HEALTH AND SAFETY POLICY

Statement of Intent

This setting believes 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. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Methods

The member of staff responsible for health and safety is the Centre Manager and Business Manager, along with the Directors. He/she is competent to carry out these responsibilities. He/she regularly updates his/her knowledge and understanding. We display the necessary health and safety poster in the setting.

Employees Responsibilities

Health and Safety Legislation imposes a legal duty on everyone to take care of themselves and to work in a safe manner. This document lays down specific duties and responsibilities for personnel at Stepping Stones to ensure conformance with legislation.

All employees must:

- Behave sensibly to assure their own Health and Safety and that of others around them.
- Comply with all Health and Safety instructions.
- Ensure that the children under their care are properly supervised to avoid accident or injury.
- Ensure that any children affected by their actions are not exposed to unacceptable risk.
- Keep housekeeping standards high in their work area.
- Use and not damage any safety equipment and personal protective equipment.
- Co-operate with inspections, surveillance and introduction of new working practices.

- Report any accident on the incident form.
- Report any situation where it is believed Health and Safety may be compromised.
- Understand any information given for Health and Safety purposes.
- Not attend the setting within 48 hours of the last attack of vomiting or diarrhoea.

The Managers are responsible for:

- Providing, as far as reasonable and practical, a work environment that is safe and free from excessive risks to health.
- Ensuring that adequate training, supervision and information is available to all employees regarding Health and Safety.
- Ensuring that there are safe means of access and way out from all places of work.
- Ensuring that staff members carry out their responsibilities properly with regard to the Health and Safety of all employees, visitors and children.
- Notifying Ofsted of any injuries that have occurred regarding children, staff, parents and visitors

Children

Children do not have the knowledge or understanding to take care of themselves and in particular they do not have experience to manage risks around them. The Early Years Team, students and volunteers will supervise the children and manage their time and the activities undertaken whilst they are with us to minimise the risks they are exposed to.

As part of this, the children's individual abilities will be taken into account when arranging setting programmes to take account of their capabilities and any disabilities or additional needs that may require additional assistance to manage the risks that they may be exposed to.

Training

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999, employers have a statutory duty to ensure that all employees receive training and regular updating on skills and procedures related to their work.

Stepping Stones will make its staff aware of its policies and procedures relating to Health and Safety and help employees to develop within their role.

All employees will be made aware of:

- First Aid Procedures
- Fire and Emergency procedures
- Site Safety Rules
- General Safety procedures e.g. personal protective equipment, safe handling of cleaning fluids, safe manual handling.

Records will be kept of all such training given.

Assessment of Risks

In order that risks within the setting and any activities undertaken as part of the setting programme are controlled, risk assessments will be carried out.

Assessments will be reviewed from time to time and additional assessments carried out where activities, equipment, visits, facilities etc change or alter from those already assessed, or in the event of accidents, or other unsatisfactory situation occurring.

Within the confines of the setting and its premises, routine checks will be carried out, and will be noted for rectification.

Any visits, reports or notices from enforcement agencies must be notified to the Centre Manager/Business Manager immediately and copies of any necessary paperwork and documentation will be kept in the Health and Safety records.

A log of the checks, and any problems raised, will be maintained.

The Health and Safety records will be kept available for inspection at the request of any Enforcement Agency.

Control and Use of Harmful Substances (COSHH)

- Staff at Stepping Stones implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Hazardous substances are stored safely away from the children.
- Chemicals used in the setting are kept to a minimum to ensure health and hygiene is maintained.
- Risk assessment is done for all chemicals used in the setting.

- All members of staff are vigilant and use chemicals safely.
- Bleach is not used in the setting.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
- Members of staff wear suitable rubber gloves when using cleaning chemicals.

PPE

Personal Protective Equipment (PPE) will be available as necessary in accordance with the Personal Protective Regulations 1992.

PPE will be supplied where there is no other practical means of protection and will be suitable for its intended purpose. Examples of likely PPE include gloves and aprons.

To be effective any PPE must be in good condition and be replaced when necessary.

Contractors will provide their own PPE.

The manager will arrange for supplies of any PPE that is required at the premises.

Manual Handling

- All staff at Stepping Stones comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift or move items.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Babies and young children are also heavy and need to be lifted and carried carefully and correctly.

