

## **Health and Safety Policy**

**(Cross reference to Personnel Policy, Food and Drink Policy and Sick child and Medication Policy, Confidentiality Policy)**

Busy Bees believes that the health and safety of the children and staff is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. The Early Years Foundation Stage Statutory Framework has reduced the need to have a written Health and Safety Policy, however as a setting employing more than 5 members of staff, to meet Health and Safety Executive legislation, and to comply with the conditions of our insurance company, we have kept our Health and Safety Policy in place. We aim to make children, parents/carers 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. Busy Bees holds full Public Liability Insurance and Employers' Liability Insurance. The certificates for Public and Employers Liability Insurance are displayed on the wall by our main entrance. The Manager (Hailie Sturt) and deputy playleader (Jess Bryan) is the named person's responsible for Health and Safety and has received full training in this role.

**Risk Assessment** Busy Bees takes all reasonable steps to ensure staff and children in their care are not exposed to risks and our Risk Assessments demonstrate how we are managing risks. The Risk Assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. Our Risk Assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- Anything which a child may meet during a session.
- For activities away from the setting e.g. outings, we will consider the appropriate adult to child ratios.

Following Health and Safety Executive Legislation the Risk Assessments are recorded in writing. We maintain lists of health and safety issues, which are checked:

- Daily before the session begins
- As and when a new risk or change is identified
- Reviewed mid-way through the year and changes made where needed
- Once a year - when a full Risk Assessment is carried out.
- When a child with special medical, care or learning needs starts our setting to ensure they are kept safe.

### **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 manual handling 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 explained to the parents/carers 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 staff meetings
- We operate a no smoking policy to ensure that no one smokes in any area where the children are present or about to be present, including the outside area and outside of the entrance
- Children are made aware of health and safety issues through discussions, planned activities and routines & carrying out their own safety checks in the garden, they get to be health & safety officers.

### **Children's Safety**

- We ensure all employed staff, regular volunteers, members of the Committee and students have been checked with a criminal record check from the Disclosure and Barring Service.
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting)
- All children are supervised by adults always
- Whenever children are on the premises at least two adults are present

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent/carer when prior notice (preferably written) is given
- Our security systems prevent children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during sessions
- Our security systems prevent unauthorised access to our premises

- All registers for children, staff, students and volunteers are checked at the end of each term to ensure everyone has been signed in and out and to look at any patterns of absence.
- Procedures are in place for checking the identity of visitors.

## **Doors**

- We take precautions to prevent children from going out of the door that leads to the car park & kitchen. We have a stair gate and an alarm on the door to notify us when the door is open.

## **Floors**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged
- Caution signs are displayed to warn staff and children to take extra care if the floor may be slippery
- Spillages are cleaned and the floor dried to prevent slipping • Scattered toys are picked up to prevent trip hazards

## **Food and Drink**

- All food and drink are stored appropriately
- Adults do not carry hot drinks through the play areas 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 always in their personal drinks bottles which are refilled when required. Drink bottles and lunchboxes that are left behind at the end of the day are emptied and washed out before putting back in the child's tray
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. These systems include obtaining information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded, displayed and acted upon
- We follow Food Standards Agency guidelines around food allergen labelling and awareness

## **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
- Special care is required in the shed, to ensure heavy items are not stored on high shelves, and care should be taken to ensure that other items are not displaced when taking item off shelves. The floor area should remain clear
- Items that could be harmful to the children (i.e. cleaning products), are stored out of children's reach or in a cupboard.

## **Outdoor Area**

- Our outdoor area is securely fenced. The main gate remains bolted shut always and is padlocked during the session
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess before it is used
- Where water can form a pool on equipment, it is emptied before children start playing outside
- Our outdoor sand pit and muddy kitchen trough are covered when not in use and are cleaned regularly
- All outdoor activities are supervised always
- We ensure that all plants are safe for young children and keep a list of poisonous plants in the Health and Safety file.
- We tape off areas that are slippery and areas that are not safe because of the rain.

## **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
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies go straight outside to the main bin.

