

## Thorpe Willoughby Childcare Centre



### Health and Safety Policy

Thorpe Willoughby Childcare Centre is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

In order to achieve high standards of quality and safety and continually improve health and safety performance Thorpe Willoughby Childcare Centre is committed to implementing all necessary health and safety procedures.

Thorpe Willoughby Childcare Centre Recognises:

- That a systematic approach to health and safety, based on systematic risk assessment procedures (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

Thorpe Willoughby Childcare Centre is committed to:

- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
- Adequately resourcing health and safety measures including planning and implementation of any health and safety requirements.
- Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that Thorpe Willoughby Childcare Centre continues to improve standards of performance.

### **Who is Responsible?**

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the management team to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Supervision Requirements Children are to be supervised at all times whilst in the setting, Thorpe Willoughby Childcare Centre uses three levels of supervision dependent upon the activities that are taking place:

### **Constant Supervision:**

Being with the children at all times, actively supporting them using a physical presence or playing with them directly.

This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high risk assessment.

### **General Supervision:**

Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require your help or guidance.

Being on hand to respond to play cues and observant of the behaviour of the children.

This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.

### **Low Supervision:**

Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely.

Keeping an overview of what the children are doing whilst not interfering.

This is most commonly used with low risk activities.

Children are required to inform a member of staff if they are leaving the play area for any reason, if the children are playing outdoors or whilst they are on trips and visits they must be accompanied by a member of staff, even when going to the toilet.

Parents and carers are required to sign their child out of the setting before they leave.

This is in accordance with health and safety and fire regulations.

### **Child Protection**

All members of staff will receive training in child protection as part of their induction training (see Staff Induction Policy for further information).

All members of staff are instructed in the specific procedure for Thorpe Willoughby Childcare Centre, especially as regards to disclosures and suspicions of child abuse. (See Child Protection Policy for further information)

### **Accidents and Incidents**

All members of staff receive first aid training as part of their induction training; in addition all members of staff are instructed in the correct procedures for dealing with accidents and incidents including completion of documentation.

The setting has separate accident and incident folder which are used to document each accident and incident that takes place in the setting. (See Accident and Injury and Incident Policies for further information)

### **Emergency Procedure**

There is a documented procedure for fire emergencies / evacuation procedures which is displayed in all entrance areas that are accessed by Thorpe Willoughby Childcare Centre.

All members of staff are trained in the emergency procedure and fire drill evacuations take place once per month. (See Fire and Emergency Policies and Procedures for further information)

### **Administration of Medications**

All administration of medications are strictly controlled and done in accordance with the Medicine Administration Policy and Procedure Illnesses

In accordance with Thorpe Willoughby Childcare Centre's registration and booking policy, children will not be admitted if they are showing signs of an illness or ailment which may be contagious.

Thorpe Willoughby Childcare Centre uses guidance from NHS to determine the exclusion guidance for contagious illnesses.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting.

The member of staff will contact the child's parent or carer and observe the child closely until they are collected.

### **Risk Assessment of Activities,**

All activities that take place both within the confines of Thorpe Willoughby Childcare Centre and out-with the premises have been assessed for risk and controls have been put in place to ensure that any hazards have been minimised. (See Risk Assessment Policy for further information)

### **Personal Hygiene**

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene, and procedures are in place to ensure that standards are met. (See "Hand Washing Policy" for further information)

### **Maintenance and Storage of Equipment**

Thorpe Willoughby Childcare Centre has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting.

All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards.

All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children.

Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.

## **The Premises**

The premises that Thorpe Willoughby Childcare Centre operates from are checked daily by staff to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff.

At the end of the session members of staff ensure that the premises are left clean, safe and tidy.

### **Safety and Security**

Thorpe Willoughby Childcare Centre feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting.

A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access.

Visitors, other than parents and carers collecting their children must pre-arrange their visits and carry identification;

All visitors must make themselves known to a member of staff upon arrival, entry is restricted (doors locked) stating their name and reason for visiting.

Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times.

Smoking Thorpe Willoughby Childcare Centre operates a strict no smoking policy, this means that there is no smoking:

- On setting premises
- During setting time, including collections from other schools
- During preparation time
- During clear up time
- At staff training days
- At staff meetings
- At any gathering organised by the setting (unless it is a social gathering out with setting time and out with the premises).

All staff members are entitled to a minimum of a 20 minute break for more than 6 hours of work.

If a member of staff wishes to smoke during these times they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers and visitors to the setting;

Thorpe Willoughby Childcare Centre believes that this is in the best interests of the children and staff.

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