



## Health and Safety Policy

### **Policy statement**

Kids Club Ely Ltd believe 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, staff and volunteers 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 members of staff responsible for health and safety are: Carly Dye & Gemma Griggs

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: The foyer

### **Procedures**

#### **Awareness raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults can adhere to our policy 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.

We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.

As necessary, health and safety training are included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.

We operate a no-smoking policy.

We make children aware of health and safety issues through discussions, planned activities and routines.

#### **Windows**

We ensure that windows are protected from accidental breakage or vandalism from people outside the building.

Our windows above the ground floor are secured so that children cannot climb through them.

We ensure that any 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.

Main entrance doors are locked at all times

### **Floors and walkways**

All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

Walkways are left clear and uncluttered.

### **Electrical/gas equipment**

We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.

Our boiler/electrical switch gear/meter cupboard is not accessible to the children.

Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.

We check storage heaters daily to make sure they are not covered.

There are enough sockets in our setting to prevent overloading.

We switch electrical devices off from the plug after use.

We ensure that the temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are adequate in all areas of our setting, including storage areas.

### **Storage**

All our resources and materials, which are used by the children, are stored safely.

All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

Our outdoor area is securely fenced. All gates and fences are childproof and safe.

The main side gate will be closed and locked during school hours, the gate to the back play area will be closed to prevent pre-school children exiting

The gate to the Spinney will be locked unless children are accompanied by an adult.

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.

We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly.

We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.

We always supervise outdoor activities, and particularly children on climbing equipment.

### **Hygiene**

We seek information from the Public Health England 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 the playroom, kitchen, rest area, toilets and nappy changing areas. Children do not have access to the kitchen.

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 disposal facilities for nappies.

We implement good hygiene practices by:

- cleaning tables between activities.
- cleaning and checking toilets regularly.
- wearing protective clothing - such as aprons and disposable gloves - as appropriate.
- providing sets of clean clothes.
- providing tissues and wipes

### **Activities, resources and repairs**

Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.

The layout of our play equipment allows adults and children to move safely and freely between activities.

All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.

We make safe and separate from general use any areas that are unsafe because of repair is needed.

All our materials, including paint and glue, are non-toxic.

We ensure that sand is clean and suitable for children's play.

Physical play is constantly supervised.

We teach children to handle and store tools safely.

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 management team.

### **Jewellery and accessories**

Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.

All staff and children must not wear open toed shoes.

Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

### **Safety of adults**

We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

We provide safe equipment for adults to use when they need to reach up to store equipment.

We ensure that all warning signs are clear and in appropriate languages.

We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

### **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, or gardening chemicals if used and where they are stored.

Hazardous substances are stored safely away from the children.

We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.

We keep all cleaning chemicals in their original containers

We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.

Environmental factors are considered when purchasing, using and disposing of chemicals.

All members of staff are vigilant and use chemicals safely.

Members of staff wear protective gloves when using cleaning chemicals.

### **Legal framework**

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

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)