

Health and Safety

Burwell Early Learners (BEL) and After School Clun (ASC) 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.

- 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.
- The persons competent and responsible for health and safety are:
Tracy Parr & Linda Cooksey
- We display the necessary health and safety poster in the office.
- We comply with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) and Ofsted is notified if a report is made.
- There is always at least one member of staff who is a qualified first aid provider at the setting at anytime.

Insurance cover

We have public liability insurance and employers' liability insurance which is maintained and updated annually. The certificate is displayed in the office.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes an explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- Records are kept of these induction training sessions.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We are a non smoking environment.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

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 store equipment they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed at supervisions, to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health and keep their COSHH data sheets on file. We keep all cleaning chemicals securely in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- We ensure blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler, electrical switch gear, and meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

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

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring suncream is applied and hats worn on sunny days.
- All outdoor activities are supervised at all times.

Hygiene

- We follow information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play rooms, kitchen, rest area, toilets and nappy changing areas and is carried out by a contracted company.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as disposable gloves - as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes.

Sun Safety

- We follow information from the Health Protection Agency and National Institute for Health and Clinical Excellence with regard to Sun Safety and how we ensure that the children are protected and we do this by:
 - Educating the children to be sun aware.
 - Encouraging parents to send their children wearing wear suitable clothing offering sun protection and wearing an appropriate level of sunscreen.
 - Planning the day to avoid being outside during the sunniest part of the day.

Activities and resources

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

Illnesses

- If BEL children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Room Leader calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.
- In extreme cases of emergency BEL will dial 999 for an ambulance and inform the parent.
- If ASC children have been unwell during school hours we will liaise with reception as to whether the school have contacted parents and they are to remain at school for collection or whether we will bring them to ASC and contact the parents from BEL.
- Parents are asked to take their child to the doctor before returning them BEL; BEL can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea or sickness, parents are asked to keep children home for 48 hours or until a formed stool is passed.
- The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from www.wiredforhealth.gov.uk and includes common childhood illnesses such as measles.
- Headlice is not an excludable condition. Parents are asked to treat the child promptly and regularly to minimise the risk of infestation.

Reporting of 'notifiable diseases'

- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.

- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

Children's personal safety

- We ensure that when a child first starts BEL or ASC we have information regarding any health and safety concerns and a risk assessment and or care plan is put in place as necessary.
- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- Parents and carers are aware that once they have signed to collect a child they have accepted full responsibility for that child's safety.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and visitors are securely stored during sessions away from the rooms whilst children are present.

Our accident / incident forms:

- are logged safely and accessibly within each room;
- are accessible to all staff, who know how to complete them;
- are signed by parents collecting children (in the event that someone other than the parent is collecting, a separate accident / incident form is sent home for the attention of the parents); and
- are reviewed at least termly to identify any potential or actual hazards.

Control of substances hazardous to health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, and where they are stored.
- Hazardous substances are stored safely away from the children.

- We keep all cleaning chemicals in original containers.
- We keep the chemicals used in the setting to a minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All staff are vigilant and use chemicals safely.

Legal Framework

- Health and 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(COSHH) (2002)
- Manual Handling Operations Regulations (1992 (as amended 2004))
- Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- Health and safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation.... A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: what You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling- Frequently Asked Questions: A Short Guide (HSE 2011)