Health and Safety Policy and Procedure

This policy covers School's Out Henleaze and applies to all employees and children attending the premises used by School's Out Henleaze. We have separate procedures in place for identifying, reporting and dealing with hazards and faulty equipment which are contained within the policy folder and on our website. Related documents are available, covering the risk assessment process and the risk assessments for School's Out Henleaze premises, trips and activities.

Policy

Our policy is to provide and maintain a safe and healthy environment for all of those affected by our activities, especially children and their families, staff and visitors to the club.

The policy will be kept up to date, particularly as this setting and its project(s) change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Our setting also has public liability and employer's liability insurance. The certificate for public liability insurance is displayed within the setting.

The Health and Safety Information for Employees Regulations 1989, requires employers to display the HSE-approved law poster (or to provide each of their workers with the equivalent leaflet). The Health and Safety law poster is displayed in the setting.

Aim

We aim to make children, parents, staff and visitors 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.

Overall and final responsibility for health and safety in this setting is that of the Management Committee.

Our health and safety poster is displayed in the setting.

Staff and Management Committee Responsibilities

The Management Committee have an overall duty to act upon and oversee any health and safety problem that is bought to their attention. The Management Committee must seek assurance that risk assessments are completed and implemented, and a risk management system is in place. There is a committee member responsible for health and safety, whose responsibilities include checking that procedures and systems are in place, and will report back to the committee.

The competent person is the on-duty Manager, who has been delegated to meet the health and safety requirements. They may choose to delegate certain tasks to other members of staff. However, they will have overall day-to-day responsibility for health and safety within the setting. They will work closely with the Designated Safeguarding Lead to ensure all health, safety and safeguarding processes are aligned.

Management and staff will ensure that health and safety remain our first priority. Day to day operational health and safety responsibility is delegated to the senior School's Out Henleaze staff. The senior staff make sure the systems are in place, and that all staff are trained/know how to use them. They also develop new systems if a new health and safety issue arises.

All staff have a responsibility to use the systems the club has and if they are unsure to tell a Manager, or if they notice a hazard/dangerous practice that they have a responsibility to report it to a Manager (not to assume someone else will do it).

As a team we will strive to:

- Develop a positive health and safety culture.
- Create an environment that is safe and healthy, where staff understand their responsibilities to themselves and others.
- Use, maintain and store equipment safely.
- Prevent accidents and cases of work-related ill health.
- Ensure that all staff are competent in the work in which they are engaged.
- Work in partnership with premises owners in buildings we use, to ensure health and safety is considered and managed.
- Involve, consult and communicate with staff in health and safety matters.

Staffing and Supervision

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training. We will abide by current legislation in regards to staff to child ratios. Workers under 17 years of age are not counted in the staff to child ratio.

All staff read the Health and Safety Policy and Procedure on an annual basis. New staff read it as part of the induction process. Records of these inductions will be kept and new staff asked to sign these records to confirm that they have taken part.

We will abide by current legislation regarding staff:child ratios. The EYFS ratio requirements apply to the total number of staff available to work directly with children, across the whole provision, not just each room.

Staff, where appropriate, will receive training about health and safety, including how to meet their roles and responsibilities identified within the health and safety policies and procedures, such as paediatric first aid, food hygiene and fire warden training.

Overall Responsibility for Health and Safety in Bristol

Health and safety enforcement is split between:

- Bristol City Council, which covers most service (including childcare) and retail premises within our area and
- The Health and Safety Executive (HSE) covering larger premises such as factories.

Please note there are two reporting routes for childcare settings, we will use the most appropriate for any situation arising:

- Reporting work related serious accidents, incidents, occupational diseases and occurrences which are hazardous to health should be made to RIDDOR but only if this concerns an employee or volunteer OR a pupil attending a maintained school.
- The setting must report any serious accident, incident or dangerous occurrences as soon as possible to First Response using their telephone helpline number or as instructed on their webpage.
- First Response: 0117 9036444

Reporting Injuries, Accidents, Illnesses, and Outbreaks

Bristol City Council is the enforcing authority for health and safety law, they have a role in investigating accidents and complaints, carrying out health and safety inspections, investigate complaints about workplaces and ensure that accident notifications received in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are investigated.

