

# Health and Safety Policy

## Westbury Little Foxes



### General Statement of 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, practitioners, management members and visitors to the setting.

The policy will be kept up to date, particularly as this setting and its projects 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 on the notice board.

### 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.

In line with The Health and Safety Information for Employees Regulations 1989, our HSE approved poster and first aid poster are displayed on the notice board.

### Staff and Management Committee responsibilities:

The management and staff will ensure that health and safety remain our first priority.

Overall and final responsibility for Health and Safety in this setting is that of: Lizzie Staite & Hannah Summers. 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.

Each staff member is responsible for health and safety, and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

The management committee have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team we will strive to;

- create an environment that is safe and without risk to health
- prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

## **Local Inspector**

Health & Safety Executive    Tel: 0300 003 1647

## **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. We will also complete a fire risk assessment for our premises. Our current fire warden is Marina Liso.

## **Premises**

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 and equipment are safe and appropriate for their use.

## **Outdoor Space**

Our outdoor space is a public woodland. We will check the areas that we visit regularly to ensure they are safe for children to play. A safety sweep will be conducted at the start of each session and children will be made aware of any hazards. If the risk is deemed to be high then we will move to a different area. We will then clear the hazard when not with the children or notify the appropriate authorities. Areas that we take trips to or walk through will be risk assessed before the day and on arrival. The children will be involved in identifying any hazards where practically possible.

We will also ensure that space allocations meet the minimum requirements for children.

- Minimum of 2.3 m<sup>2</sup> per child for 3 - 5 year olds.
- Minimum of 2.5 m<sup>2</sup> for 2 years olds.
- Minimum of 3.5 m<sup>2</sup> for under 2's.

## **Materials and Equipment**

We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. Children will have access to the natural environment, and back at LFHQ lots of loose part materials and other play resources, which will be checked prior to use as far as possible. Children will be taught how to assess natural materials for risk and not to touch unknown plants or unfamiliar objects without checking with a practitioner first. See our Pre-School risk assessment.

## **Staffing and Supervision**

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

Staff will be taken through an induction when they start at Little Foxes Forest School which includes a clear explanation of health and safety issues. Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part.

We will abide by current legislation in regards to staff to child ratios. A higher rate of supervision is required when operating outdoor provision. Staff ratios will be 1:5 for all 3-4-year olds, 1:4 for 2 year olds and 1:6 for school aged children when away from LFHQ or on trips.

## **Control of Substances Hazardous to Health (COSHH)**

We will abide by the COSHH regulations to prevent any employees 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).

### **First Aid**

Please refer to our settings First Aid policy

In regards to allergies /Dietary / Medical Requirements/Care Plans- a record will be kept of all allergies and specific dietary or medical requirements of registered children. Prior to starting with us parents of children with any medical needs/ allergies/ food intolerances will be required to sign a 'dietary action plan' or 'medical action plan'.

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

### **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 adverse weather.

### **Lone Working**

Staff are encouraged not to work alone in the setting. Work carried out unaccompanied, or without immediate access to assistance will be risk assessed to determine if the activity is necessary. Where lone working cannot be avoided, staff should refer to the relevant 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. All staff who move and handle children receive appropriate physical intervention training.

## **Security**

We have in place procedures for controlling access and barring individuals from our indoor premises. Whilst out in the woods we have procedures in place that are regularly practiced in order to maintain safety and security. Please refer to our arrival and departure policy, Emergency Evacuation and lockdown policy and procedure.

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:

Fire Safety

Drugs, Alcohol and No Smoking Policy

Recruitment policy and procedure

Missing child policy/procedure

Materials and equipment policy

Uncollected Child Procedure

Arrival and Departure Policy and Procedure

First Aid policy

Food Hygiene

Child Protection policy

Safeguarding Overview

Photography, Mobile Phone, Video and e-safety

Confidentiality policy

Registration policy/procedure

Administration of Medication Policy/Care plans

Children's sickness procedure.

Risk Assessments

Control of Substances Hazardous to Health (COSHH)

Insurance certificates

Staff handbook

Record of completed fire drills.

Staff induction

Visitor's book.

Registration forms

## **Review and Monitoring**

The setting will 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 competent person 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.

### **Riddor (Reporting of Injuries, Diseases and Dangerous Occurrences**

**Regulations) Health and Safety Executive (HSE)** - RIDDOR online reporting form:

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

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. 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

Little Foxes will seek to contact their UKHSA HPT (contact below) 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.

UKHSA HPT South West:

Dominic Mellon, Regional Deputy Director

2 Rivergate

5 Temple Quay

Bristol

BS1 6EH

Email: [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)

Telephone: 0300 303 8162

### **Ofsted**

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