

Health and Safety Policy

Responsibilities

The overall day to day responsibility for the Health and Safety policy is that of the Pre-school Management. However every staff member is responsible for Health and Safety.

All employees must:

- Co-operate with Management on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety or that of others;
- Take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Be responsible for own health & safety and not put others in danger.

Health and Safety ~ Risks arising from our work activities

- Risk assessments will be undertaken by the Management and staff on a daily basis.
- Risk assessments are also carried out on the daily educational plans for children.
- The findings of daily risk assessments will be logged by the Management and staff.
- Action required for the removal or control of risks will be approved and put in place by the management as soon as possible.
- Assessments will be reviewed yearly or when the work activity changes, or any incident occurs, whichever is the soonest.

Consultation with Employees

- At the time of this policy being drafted there were no employee representatives, however health and safety is a regular item on the agenda to consult all staff members at our team meetings.
- The Management will provide draft policies for employee consultation to take place.

Equipment

- Jointly the management and staff will be responsible for identifying all equipment needing maintenance.
- The management will be responsible for ensuring effective maintenance procedures are drawn up.
- The Management will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Management immediately.
- The Management will check all new equipment and ensure that it meets health and safety standards before it is purchased and used in the setting.

Handling and use of substances

The Management will be responsible for:

- identifying all substances which need a COSHH assessment and undertake COSHH assessments
- Ensuring that all actions identified in the assessments are implemented.
- ensuring that all relevant employees are informed about the COSHH assessments and provide safe systems of work
- checking that new substances can be used safely before they are purchased
- yearly assessment reviews in consultation with staff or when the work activity changes, whichever is the soonest

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed
- Health and Safety advice is available from the address on the poster.
- Supervision of young workers/trainees will be arranged by the Management.

Competency for Tasks and Training

- The Management will provide induction training for all employees.
- Job specific training will be provided by the manager / Early Years unit
- Specific jobs requiring special training are:
 - SENCO
 - Child protection
 - Health & Safety
 - First aid
- Training will be identified, arranged and monitored by the management.
- Training records are kept by the manager in the office

Accidents, First-Aid and work related ill health

- First aid boxes are kept both ends of the main area, plus portable kits for outings and outside play all maintained by the deputy manager
- The recommended number of staff trained in first aid on sight as stated by Ofsted. However we aim that all our staff are trained in First Aid.
- All adult accidents and cases of work related ill health are to be recorded in the accident book. The book is easily accessible alongside other routine documentation.
- The Management is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, where necessary or appropriate.

- Any child attending with a medical condition needing supervision will have a designated person assigned.
- Staff will be trained for additional health needs e.g. Diabetes etc.

Monitoring

To check working conditions and ensure safe working practices are being followed, the management will:

- Carry out spot checks
- Undertake regular risk assessments
- Investigate accidents.
- Investigate work-related causes of sickness absences.
- Investigate findings to prevent a recurrence.
- Seek advice from outside agencies when necessary.

Emergency Procedures - Fire and Evacuation

- The Management is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked every session and kept clear at all times.
- Fire extinguishers are maintained and checked every year incorporated with the main schools annual fire checks.
- Fire alarms and emergency lighting are checked regularly incorporated with the main school's main fire checks.
- Emergency evacuation will be tested at least every half term.

Health and Safety Policy Statement

Health and Safety at Work Act 1974 ~ This is the Health and Safety Policy Statement of Carisbrooke Clever Cloggs Day Care

Our policy is:

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To consult with our employees on matters affecting their health and safety.
3. To ensure safe handling and use of substances.
4. To provide and maintain safe equipment, monitoring their use and expiry dates.
5. To provide information, instruction and supervision for all employees;
6. To ensure all employees are competent to do their tasks and to give them adequate training.
7. To prevent accidents and cases of work related ill health through positive monitoring.
8. To review and revise this policy as necessary at regular intervals.
9. To provide up to date health and safety information for all users of the setting.
10. To provide opportunities for food hygiene and first aid courses to all staff.

Safety on Outings

This policy will be used as a checklist before each outing.

1. A register of all children and adults attending the outing is checked before leaving the pre-school and on arrival at destination.
2. The group will travel together and not be split into small groups for travelling.
3. Regular head counts of the children take place during the outing.
4. Children should wear either the reflective armbands or tunics, to enable adults to clearly see where they are.
5. Checks both inside and outside the premises must be carried out before leaving the Pre-school.
6. Where possible lower adult: child ratio will be used. A parent accompanying the group with a younger sibling of a pre-school child will not be included in the ratios.
7. Children will always be transported safely and only use transport with fitted seat belts.
8. A list of emergency contact telephone numbers will be taken for each child and adult.
9. A mobile phone, or radio if appropriate, will be taken in case of emergency.
10. Appropriate first aid equipment will be taken and easily accessible.
11. A record will be taken of any child/children with medical conditions and the necessary treatment e.g. asthma, nut allergy medication to be taken with group.
12. Parents will be advised prior to any outing that appropriate clothing and footwear should be worn according to the weather, this is a parental responsibility.
13. The pre-school will ensure all children have protective sun hats and where necessary apply sun cream to the children.
14. Staff will carry whistles to alert colleagues if the group needs to stop
15. Either a member of the management will remain at the setting to provide emergency contact or an alternative named emergency contact number will be made available.