



Wattisham Airfield Childcare Centre

Health and Safety Policy

At Wattisham Airfield Childcare Centre, we take our responsibility for ensuring the health and safety of all users of the setting very seriously. We are committed to cultivating a culture of safety within the setting and have in place a wide range of procedures to minimise hazards.

We hold a range of additional policies regarding health and safety which are sign posted from this policy.

- 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.
- Our member of staff responsible for health and safety is: **Claire Blowers**
- She is competent to carry out these responsibilities.
- She has undertaken training in health and safety and regularly updates her knowledge and understanding.
- We display the necessary health and safety poster in the reception area.
- We carry out termly evacuation drills within the setting varying the times and days, so every child gets to know the evacuation procedure in the event they are in the setting when this happens. We also carry out a 6 monthly fire drill in co-operation with the army fire station and a report is followed by this from the local fire department.
- First aid boxes are checked and signed on a monthly basis checking all of the contents are in date and if anything has been used it has been replenished.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is on display in the **Office**.

All the staff are aware of their responsibilities for maintaining their own personal health and safety, for that of their colleagues and for the children and families they are responsible for. They are encouraged to be constantly vigilant and to bring potential hazards to the attention of the manager of the setting.

Wherever possible, we use nontoxic, environmentally friendly cleaning chemicals within the setting. These are stored securely out of reach of the children in the allocated COSHH/cleaning cupboard that is locked by key. Protective aprons and gloves are used whenever necessary and all waste materials are disposed of hygienically. Colour coded Brushes and mops are readily accessible to clear up spills and all staff have a responsibility to maintain a high standard of cleanliness throughout the setting. All brushes and dustpans are kept clean and waste bins are fitted with lids and are emptied regularly.

Fire extinguishers and electrical appliances are checked annually by the onsite fire crew (last fire safety check was carried out in Feb 2018). Electrical equipment is used in a safe manner. **See our fire safety policy**

Room temperatures are monitored, and steps are taken to improve ventilation if necessary. Due to free flow play the temperature fluctuates, children are encouraged to wear appropriate clothing at all times.

All bedding, cots and mattresses conform to safety regulations; children are observed every 10 minutes whilst sleeping and this is recorded on a room sleep chart and initialled by the member of staff that has carried out the check and where possible it will be the child's key person. **See our sleep policy**

Toys and resources are washed regularly and either repaired or replaced, if damaged. Parents and carers are asked to provide named sun hats and sunscreen when outside on sunny days and are encouraged to play in the shade and agree to staff applying sun

cream when necessary. On hot days children are outside only in the cooler parts of the day and are kept out of the sun in high temperature peak periods.

The garden area is checked daily for animal droppings, broken glass or litter; this is ensured by our daily risk assessment checks both inside and outside. Regular checks are made during the growing season to remove any potential poisonous plants.

See our poisonous plant policy

Raising awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policies and procedures as they 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.
- 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 operate a no smoking policy.
- 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 termly to identify any issues that need to be addressed. - **See First aid and staff sickness policies**
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to

do if they have contact with eyes or skin or are ingested. It also states where they are stored.

- We keep all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors with protective covering to the hinges in the event a child gets their fingers trapped.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical/plant room is a locked cupboard is not accessible to the children.
- Fires, heaters, fans, wires and leads are properly guarded and the children are aware of the dangers, through adult led activities and discussions. This is supported by our local fire service that provides safety talks to our setting and carry out 2 fire drills a year with our setting. This is in addition to our termly fire drills we carry out within the setting. **See our Fire safety policy**
- 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 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 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 when not in use and is cleaned regularly, replacing sand.
- 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. **For further information please see our Hygiene policy**

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the age and stage 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 materials, including paint and glue, are non-toxic.
- Sand is clean, and discarded when dirty
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely, through play and adult led discussions and activities.
- Children who are sleeping are checked regularly at 10 minute intervals and staff initial this check on the sleep chart.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

- Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

For effective hand washing

- Hands must be wet under running warm water.
- Use an appropriate amount of soap to produce a lather
- Hands should be washed vigorously for 15-30 seconds
- Particular attention should be paid to thumbs. Finger webs and between fingers.
- Hands should be thoroughly rinsed under running water
- Hands should be dried thoroughly after washing using disposable paper towels.

Strict hand washing routines must also be completed after dealing with nappies, soiled underwear or any other form of soiled laundry, after cleaning or dealing with any form of waste, after visiting the toilet or after dealing with any first aid requirements, and every time after wiping a child's nose

Protective clothing

Blue disposable aprons are worn when childcare or catering staff are preparing, serving or handling any food or drinks.

White disposable aprons and gloves are worn when changing nappies or toileting children.

Legal framework:

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Employment Act 2002
- Employment Equality Regulations 2003, 2006
- Health & Safety at Work Act 1974
- EYFS Welfare requirements – Suitable person
- EYFS Welfare Requirements - Organisation

This policy was adopted at a meeting _____ name _____ of
of _____ setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____