## **Activities**

- 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 Busy Bees
- 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
- Any materials used for junk modelling are clean and safe for the use of young children

Outings and Visits Busy Bees staff will ensure the children in our care are kept safe while on outings. Busy Bees will fully assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment will include consideration of adult to child ratios.

We have agreed procedures for the safe conduct of outings.

- Parents/carers sign a general consent on the Permissions Form for their children to be taken out as part of the daily activities of the setting
- Parents/carers always sign separate consent forms before major outings
- A risk assessment on the proposed venue is carried out before an outing takes place
- Our adult to child ratio for outings is assessed in line with each individual risk assessment, and the needs of the children attending that outing. The ratios that we will adhere to will be clearly displayed on the risk assessment for that outing
- Named children are assigned to individual staff and adult helpers to ensure each child is supervised and to ensure no child gets lost and that there is no unauthorised access to children
- Outings are recorded in the settings diary stating: – the date and time of outing; – the venue and mode of transport; – names of staff assigned to named children; – expected time of return (if known).
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, a snack, water, and personal inhalers and spacers for children with asthma. 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. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- Staff follow our mobile phones and cameras policy and procedures relating to outings
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children

- At least one person who holds a current paediatric first aid qualification will be present on an outing
- Staff members and children are required to wear high visibility jackets when walking along roads. A member of staff will lead the group, with another member of staff walking at the back. When crossing roads, children must remain on the pavement area, and a designated adult will stand in the road to ensure the children have time to cross the road safely, and to stop any approaching vehicles
- Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured

### **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
- Outdoor footwear worn to visit farms/parks are cleaned of mud and debris and should not be worn indoors

Control of Substances Hazardous to Health (COSHH) We follow the Health and Safety Executive guidance to comply with the Control of Substances Hazardous to Health Regulations 2002. We keep the safety data sheets for appropriate substances and use these to inform their; use, storage, risks and any appropriate treatment.

### **Fire Safety**

- The Deputy Manager is the person in charge of Fire Safety and ensures all staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order
- Details are downloadable from the Health and Safety Executive website
- Guidance that applies to early years settings is set out in: Fire Safety Risk Assessment - Educational Premises (ISBN: 978 1 85112 819 8)
- The basis of the regulations is risk assessment. The Deputy Manager will carry out a risk assessment. This will follow the guidance as set out above

We risk assess the building for fire safety and review this regularly:

- The kitchen area contains a fire blanket, and fire extinguishers are situated throughout the premises
- All fire extinguishers are checked and serviced annually and replaced when required (each July), by a reputable company. Additional checks are made by the Manager on a weekly basis and recorded in the fire log book

- All portable electrical appliances are checked annually (each February/March)
- 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. Smoke detectors are checked weekly and recorded in the fire log book. Batteries replaced when required
- All emergency exits remain clear always
- Rubbish and recycling does not build up and bins are emptied regularly
- Our emergency evacuation procedures are developed by our Health and Safety lead and are: – clearly displayed in the premises; – explained to new members of staff, volunteers and parents; – practised regularly at least once every eight weeks and within two weeks of a new intake of children. – these drills are recorded in detail, which includes; Date, time, number of children, number of adults, how long the drill took and any comments; – the Fire Drill/Emergency evacuation drill Log is checked every term to look for patterns within drill timings and comments and to ensure the log has been completed correctly.

Each staff member must ensure that:

- All fire exit doors are kept free of any obstruction
- All corridors and doorways are kept free of any obstruction
- They are familiar with the location of all smoke alarm points
- They are familiar with the evacuation procedure
- All fire extinguishers are in their allocated position and are operational
- A phone is available and charged at all times
- They understand their allocated specific tasks in an emergency
- They are familiar with the Emergency Evacuation drill
- Fire doors are clearly marked, never obstructed and easily opened from inside

Procedure in the event of discovering a fire, flood or any other reason for an emergency evacuation:

1. Stay Calm.
2. Sound the alarm.
3. Walk do not run.
4. Busy Bees staff will lead the children to the school playground or the school car park, picking up the daily register sheets and registration file with emergency contact details for children and staff, and a mobile phone.
5. Assemble the staff and children to the fire evacuation point and call the register.
6. A designated staff member will check all indoor areas including the toilets before leaving the building and close the doors (if possible) when confident that there are no people left inside.
7. Call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact).

