



# AUTUMN COTTAGE CHILDCARE

# HEALTH & SAFETY POLICY

Incl. Organisation & Arrangements

*Issued: November 2024*

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## INTRODUCTION

Autumn Cottage Childcare Ltd. (AC) provides high quality, safe and inclusive childcare for children from 0 - 5 years. Therefore, in addition to its duty of care to its staff, AC recognises its enhanced responsibility for the safety and welfare of the children. This is reflected in this Policy through the inclusion of specific arrangements for child safety, including safeguarding.

## STATEMENT OF POLICY

AC has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and others, in particular the children in its care. To achieve this aim, it will:

- Comply with applicable statutory and local requirements
- Ensure a safe working and learning environment for staff and children
- Assess risks for staff and child activities and recording significant findings
- Ensure staff are suitably trained and competent to do their work safely
- Consult with staff, parents and others on matters affecting health, safety, and welfare
- Provide appropriate H&S information, instruction, and supervision to staff, parents & children
- Monitor and review these safety arrangements periodically.

## RESPONSIBILITIES

### Responsible Managers

The Responsible Managers for safety management at AC are the Managing Director and Secretary. They will appoint a competent person to assist in its Policy aims.

### Staff (and Volunteers)

- Support AC health and safety arrangements
- Comply with all AC safety procedures
- Ensure their own work area and activities remains safe
- Consider how their actions may cause harm or ill-health to others.
- Not interfere with AC health and safety arrangements or misuse equipment
- Report safety concerns to an appropriate person.



## ARRANGEMENTS

### ACCIDENTS & INCIDENTS

- See *Health – Wellbeing Policy*

### ANIMALS IN THE SETTING

- This will be subject to competent risk assessment including hygiene or safety risks posed by the animal and any allergies or issues for individual children.

### CHILD PROTECTION & SAFEGUARDING incl. supervision levels etc.

- See *Child Safeguarding Policy*.

### CONSULTATION/ COMMUNICATION

- Health and Safety is a standing agenda item in Staff and Management meetings
- Health and Safety policy and procedures are explained to new parents to help understand their importance in AC's activities. Parents will have the opportunity to discuss health issues with AC staff
- Children are made aware of health and safety issues through discussions, planned experiences and routines.

### CURRICULUM ACTIVITIES

#### ***Kitchen & Cooking***

- Children do not have unsupervised access to the kitchen. Access doors are locked at adult height
- During cooking activities, children are supervised and are kept away from hot surfaces, hot water and electrical equipment.

#### ***Outdoor area***

- All outdoor activities are continuously supervised
- Is cleared of any rubbish and potentially dangerous vegetation prior to use
- Correct adult: child ratios are maintained during outdoor activities.

#### ***Environment and equipment/resources***

- Activity layout and space ratios allow safe and free movement between activities
- Equipment offered to children will be developmentally appropriate – suitable for the ages involved
- Children are taught to handle and store tools safely
- Sand is clean and suitable for children's play
- Children playing with or near water are continuously supervised
- Safe surfaces are kept around all climbing equipment and such activities will be appropriately supervised.

#### ***Off-site Activities***

- Off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance
- Activities will be risk-assessed, and control measures implemented
- Appropriate staff/child ratios will be maintained both off and on-site.



### **EMERGENCY PROCEDURES – Fire, Non-Fire**

- There is a Fire Emergency Plan for fire-related emergencies and an Emergency Evacuation Plan for all non-fire emergencies
- Personal Emergency Evacuation Plans (PEEPS) are developed for any vulnerable persons to ensure safe, assisted evacuation
- Visitors are briefed on the Fire Emergency procedures.

### **FIRE SAFETY**

- A Fire Risk Assessment is carried out annually by the EVH Committee and communicated to AC who review its contents. This indicates:
  - Smoke detectors are installed and are tested for efficiency each week
  - Sufficient number of fire exits and fire escape routes are available and suitably signed
  - Appropriate firefighting equipment is available
- Sufficient members of staff are trained as Fire Marshals, including in the use of Fire-fighting equipment
- Fire Drills are carried out every half-term, reviewed and any changes identified implemented. Records of drills are kept.

