

# Health and Safety

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Burwell Early Learners CIO (BEL) 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**

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### *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.

### Manual handling

- All staff 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.
- 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 babies 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.

#### Threats and abuse towards staff and volunteers

The setting is responsible for protecting the health and safety of all staff and volunteers in its services and has a duty of care in relation to their physical and emotional well-being. We believe that violence, threatening behaviour and abuse against staff are unacceptable and will not be tolerated. Where such behaviour occurs, we will take all reasonable and appropriate action in support of our staff and volunteers.

- Staff and volunteers have a right to expect that their workplace is a safe environment, and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats, violence or harassment by parents, service users and other adults as they carry out their duties.
- The most common example of unreasonable behaviour is abusive or intimidating and aggressive language. If this occurs, the ultimate sanction, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on the premises.
- Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. We would normally expect the police to be contacted immediately.

#### *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.
- Windows are opened regularly to ensure flow of air

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.
- Door handles are placed high, many doors require double handles to be used together to open.
- Doors to kitchens are kept closed, signs place on doors if cooker is in use.

### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Walkways 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.
- Safety sockets are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is plugged into them

### *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.
- Chairs are stacked safely not to high

### *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.
- 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.
- Equipment is regularly checked to ensure continued safe use
- Sightings of vermin are recorded and reported with relevant services contacted to treat problem
- If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101 children will be brought in immediately and parents informed.

### *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.
  - Disposable mop heads are used for spills

### *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.
- If animals/pets are brought into the setting for educational purposes a risk assessment is carried out

### *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.
- 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](http://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 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.

### *Sleep and rest time*

We do not have set sleep/rest time at BEL, but if a child happens to fall asleep during a session we make them comfortable in a quiet area, we have sleep mats available. Children will not be left asleep in buggies or on adults. Children will always be visible to adults, at least every 15 minutes an adult will visibly check a child for the rise and fall of the chest and that the child is in a safe position.

We may contact parents to see if they wish to collect their child or if they are happy for them to sleep at setting. We will not purposely wake children we allow them to wake naturally.

### *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)