Bristol City Council - Health & Safety Team:
Bristol City Council
Health and Safety (City Hall)
P.O Box 3399
Bristol
BS1 9NE
Tel: 0117 922 2500
Email: health.safety@bristol.gov.uk

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Health and Safety Executive (HSE) - RIDDOR online reporting form:
Make a RIDDOR report - Overview - HSE
Reporting accidents and incidents at work

Types of Reportable Incidents

Employers must report any incident if it results in death, major injury or a member of the public being taken to hospital with an injury. Employers must also report occupational diseases, dangerous occurrences, gas incidents, and any disease caused by an occupational exposure to a biological agent including occupational cancer.

UK Health Security Agency Protection Team (UKHSA HPT)

Education and childcare settings are asked to contact their UK Health Security Agency Health Protection Team (UKHSA HPT) to seek specialist advice and report any outbreak or serious or unusual illness. Education and childcare settings may consider seeking specialist advice from the relevant UKHSA HPT if they are concerned and have seen:

- a higher than previously experienced and/or rapidly increasing number of staff or children's absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital
- more than one infection circulating in the same group of children and staff for example chicken pox and scarlet fever

Childcare settings are also asked to contact their UKHSA HPT as soon as possible to report any outbreak or serious or unusual illness for example, hepatitis, measles, mumps, rubella, scarlet fever, tuberculosis, typhoid, whooping cough and E. coli. These examples are not exhaustive.

UKHSA HPT South West:
2 Rivergate
Temple Quay
Bristol
BS1 6EH
Email: swhpt@phe.gov.uk
Telephone: 0300 303 8162 (option 1, then option 1)
Out of hours for health professionals requesting urgent advice: 0300 303 8162 (option 1)

OFSTED

Ofsted-registered settings must report significant events affecting their childcare within 14 days using the online reporting form: Report a serious childcare incident

Fire

We will abide by current legislation in regards to our settings roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority.

In line with regulations, we have completed a fire risk assessment for the building we use. As we rent our space, this has been written to mirror our landlord's risk assessment and takes into consideration the extra safety measures needed when caring for children.

Our evacuation routes are clearly displayed throughout the setting and we commit to practicing evacuations with the children a minimum of 3 times a year. We will endeavour to ensure that all children have the opportunity to practice evacuations so will differ the days/and times to capture part time attendees.

Premises and Outdoor Space

We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the health and safety of our premises and outdoor space. We make a commitment to ensuring our premises, outdoor space and equipment are safe and appropriate for their use.

We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.

Resources, Materials and Equipment

We believe a child's play experience will be considerably enhanced if they have access to a wide range of resources, materials and equipment. All materials used in the setting will be children friendly, meet the minimum BSI safety standards and without exception the manufacturer's instructions of their use will be followed.

Control of Substances Hazardous to Health (COSHH)

We will abide by the COSHH regulations to prevent any employees and children coming into contact with substances hazardous to health. This is a legal requirement if we employ over 5 staff in the setting and good working practice if we have less than 5. Wherever possible, we will avoid the use of substances that have the risk of being hazardous to health. We will hold a COSHH Register, COSHH Risk Assessments and further information i.e., safety data sheets on any chemicals that are used in the setting. We will make staff aware of this information and train, support and monitor them in carrying out safe working practices.

Record Keeping

We will abide by current legislation in regards to documentation, providers records, registration and information of children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

We will record any incidents, and near misses re Health and Safety on our incident form, and any accidents or near misses on our accident form. We will regularly review these to learn from them and implement any further measures to improve safety in the setting.

First Aid

Please refer to our settings First Aid Policy and Procedure. We will always maintain sufficient numbers of paediatric first aid qualified staff on site and off site in line with Ofsted regulations.

