updates her knowledge and understanding.
1. *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
 - 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.
 - Risk assessments are written and reviewed regularly.
 - 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
 - reviewed yearly

2. *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, suitability for work and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions 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 training is included in the annual training plans of staff, and 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.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

3. *Children's safety*

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Staff cannot carry out any unsupervised personal care for children until a satisfactory CRB 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 must be present (one of these will have a current 12 hour paediatric first aid qualification). There will always be a recognised Level 3 (NNEB, NVQ 3 in CCLD, Diploma in Pre-school Practice) qualified member of staff on site at all times.

4. *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 unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

5. *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.
 - Windows above the ground floor are secured so that children cannot climb through them.
6. *Doors*
- We take precautions to prevent children's fingers from being trapped in doors.
7. *Floors*
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
8. *Kitchen*
- Children do not have unsupervised access to the kitchen.
 - At least one person has an in-date Food Hygiene Certificate.
 - All staff follow the guidelines of *Safer Food Better Business* (Obtainable from the Food Standards Agency).
 - All surfaces are clean and non-porous.
 - There are separate facilities for hand-washing and for washing up.
 - 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
9. *Electrical/gas equipment*
- All electrical/gas equipment conforms to safety requirements and is checked regularly.
 - Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
 - Fires, heaters, electric sockets, wires and leads are risk assessed and appropriate safety measures are put into place.
 - There are sufficient sockets to prevent overloading.
 - Lighting and ventilation is adequate in all areas including storage areas.
 - Temperature of water is checked weekly and is controlled to prevent scolds
10. *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.
11. *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.

- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

12. *Hygiene*

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- 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

13. *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.

14. *Food and drink-please see our policy*

15. *Outings and visits –please see our policy.*

16. *Animals*

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

- Our setting's pets are free from disease, 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.

17. *Fire safety*

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from www.opsi.gov.uk
- Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
- The basis of the new regulations is risk assessment. Managers will carry out a risk assessment. This will follow the guidance as set out above.
- We risk assessment 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.
- We operate in a smoke-free environment and enforce a No Smoking Policy on any area where children are present or about to be present including the entrance and outside area.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises
 - explained to new members of staff, volunteers and parents
 - practiced regularly
- Records are kept of fire drills and the servicing of fire safety equipment within the fire drill log book - which includes; date, time, number of children and adults, how long the drill took and comments.

18. *First aid and medication*

At least one member of staff with current 12 hour paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children and is in line with the guidelines set out in the Early Years Foundation Stage Practice Guidance.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.

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.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

19. *Our accident book:*

- 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 half termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

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.

20. *Dealing with incidents*

- Any dangerous occurrence is recorded in our Incident Book. See below.
- *Our Incident Book*
- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber.
- In the incident book 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 Fire Safety Policy 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, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

21. *Administration of medication - see Administration of Medication and Sickness Policy*

22. *Safety of adults*

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed to identify any issues that need to be addressed.
- All staff complete and keep up to date a health and emergency contact details form.

23. Records

In accordance with the Early Years Foundation Stage Statutory Framework (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, health and emergency contact details for all staff.
- the names and addresses of all members of the management committee
- 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 and illnesses 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.
- Fire safety procedures.
- Fire safety records and certificates.
- List of named drivers.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

This Policy was adopted at the meeting of

Held on

Signed on behalf of the Management Committee

Role of signatory