

HEALTH & SAFETY POLICY

EXPANDED VERSION

Start Your Greatest Adventure...



Building happy
resilient
little learners

HEALTH & SAFETY

1. GENERAL HEALTH & SAFETY POLICY

POLICY STATEMENT

1.1 We believe that the health and safety of children is of paramount importance. We aim to make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents/carers 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.

The member of staff responsible for health and safety is the Setting Manager. The H&S leader will take positive steps to promote health and safety within the setting. They will have undertaken health & safety training and regularly update their knowledge and understanding, making them competent to carry out these responsibilities.

1.2 Insurance cover

We have public liability insurance and employers' liability insurance, which is displayed in the Lobby Area.

1.3 Procedures

RISK ASSESSMENT

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors, and in our activities and procedures. Our assessments cover anyone using our premises within our opening hours;
- Deciding which areas need attentions and
- Developing an action plan, which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

- Daily before opening.
- Weekly
- Termly
- Annually, when a full risk assessment is carried out

AWARENESS RAISING

- Our induction training for staff and students includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and students are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents/carers of new children so that they understand the part they play in the daily life of the setting.

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CHILDREN SAFETY

- We have a comprehensive safeguarding children and child protection policy.
- Only adults who have been checked for criminal records by an enhanced disclosure have unsupervised access to the children, including helping them with toileting.
- Adults that are not DBS checked do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises. At least 2 adults are present.
- We have a ratio of 1 adult to 4 children for 2-3 year olds and 1 adult to 8 children for children aged 3+, we use a higher ratio when we are out in the woods.

SUN SAFETY

- We encourage parents/carers to apply sun cream before their child attends the setting and to leave a sun cream bottle with their child's name on which staff can administer later in the day. We also encourage parents/carers to provide sun hats (the setting has spare) and children and adults are encouraged to wear them. We aim to provide adequate shade in outside areas.

SECURITY

- Systems are in place for the safe arrival and departure of children. A register of both adults and children is completed on arrival, so that a complete record of all those present is available in the event of an emergency.
- The arrival and departure times of adult – volunteers and visitors – are recorded.
- Visitors complete the visitor log with all relevant details and wear a visitors badge whilst on the premises and have procedures explained to them and are asked to follow these.
- When arriving, children's names are highlighted in the register and when they leave their name has a line put through.
- Our doors have key-code access, which are reviewed either termly or when a member of staff leaves the employment of the setting.
- Our systems prevent unauthorised access into our premises.
- Our systems prevent children from leaving our premises un-noticed.
- In the event a child was lost or not collected then we would follow the procedure set out in our Missing Child policy.

DOORS

- We take precautions when children are around doorways.

FLOORS

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

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KITCHEN AREA

- By being resourceful with the layout we have identified the kitchen area and children understand they are not to enter this area.
- There are separate facilities for hand-washing and for cleaning equipment.
- All electrical goods are regularly serviced.
- Cleaning materials are stored in a locked cupboard away from children. Cleaning materials in the toilets are stored out of reach of children.

ELECTRICAL EQUIPMENT

- All electrical equipment conforms to safety requirements and is serviced and certificated regularly.
- Boilers and meters are not accessible to children.
- Heaters and air conditioning units are not accessible to children.
- Plug sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds and is regularly monitored and recorded.
- Lighting and ventilation is adequate in all areas including storage cupboards and all toilets.

STORAGE

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

OUTSIDE AREA

- Our outside area is fenced, has a pond and is shared with the public. Children cannot access this area freely. Activities are planned and appropriate for this area. Warning tape is used around the pond to remind the children and the children remember the rules and boundaries when using this area. No equipment is left out in this area. The storage shed is locked when not in use and is only accessed by adults.
- There is a risk assessment for the shared outside area.
- We work in collaboration with the park ranger, who will identify dangerous species and about the dangers of the weather.

HYGIENE

- We act on information received from the Health Protection Unit and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the main room, kitchen area, lobby area, toilets and equipment.

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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 removed.
- All materials – including paint and glue – are non-toxic.
- Sand is clean and suitable for children's play.
- Play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

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 and do not place hot drinks within reach of children.
- Snack times and lunch/dinner times are appropriately supervised and children do not walk around with food and drinks.
- Fresh drinking water is available at all times.
- We operate systems to ensure that children do not have access to food and drinks to which they are allergic. Each child has their own placemat to identify their needs.
- We have received a certificate from The Health & Food Hygiene Authority and this displayed in the lobby area.
- We follow and complete the forms from The Safer Food, Better Business Guidelines.

