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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **HEALTH AND SAFETY** |

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| **POLICY REFERENCE:** | **BRAM17** |
| **Issue Number:** | **02** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Statement of intent**

Brambles Childcare CIO 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.

**Methods**

Our Health and Safety Officer is Karen Cook. She is competent to carry out these responsibilities. We display the necessary health and safety poster on the wall in the main entrance lobby

**Risk assessment**

Our risk assessment process includes:

* checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers staff and/or other adults and children;
* deciding which areas need attention; and
* developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

* daily before the session begins;
* termly;
* annually - when a full risk assessment is carried out.

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board.

**Awareness raising**

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all staff and/or other adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
* Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
* Health and safety issues are made available to the parents of new children so that they understand the part played by these issues in the daily life of Brambles Childcare
* 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 have a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**Children's safety**

* We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the DBS
* All children are supervised by staff and /or other adults at all times.
* Whenever children are on the premises at least two members of staff must be present.

**Security**

* Systems are in place for the safe arrival and departure of children. A member of staff will supervise the door during these periods. The times of the children's arrivals and departures are recorded.
* Staff will not allow a child to leave Brambles Childcare with anyone other than their parent/carer unless they have been given prior notice.
* 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 /or other adults are securely stored during sessions.

**Windows**

* Low level windows are covered or replaced by safety glass.

**Floors**

* All floor surfaces are checked to ensure that they are clean and not uneven or damaged.

**Doors**

* We take precautions to prevent children's fingers from being trapped in doors.
* All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen**

* Children do not have access to the kitchen.
* All surfaces are clean.
* Cleaning materials and other dangerous materials are stored out of children's reach.
* When children take part in cooking activities, they:
* are supervised at all times;
* are kept away from hot surfaces and hot water; and
* do not have access to electrical equipment.

**Electrical equipment**

* All electrical equipment conforms to safety requirements and are checked annually by St Helens School.
* 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.
* 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 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 secure.
* Our outdoor area is checked for safety and cleared of rubbish before it is used.
* Staff 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 when not in use and is cleaned regularly.
* All outdoor activities are supervised at all times.

**Hygiene**

* We regularly seek 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 main room, kitchen, toilets and nappy changing areas.
* We have facilities for the disposal of nappies .
* We clean resources and equipment, dressing-up clothes and furnishings on a regular basis.
* The toilet area has a high standard of hygiene including hand washing and drying facilities.
* We implement good hygiene practices by:
* cleaning tables between activities;
* checking toilets regularly;
* wearing protective clothing - such as aprons and disposable gloves - as appropriate;
* providing sets of clean clothes; and
* providing tissues and wipes.

**Activities**

* Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Brambles Childcare.
* 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 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 safely.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Food and drink**

* There is an appropriate training programme in place for all staff who handle food.
* All food and drink is stored appropriately.
* Staff and/or other adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
* Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
* Fresh drinking water is available to the children at all times.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

**Outings and visits**

* We have agreed procedures for the safe conduct of outings.
* Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
* Staff will be present on outings, however we require a parent/carer to accompany their own child. The parent/carer must be responsible for their own child. There must be a ratio of at least one parent/carer to three children.
* A risk assessment is carried out before an outing takes place.
* A member of staff or a Committee member acts as co-ordinator for an outing. They hold a register of all children present.
* Staff take a mobile phone on outings, and supplies of tissues and wipes, as well as a first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

**Supervised outing during a playgroup session (village walk).**

* Parents sign consent form before outing takes place.
* A risk assessment is carried out before outing takes place.
* Appropriate adult ratios are maintained including parental help.
* Named children are assigned to individual staff to ensure each child is indidually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
* Staff take a mobile phone on outings, and supplies of tissues and wipes, as well as a first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

**Missing child**

If a child goes missing from Brambles Childcare

* The manager will carry out a thorough search of the building and outside area. The child’s name will be constantly called during the search.
* The register is checked to make sure no other child has also gone astray.
* Doors are checked to see if there has been a breach of security whereby a child could wander out.
* The manager talks to staff to establish what happened
* If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing on a group outing (where parents/carers are responsible for their own children), Brambles Childcare ensures that there is a procedure that is followed.

* As soon as it is noticed that a child is missing, staff/adults on the outing gather all the children together and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity.
* The person in charge of the venue is informed and asked to assist with the search.
* If the child is still missing, the outing co-ordinator or a member of staff contacts the police and report the child as missing.
* In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
* The co-ordinator contacts the chairperson of the management committee to keep them updated.

If a child goes missing from an outing where parents are not attending and responsible for their own child , Brambles Childcare ensures that there is a procedure is followed.

