

## Health and Safety Policy

*Current legislation states that a health and safety policy should be in place in all childcare settings. We have separate procedures in place for identifying, reporting and dealing with hazards and faulty equipment which are contained within the club's documentation folder.*

### General Statement of Policy

Our Policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, staff and visitors to the club.

The policy will be kept up to date, particularly as this setting and its project(s) change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Our setting also has public liability and employer's liability insurance. The certificate for public liability insurance is displayed in the building.

### **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.

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

Our health and safety poster is displayed in the building.

### **Staff Responsibilities:**

The management and staff will ensure that health and safety remains our first priority.

Each staff member is responsible for health and safety and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

Management have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team, we will strive to;

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

### **Overall Responsibility for Health and Safety in Bristol**

Health and safety enforcement is split between

- Bristol City Council, which covers most service (including childcare) and retail premises within our area and
- The Health and Safety Executive (HSE) covering larger premises such as factories.

Please note there are two reporting routes for childcare settings:

- Reporting work related serious accidents, incidents, occupational diseases and occurrences which are hazardous to health should be made to RIDDOR but only if this concerns an employee or volunteer OR a pupil attending a maintained school.

- If the serious accident, incident or dangerous occurrences involves a child attending a PVI setting, the setting must report this as soon as possible to First Response using their normal on-line reporting form. Although the form isn't designed for reporting such incidents, First Response advise that settings must use the form and make the information fit as best they can.
- <https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>
- First Response: tel 0117 9036444

### **Local Inspector**

Health & Safety Executive      Tel: 0300 003 1647

Bristol City Council Health & Safety Inspector    0117 922 2500 or email [health.safety@bristol.gov.uk](mailto:health.safety@bristol.gov.uk)

RIDDOR on-line reporting form: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

### **Fire**

We will abide by current legislation in regards to our settings roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority. We will also complete a fire risk assessment for our premises (*Avon Fire & Rescue has the most comprehensive and can be found on their website*)

***NB: If you are in rented premises your Landlord needs to of completed a risk assessment for the whole building. You then need to complete your own which should mirror theirs with additional measures detailed for the care of children.***

### **Premises and Outdoor Space**

We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the Health and Safety of our premises and outdoor space. We make a commitment to ensuring our premises, outdoor space and equipment are safe and appropriate for their use.

We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.

- Minimum of 2.3 m<sup>2</sup> per child for 3 - 7 year olds.
- Minimum of 2.5 m<sup>2</sup> for 2 years olds.
- Minimum of 3.5 m<sup>2</sup> for under 2's.

### **Materials and Equipment**

We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception, the manufacturer's instructions of their use will be followed.

### **Staffing and Supervision**

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training. Workers under 17 years of age are not counted in the staff:child ratio.

Staff will be taken through an induction when they start with the club which includes a clear explanation of health and safety issues. Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part. We will abide by current legislation in regards to staff to child ratios.

### **Control of Substances Hazardous to Health (COSHH)**

We will abide by the COSHH regulations to prevent any employees coming into contact with substances hazardous to health. This is a legal requirement if we employ over 5 staff in the setting and good working practice if we have less than 5. Wherever possible, we will avoid the use of substances that have the risk of being hazardous to health. We will hold a COSHH Register, COSHH Risk Assessments and further information i.e. safety data sheets on any chemicals that are used in the setting. We will make staff aware of this information and train, support and monitor them in carrying out safe working practices.

### **Record Keeping**

We will abide by current legislation regarding documentation, providers records, registration and information of children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

### **First Aid**

Please refer to Bizzy Kidz Club's First Aid policy.

Regarding allergies /Dietary / Medical Requirements/Care plans, a record will be kept of all allergies and specific dietary or medical requirements of registered children.

The manager will make all workers aware of any allergies or specific dietary or medical requirements of children in attendance.

Numerous other policies and procedures are in place that support the general health and safety of those who work in, attend and visit our provision, including:

- Fire Safety
- Drugs, Alcohol and No Smoking Policy
- Recruitment policy and procedure
- Missing child policy/procedure
- Materials and equipment policy
- Uncollected Child Procedure
- First Aid policy
- Child Protection policy
- Safeguarding Overview
- Photography, Mobile Phone, Video and e-safety
- Confidentiality policy
- Registration policy/procedure
- Administration of Medication Policy/Care plans
- Sick child procedure
- Risk Assessments
- Control of Substances Hazardous to Health (COSHH)
- Insurance certificates
- Staff handbook
- Record of completed fire drills
- Staff/child/parent induction
- Visitor's book
- Registration forms