OUTINGS

- We have agreed procedures for the safe conduct of outings (see outings policy) and when we are out in the woods.
- Procedures to be followed on outings are contained within our Operational Plan.
- An Outings risk assessment is carried out before an outing takes place.
- All parents/carers have signed a consent form so that their child can be taken on outings.
- Our adult to child ratio is high.

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ANIMALS

- Animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- Any setting pets are free from disease, safe to be with children and do not pose a health risk.
- All children are taught hygiene and safety procedures when handling animals.

FIRE SAFETY

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors and alarms are firefighting 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:
 - o Clearly displayed in the entrance area and in the main room
 - o Explained to new members of staff, volunteers, parents/carers and visitors and practised a minimum of three times per year.
 - o Records are kept of fire drills and the servicing of fire safety equipment.

FIRST AID

- At least one member of staff with a current paediatric first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. These are clearly identified on the staff rotas.
- Our first aid kits:
 - o Comply with the health and safety (First Aid) regulations 1981;
 - o Are regularly checked by a designated member of staff and re-stocked as necessary;
 - o Are easily accessible to adults and
 - o Are kept out of the reach of children.
- At the time of admission to the setting, we seek parents/carers written permission for emergency medical advice or treatment. Parents/carers sign and date their written approval.

ACCIDENT FORMS

- Accident Incident Forms are kept in the Accident Forms and summaries folder.
- A Monthly Accident Key Worker Summary form is produced each month and evaluated then evaluated by the deputy manager and manager on the Monthly Accident Summary Audit form.
- We will notify Ofsted and local child protection agencies of any serious accident or injury to, or serious illness or the death of, any child in our care, and act on the advice given.
- 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 local office of the health and safety executive:
 - o Any accident to a member of staff requiring treatment by a hospital and
 - o Any dangerous occurrences (ie an event which does not cause an accident but could have done).

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MEDICATION

- Children prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Only prescribed medicine will be administered and it must be in date and for the current condition. Administration is recorded accurately and parents sign the medication form to acknowledge the administration of medicine.
- Parents/carers give prior written permission for the administration of medication.

MANAGING CHILDREN WITH ALLERGIES

- When parents/carers start their child at the setting they are asked if their child suffers from any known allergies. This is recorded on their Registration Form, kept in their personal files and all staff are made aware.
- Staff will be trained to administer special medication in the event of an allergic reaction.
- Extra care and vigilance will be taken to ensure that children with severe allergies are not at risk.

INFECTION CONTROL

- Parents/carers must keep their children at home if they have any infection and inform the setting as to the nature of the infection. Parents/carers must not bring any child to the setting who has been vomiting or had diarrhoea within 48 hours of the last attack. This rule also applies to anyone attending the setting, staff, visitors etc.
 - If a child becomes ill during a session the parent/carer will be contacted and requested to collect their child. Regular observations will be made and recorded and the child will be kept as comfortable as possible.
- We will notify Ofsted of any notifiable infectious diseases and act upon any advice given by the Health protection Agency.

EXISTING INJURY

- A parent/carer will be asked to fill in a Pre-Existing injury form, recording all details of any injury sustained by the child and to sign to confirm this.

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 storage equipment or to change light fittings they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The involvement of staff in any accidents is recorded. The records are reviewed monthly to identify any issues which need to be addressed.

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RECORDS

In accordance with the statutory framework for the Early Years Foundation Stage, we keep records of:

- Adults authorised to collect children from the 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.
- register of attendance of children, staff, volunteers and visitors.
- Accidents.
- Incidents

NO SMOKING

We comply with the health and safety regulations and the welfare requirements of the EYFS in making our setting a no-smoking environment – both indoors and outdoors.

LEGAL FRAMEWORK

- Health & Safety at work Act 1974
- Management of health and safety at work regulations 1992
- Electricity at work regulations 1989
- Control of substances hazardous to health regulations (COSHH002)
- Manual handling operations regulations 1992 (as amended)
- Health and safety (Display screen equipment) regulations 1992

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CONTACT DETAILS

Norsey Woods, Education Room
Outwood Common Road
Billericay, Essex CM11 1HA
01277 656 921

Dollymans Farm
Doublegate Ln, Rawreth
Wickford SS11 8UD
01268 956 005

Thriftwood Scout Centre
Orchard Ave
Brentwood, Essex CM13 2DP
01277 402 016

Hannakins Farm Community
Centre, Rosebay Avenue, Queens
Park, Billericay CM12 0SY
01277 297 009

Ingrave Preschool, St Nicholas
Church Hall, School Lane, Ingrave
CM13 3RB

01277 297 024

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