### **FIRST AID**

- A First Aid needs assessment is carried out for all new children/staff to ascertain whether special precautions and/or training of staff are required
- All permanent staff hold a current Paediatric First Aid training certificate and at least one is always available on or off-site
- An appointed person is always onsite for adult first aid
- A First Aid kit is always accessible, including during off-site trips. It has contents appropriate for children.

### **HAZARDOUS SUBSTANCES**

- For all substances used in daily activities, whether supplied by AC or EVH (See 'Workplace'):
  - A record is kept
  - They are risk-assessed as to whether special instruction and or training may be required.
  - Safety Data Sheets are available which contain instructions in the event of contact with eyes or skin or ingestion etc.
  - Cleaning and other potentially hazardous substances are kept in their original containers and stored in a locked cupboard
  - Staff are made aware of them during Induction.
- Staff medication on the premises is securely stored and out of reach of children.

### **HYGIENE & HOUSEKEEPING**

- *See Health - Hygiene Policy*

### **MEDICATION & ADMINISTERING MEDICINES**

- *See the Health – Medical Conditions and Medicines Policy*



## MOVING & HANDLING

- Staff are trained in the correct methods for the safe movement, lifting and handling of equipment and children
- Exceptional lifting requirements are risk assessed individually.

## RISK ASSESSMENT

- Risk assessment is carried out by a competent person
- Risk assessments are undertaken where a significant risk is identified, or a possibility of such risk exists
- There is a Risk Assessment Folder accessible on the **AC website** which gives information and control measures for identified risks at AC
- Other risk assessments include any outings and new equipment.

## SAFETY MANAGEMENT MONITORING

- Regular internal review – including accident trends, Policy, procedure, and Risk assessment review, etc.
- Staff awareness - Staff are expected to act as ‘eyes and ears’ and, help identify any general or specific safety issues.

## SECURITY – PROCEDURAL

- A log of adults and children on site, including arrival and departure times (for Fire Safety purposes), is kept
- Systems are in place for:
  - the safe arrival and departure of children and adults including:
    - List of designated persons to collect a particular child with a security password.
    - Uncollected children n.
  - the event of a missing child

## SECURITY – CHILDREN - PHYSICAL

- All external doors are fitted with locks. They are secured with a keychain during the day.
- Windows use safety glass and are secured with locks.
- The Outdoor area is securely fenced, and the gate kept locked.
- Every door is fitted with a Finger Guard. Children are instructed not to play with doors or put their fingers near them.

## SUN PROTECTION

- See **Extreme Weather** Policy.

## TRAINING

All staff and volunteers will receive appropriate safety training, information, and instruction. This includes:

- **Induction training** to cover the contents of this Policy
- **Local training** regarding safe working practices. e.g., Fire Emergency
- **Specific training** in line with roles and activities e.g. First Aid
- **Periodic refresher training**, as required.



Records of training are kept.

#### **WORK EQUIPMENT incl. Children's Play equipment**

- All work equipment is subject to risk assessment and, where appropriate, staff are instructed and/or trained in its use
- All portable electrical equipment, sourced from both EVH (See 'Workplace') and AC, is PAT-tested
- All fixed electrical equipment conforms to the relevant legislative requirements. Maintenance records are held by the EVH Committee.
- All Gas appliances conform to the relevant legislative requirements. Maintenance records are held by the EVH Committee
- Any item of equipment found to be faulty or dangerous will be reported to the Manager leader and taken out of use. It will be reported to the EVH Committee, where appropriate.

#### **WORKPLACE & WELFARE FACILITIES**

AC rents Eversley Village Hall (EVH) for its day-to-day activities. Consequently, responsibility for managing aspects of the workplace lie with the EVH Committee:

- Building fabric, incl. maintenance & repairs
- Utility supply and associated infrastructure
- Work equipment (electrical & non-electrical) supplied as part of the agreement, incl. maintenance & repairs (See Work Equipment)
- Compliance with current Fire Legislation for such premises (see Fire Safety)
- Welfare facilities, incl. toilets and kitchen area (See Hygiene)
- Legionella – Risk assessment and monitoring
- Asbestos – Inspection and maintenance of register.

Details of this are contained in the Building Risk Assessment and related documentation supplied by EVH.

As part of their Duty of Care, the Responsible Managers communicate regularly with the EVH Committee to ensure that these responsibilities are being carried out. Records of these communications are kept.

Procedures exist for informing the Committee of any safety concerns, and for dealing with any immediate related incidents.