## **Accident or Injury**

Busy Bees has a full first aid box accessible at all times, in the main hall, with appropriate content for use with children. The contents of the box are checked termly by the Deputy Manager and replaced when required. A separate small first aid kit is also available for walks or outings.

Busy Bees keeps a written record of accidents or injuries and first aid treatment. Parents/carers are informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

Disposable gloves and aprons are used whenever a member of staff is dealing with body fluids (blood, urine, faeces, vomit and saliva). Staff with open wounds should, wherever possible, cover these wounds before dealing with body fluids to ensure that no infection can pass from adult to child or child to adult. Everyone should be treated equally but it should be remembered that it is possible that some people could be infected with Hepatitis or HIV Aids and so use of protective gloves is of paramount importance.

## **First Aid**

- All Busy Bees staff are required to receive full Paediatric First Aid training
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and follows recent Paediatric First Aid training recommendations
- The first aid box is easily accessible to adults and is kept out of the reach of children
- At the time of admission to Busy Bees, parents/carers' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval
- Parents/carers sign a Permissions Form at registration consenting to allow staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital

## **Serious Illness and Accident Procedure:**

- If required, call Emergency Services from telephone or mobile phone
- Notify the child's parents/carers. Parents/carers should ensure that two emergency contact numbers are written on the Registration Form. These should be local people, who could get to the setting in half an hour
- In the case of a serious accident two members of staff will deal with the accident and the other members of staff will look after the other children
- Accidents involving children, staff or volunteers will be recorded on an Accident Form, including details of treatment given. Parents/carers should sign the accident report and take a copy.
- The Accident Forms, Pre-existing Injuries Forms and Asthma Forms are always available during the session

## **Our Accident Records:**

- Blank record sheets are easily accessible on the Managers desk. Completed records are stored confidentially in the filing cabinet
- All staff and volunteers know where the records are kept and how to complete them
- Accident records are signed by the staff member dealing with the accident and the parent/carer on collection of the child
- Accident records are reviewed at least half termly to identify any potential or actual hazards, to look for any patterns in accidents occurring and to ensure all Accident Forms have been completed correctly and signed
- Ofsted is notified of any serious accident, injury, illness or death of a child whilst in our care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring
- We will notify Gloucestershire Safeguarding Children's Board team of any serious accident or injury to, or death of, any child while in our care and will act on any advice given
- 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 will report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- 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 on the following website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## **Our Incident Book**

- We keep an Incident Book for recording incidents including those 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; – an intruder gaining unauthorised access to the premises; – fire, flood, gas leak or electrical failure; – attack on member of staff or parent/carer on the premises or nearby; – any racist incident involving a member of staff or a family on the premises; – death of a child; – 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 event 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 Emergency Evacuation Procedure will be followed, and staff will take charge of their Key Children. The incident is recorded when the threat is averted. In the unlikely event 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 Protection File.

### **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 or to change light bulbs they are provided with safe equipment to do so. When ladders are required, at least 2 members of staff will be on hand, to ensure the ladder is safe and prevent accidents
- 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.

### **Premises**

Busy Bees ensures that our premises, including all indoor and outdoor spaces, and all the equipment and activities that we provide, are safe, fit for purpose and suitable for the age of children in our care. Busy Bees staff are responsible for ensuring the premises be clean, adequately ventilated and well lit. Busy Bees Playgroup takes place in a rented building and has sole use of the building. The temperature of the building is monitored by use of thermometers, and a thermostat ensures that comfortable temperature is maintained to for the comfort of the children and staff.

In the case of the Manager arriving and finding a situation that is out of the ordinary, for example vandalism, no heating, heavy snowfall etc. that has caused any damage to the property or poses a risk to the health and safety of the staff, children or parents/carers, then the Manager will use their discretion and may cancel the session or alter the rooms used, following consultation with the Admin officer. Parents/carers will be informed of the situation when they arrive and can remove their child if they are concerned.