* As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
* The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
* Staff take the remaining children back to the setting.
* The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
* The staff contact the police using the mobile phone and report the child as missing.
* In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
* The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

**The investigation (of a lost child in Brambles or on an outing)**

* The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or anyone relevant who was on the outing.
* The key person/ staff writes an incident report detailing:
* the date and time of the report;
* what staff/ children were in the group/outing;
* when the child was last seen in the group/outing;
* what has taken place in the group/outing since then; and
* the time it is estimated that the child went missing.
* A conclusion is drawn as to how the breach of security happened.
* If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
* The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
* OFSTED is informed.
* The Insurance Department at the Pre-School Learning Alliance is informed.

**Animals**

* Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
* Children wash their hands after contact with animals.

**Fire safety**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures form part of those for St Helen’s Primary School and are:
* clearly displayed in the premises.
* explained to new members of staff, volunteers and parents; and
* practised regularly.
* Records are kept of fire drills and the servicing of fire safety equipment.

**Sleeping child**

* Children who sleep within the hours of opening, will be checked on a regular basis.

**Bad Weather**

Should we close early parents or emergency contacts will be called. In the event of bad weather the safety of the children must be the first consideration.

If St Helens school is closed then we will be closed. Parents can listen to BBC radio Cambridgeshire who issue bulletins on school closures in the event of bad weather.

**First aid and medication**

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

* complies with the Health and Safety (First Aid) Regulations 1981.
* is regularly checked by a designated member of the Committee and re-stocked as necessary.
* is easily accessible to staff; and
* is kept out of the reach of children.

At the time of admission to Brambles Childcare, parents' written permission is sought to allow any medical treatment with respect to their religious or cultural beliefs.

In the case of any head injury or bang to the head no matter how minor, a child will always be closely monitored to ensure that their injury does not deteriorate throughout the session.

In the case where a child receives a bang to the head they will be watched carefully for any signs of concussion.

**Our accident book:**

* is kept safely and accessibly.
* all staff and/or other adults know where it is kept and how to complete it; and
* is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

**Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

* any accident to a member of staff requiring treatment by a general practitioner or hospital; and
* any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

**Our Incident Book**

* We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.
* These incidents include:
* break in, burglary, theft of personal or the setting's property;
* fire, flood, gas leak or electrical failure;
* attack on member of staff and/or other adults on the premises or near by;
* any racist incident involving a staff or family on the centre's premises;
* death of a child, and
* a terrorist attack, or threat of one.
* In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
* In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of the children. The incident is recorded when the threat is averted.
* In the unlikely even of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
* The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

**Administration of medication**

* Medication may be administered. It must be in-date and prescribed for the current condition.
* Children taking prescribed medication must be well enough to attend the setting.
* Children's medication is stored in its original container in the locked medicine cabinet. It is clearly labelled and is inaccessible to the children.
* Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
* The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
* If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

**Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

* We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
* Parents are asked not to bring into Brambles any child who has been vomiting or had diarrhoea until at least forty eight hours after the last attack.
* Children with headlice are not excluded, but must be treated to remedy the condition.
* Parents are notified if there is a case of headlice in the setting.
* Parents are notified if there is an infectious disease, such as chicken pox.
* HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
* Children or families are not excluded because of HIV.
* Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
* Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

**Safety of adults**

* Staff and /or other adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* When staff and/or other 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.
* Staff and/or other adults do not remain in the building on their own or leave on their own after dark.
* The sickness of staff and/or other adults and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

**Temperature Policy**

We follow the advice given to us by Ofsted:

* *'The temp needs to remain at a constant comfortable level for staff & children bearing in mind children that are not mobile. The Health & Safety executive does give guidelines of 16 degrees as a minimum temp unless the activity involves physical exertion at which point the temp can drop to 13 degrees'*

If the temperature in Brambles Childcare drops below 16 degrees then the manager and the Health & Safety Committee member will make a decision as to whether or nor the setting should close. In the event of closure parents will be notified before or when they drop off depending on the time or asked to pick up the children if the session had already begun.

**Records**

In accordance with the National Standards for Day Care, we keep records of:

Adults

* names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
* names and addresses of all members of the management committee;
* all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

* names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
* the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
* the allergies, dietary requirements and illnesses of individual children;
* the times of attendance of children, staff, volunteers and visitors;
* accidents and medicine administration records;
* consents for outings, administration of medication, emergency treatment; and
* incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

*National Standard 6: Safety*

* Risk assessment.
* Record of visitors.
* Fire safety procedures.
* Fire safety records and certificates.
* Operational procedures for outings.

*National Standard 7: Health*

* Administration of medication.
* Prior parental consent to administer medicine.
* Record of the administration of medicines.
* Prior parental consent for emergency treatment.
* Accident record.
* Sick children.

No smoking.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *02* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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