

## **Health and Safety Policy**

***Current legislation states that a health and safety policy should be in place in all childcare settings.***

### **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 management members and visitors to the pre-school.

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 on the pre-school noticeboard.

### **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: Moniek Koster and Nicole Christian

Our health and safety poster is displayed on the staff notice board.

### **Staff and Management Committee 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(s) named above if they notice a health and safety problem that they are not able to rectify.

The management committee 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 when necessary 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.

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- 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)

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### **Fire**

We will abide by current legislation in regards to our setting's 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. Christ Church Clifton will also complete a fire risk assessment for our premises (*Avon Fire & Rescue has the most comprehensive and can be found on their website*).

### **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 for 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 pre-school, which includes a clear explanation of health and safety issues.

We will abide by current legislation in regards to staff to child ratios - (the setting's registration document also sets out the number and ages of children that can occupy the building).

## **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 ie 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 in regards to 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 our setting's First Aid policy

In regards to 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 or senior member of staff will make all Workers aware of any allergies or specific dietary or medical requirements of children in attendance.

We also hold a number of other policies and procedures that support the general Health and safety of those who work in, attend and visit our provision, including:

Fire Procedure

Recruitment and selection policy and procedure

Lost child or failure to collect a child policy/procedure

Arrival and Departure Procedure

First Aid policy

Child Protection policy

Photography, Mobile Phone, Video and e-safety

Confidentiality policy

Record keeping policy

Administration of Medication Policy/Care plans

Sickness policy and procedure

## **Christ Church Clifton Pre-School**

Smoking, alcohol and drugs policy

Risk Assessments

Insurance certificates

Record of completed fire drills.

Visitors' book.

Registration forms