Guidelines:

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects, even with others, that are beyond your strength.
- Use trolleys for heavy items that must be carried or moved on a regular basis.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
- Do not hold young children by standing and resting them on your hips.
- Please note this is not an exhaustive list.
- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

Fire and Emergency

As far is reasonable and practical the setting will take steps to minimise the probability of causes of fire. To this end all members of staff must take care to dispose of rubbish, maintain tidiness and control sources of heat and any flammable materials on the premises.

However, in the event of a fire or other emergency requiring evacuation a practiced drill will be put into operation.

Designated Fire Marshall is: Heather Turnham and Vicky Grisold

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service

users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.

- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.
- Fire exits must remain clear at all times, fire extinguishers must not be tampered with and waste must be disposed of regularly.

Visitors

Visitors with legitimate business - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

The Centre Manager has overall responsibility for visitors to the setting. In the absence of the Manager, the Business Manager will enforce policy.

First Aid Provision

First Aid equipment is available for use as required and is sufficient for the likely needs of the setting. No creams, lotions or medication are held unless medications forms are signed by the parent. A First Aider will be nominated to ensure that first aid supplies are maintained.

Person responsible for checking and stocking first aid box: *Vicky Grisold*

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, 06.10 Death of a child on site procedure is implemented and the police are called immediately.
- The registration form is taken to the hospital with the child.

- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated officer using 6.1c Confidential safeguarding incident report form as soon as possible.
- The Centre Manager is consulted before a RIDDOR report is filed.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- The committee directors are notified by the Centre manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, after consultation with the committee directors inform local child protection agencies of these events.

Housekeeping and Hygiene

In order to minimise hazards and reduce fire risks the setting and extended premises must be keep neat and tidy.

Good housekeeping standards require sufficient storage space and regular waste disposal, and include maintaining swept and vacuumed floors, cleared spills etc. To achieve this staff should ensure that:

- Articles are not left on the floor or in walkways
- Passages are not obstructed
- There are no trailing leads or cables
- All articles are stored in their correct places
- Waste does not accumulate and is disposed of promptly
- Problems preventing good housekeeping standards are reported to the Manager

Good housekeeping standards also enable good hygiene standards for prevention of infection and build up of germs on toys and equipment, both inside and outside.

Nappy changing etc must be carried out with regard to the associated risks from contamination. Members of staff must maintain good standards of personal hygiene both for themselves and any children in their care, to prevent the spread of bacteria and cross infection from one person to another.

Display Screen Equipment (DSE)

The use of computers and allied equipment such as telephones, printers, desk, chair etc and the immediate surrounding work area must not lead to health risks.

Within The Health and Safety (Display Screen Equipment) Regulations 1992 there are definitions for “Display screen equipment”, “User”, and “Workstation”.

To protect staff that use DSE they must be able to plan their work and take regular breaks. Training will be given to enable comfortable and safe working to minimise any risks associated with this type of work.

Risk Assessments will be carried out for each work station and any deficiencies found will be corrected.

A person who uses DSE as a major part of their working day is entitled to an eye and eyesight test paid for by the setting. Any corrective equipment that these tests may prescribe for work needs will be provided. The Setting will supply basis corrective equipment under these circumstances.

Eye and eyesight tests will be arranged by The Business Manager at an optician of her choice.

Maintenance

Any faulty equipment or building fault is recorded, including:

- date fault noted
- item or area faulty
- nature of the fault and priority
- who the fault reported to for action
- action taken and when
- if no action taken by the agreed date, when and by whom the omission is followed up
- date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

- Any broken or unsafe item is taken out of use and labelled ‘out of use’.
- Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is condemned, this is done in agreement with the Centre or Business Manager. This action is recorded as the action taken and the item is removed from the setting’s inventory.
- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

Electrical work:

Electrical defects must be repaired, and the equipment or supply not used until remedial action has been done.

Everyone must pay particular attention to the condition of plugs and flexes, and the correct fuse ratings should be used to avoid electrical accidents. RCDs will be checked prior to use.

- Only authorised and fully qualified personnel appointed by the Manager are to install, repair or attempt to repair electrical equipment or circuits.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately.
- All electrical equipment must be tested annually by a qualified engineer.
- All electrical equipment is to be inspected annually.
- Only electrical equipment supplied by Stepping Stones may be used on setting premises unless specifically authorised by the Manager.