Busy Bees premises and equipment are organised in a way that best meets the needs of children. Busy Bees is aware of our legal responsibilities under the Equality Act 2010 and will aim to make reasonable adjustments to ensure that our facilities are accessible to all.

Our outdoor play area provides the children with access to outdoor play on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions). The children are able to choose to 'free flow' between the indoor and outdoor areas throughout the day.

We do not currently have a separate area for children who may require a sleep during the day; therefore, we recommend that children requiring a daytime nap do not stay for the afternoon session.

#### Procedure for checking the identity of visitors

- Busy Bees will only release children into the care of individuals who we have been notified by the parent/carer, and we will ensure that children do not leave the premises unsupervised. Busy Bees takes all reasonable steps to prevent unauthorised persons entering the premises, and we have an agreed procedure for checking the identity of visitors. All visitors to Busy Bees are asked to come to the front entrance, where staff can verify their identity and ascertain the reason for their visit, before they are allowed access to the premises
- If the visitor or prospective parent/carer is unknown to Busy Bees we check their credentials and reason for visit before allowing them to enter the setting.
- For other visitors, we ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager
- We ensure that the visitor or prospective parent/carer is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's log. The Visitor or prospective parent is required to sign the log and their signature is then checked against their identification
- If the visitor or prospective parent/carer is known to the setting, we check that they have a valid reason to enter. They are then required to complete the visitor's log and will not be left unsupervised in the setting
- The visitors log will be checked termly to ensure it is being used effectively and that visitors are signed in and out

#### **Security procedures:**

Busy Bees staff ensure that the children in our care are safe at all times and are protected against any unauthorised persons accessing the premises, and that children cannot leave the premises without staff being aware.

The following procedures are in place:

- The external main entrance door is unlocked and propped open at 9.00am, so parents/carers and children can access their peg on the cloak rack.
- The main gate to the building remains open until 9.15. Parents/carers can access the area but must close the gate behind them on entering and exiting the car park. The gate is padlocked shut during the session
- The back door can only be opened from the outside with a code and allows all staff to access the premises.
- When all children have arrived, a staff member locks the main external door. The keys hang on a hook near to the sink.

### **Arrival and Departure Procedure:**

- Children must not be left unsupervised on the premises before 8.45am and should be collected promptly at 12.00/3.00pm in order not to contravene insurance cover
- All staff sign in when they arrive and sign out when they leave. This is recorded on the Daily Attendance Register Sheets
- At peak drop off and collection times, a staff member will supervise the main door and record the arrival and departure. All parents wait outside for their child to be handed out to them, this is to safeguard the children and ensure the children are going home with the correct parent/carer.
- The Daily Register will be checked to ensure all children are present in an emergency
- A child can only be collected by their parent/carer, or by someone who the parent/carer has given if they give the secret security code or informed a staff member. If a father or mother is collecting for the first time and has not met us before we would request that we are informed that this will happen
- If an adult, including a parent/carer, arrives to collect a child and has been/or appears to have been drinking or taking drugs and we do not feel they are in a fit state to care for a child we will accompany them home or call for another parent/carer or the emergency contact

### **Unauthorised contact/parent**

Busy Bees staff cannot refuse collection by either of the child's biological parents (or legal guardian), unless a court order is in place. Parents/carers must inform us in writing on their child's Registration Form if any adult/parent has restricted access by court orders. We will telephone the parent/carer of the child and/or police immediately if the named person attempts to collect the child.

If the parent/carer with the day to day responsibility makes a complaint about the other parent/carer's behaviour affecting the child's welfare (i.e. staying up too late etc.) Busy Bees staff will be reluctant to intervene. Staff should advise the parent/carer with residential

care to discuss it with the other parent/carer. If the problems continue the Busy Bees staff may have no choice but to become involved. In such circumstances, Busy Bees has a legitimate interest in speaking to both parents/carers ensuring both are aware of the effect the behaviour is having on the child.