In regards to allergies, dietary, medical requirements and care plans, a record will be kept of all allergies and specific dietary or medical requirements of registered children.

The Manager will make all playworkers and volunteers aware of any allergies or specific dietary or medical requirements of children in attendance.

Personal Care, Toileting and Intimate Hygiene

We will consider the safety and privacy of children, as well as the safeguarding considerations for adults, when supporting them with personal care such as nappy changing, toileting etc. we have policies and procedures in place to specifically support staff with these responsibilities.

Risk Assessments

Risk assessments cover all aspects of the setting, including outings, trips, and specific one-off activities. Risk assessments are reviewed annually or when updates are required and are 'living documents'. Staff are made aware of any changes to risk assessments. Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons.

Food and Drink

In line with current legislation, we will ensure we are meeting the expectations of the Early Years Food and Nutrition Guidance and/or the School Food Standards.

In regard to allergies /Dietary / Medical Requirements/Care plans a record will be kept of all allergies, intolerances and specific dietary or medical requirements of registered children. We have a staff member who has responsibility for collating and sharing dietary requirements

with staff and volunteers and with responsibility for checking all meals and snacks meeting the individual requirements of all children in attendance.

Any staff members undertaking food handling or preparation will complete appropriate training which will include avoiding cross contamination, allergies, intolerances and dietary requirements.

More information can be found in our Food, Nutrition and Kitchen Hygiene Policy

Temperature

There are no specific legal maximum working temperatures for childcare and education settings or other workplaces. However, the setting recognises the importance of maintaining a reasonable temperature. Please refer to the settings related policies and contingency policy in the event of hot weather. The Approved Code of Practice suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius. If the work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius. These temperatures are not absolute legal requirements; the settings employer has a duty to determine what reasonable comfort will be in the particular circumstances.

Lone Working

Staff are encouraged not to work alone in the setting. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Where lone working cannot be avoided, staff should refer to the lone working policy and or risk assessment.

Manual Handling

Staff are provided with information on safe moving and handling techniques as part of their induction. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

We recognise that staff may be expected to move/carry children in the setting as part of their role e.g. carrying babies or small children. We will support them to understand how to do this safely and with the minimum impact on their wellbeing or that of the child.

There will also potentially be instances where staff will need to physically intervene with children to keep them and those around them safe. We will ensure that any staff member that undertakes this role has accessed the appropriate training to minimise the impact of physical intervention on the child.

Any incidents of physical intervention to safeguard children, staff or premises will be recorded in line with our Behaviour Management Policy

Security

We have in place procedures for controlling access and barring individuals from the premises. Please refer to our arrival and departure policy and lockdown policy and procedure. These have been written in reference to the Government Guidance.

Supporting Policies

We also hold a number of other policies and procedures that support the general health and safety of those who work in, attend and visit our provision, including:

- Administration of Medication Policy/Care Plans.
- Arrival and Departure Policy and Procedure.
- Safeguarding and Child Protection Policy and Procedure.
- Child Sickness Policy and Procedure.
- Confidentiality Policy.
- Control of Substances Hazardous to Health (COSHH).
- Drugs, Alcohol and No Smoking Policy.
- Fire Safety Policy and Procedure.
- First Aid Policy and Procedure.
- Food Hygiene Policy.
- Insurance Certificates.
- Lockdown Policy
- Toys and Play Equipment Policy.
- Missing Child Policy and Procedure.
- Photography, Mobile Phone, Video and E-safety.
- Record of Completed Fire Drills.
- Safer Recruitment Policy and Procedure.
- Registration Forms.
- Registration Policy and Procedure.
- Risk Assessments.
- Safeguarding Overview.
- Staff Induction.
- Uncollected Child Procedure.

Review and Monitoring

The setting will regularly (at least annually) monitor and review the health and safety policies to ensure they are reducing risks. Where there is a health and safety incident at the setting, the manager/management and others with health and safety responsibilities, will assess the effectiveness of the settings procedures and its response. If necessary, changes to policies and procedures may be undertaken.