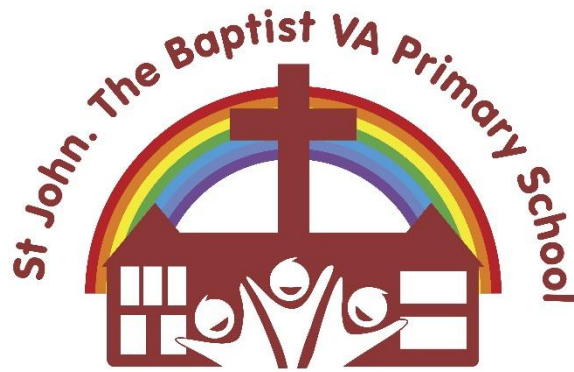


# Little Disciples

## Childcare



**Little Disciples Childcare**

## Health & Safety Policy

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

<b>Approved by:</b>	Little Disciples Senior Management Team
<b>Adopted by:</b>	Trustees of the Little Disciples Management Committee
<b>Scheduled review date:</b>	September 2024
<b>Agreed by Person in Charge:</b> <i>Signature &amp; Dated</i>	
<b>Agreed by Responsible Individual</b> <i>Signature &amp; Dated</i>	

# Health and Safety

Our setting is safe and secure for children, staff, and visitors. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager.

## The setting:

- Displays the appropriate public liability insurance certificate on the settings premises.
- Displays a health and safety law poster on club premises.
- Adheres to regulations required to maintain registration with CIW
- Adheres to all the relevant health and safety regulations with reference to the Health and Safety Executive.

## Children:

- Are always supervised.
- Are only collected by an authorised adult.
- Are given opportunities to discuss ways to keep themselves safe and healthy. This includes involvement in establishing the settings ground rules or for activities and special events.
- Are given opportunities to make decisions about their own play choices to help them develop their knowledge of the world, their own skills, and their physical and emotional wellbeing.

## Staff and Induction/Training:

- Staff are trained in health and safety requirements for the setting including fire prevention and drills.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification.

## Premises:

- Are welcoming and friendly
- Provide adequate space both indoors and outdoors for children to play.
- Can be divided appropriately for groups of children and staff to take part in different activities, including a period for quiet play.
- Are adequately lit, heated (to at least 18°C), and ventilated
- Offer adequate wash basins and lavatories for numbers of staff and children attending.
- Has safety glass or protective film covering fitted to any door fitted with glass.
- Any water features on the premises (e.g. ponds) are made safe or inaccessible to unsupervised children
- All electrical, gas and oil-burning appliances are checked at least annually by a suitably qualified technician and certificates are retained.
- Any hazardous materials/chemicals are kept inaccessible to children in a locked cupboard.
- All waste is disposed of appropriately.
- Smoking is not permitted on the premises, in the settings vehicles or in any designated outdoor play space.

## Furniture and Equipment:

- Are stored safely.
- Is sufficient and suitable to provide a stimulating play environment and opportunities (both indoors and outdoors) and appropriate for the ages and individual development needs of the children attending.
- Are clean, well maintained and conforms to BS EN safety standards or relevant Toys (Safety) Regulations where applicable.
- Are suitable for its intended use and kept in good repair.

## **Risk Assessment**

The setting undertakes and documents risk assessments - a careful examination of what could cause harm to people so that necessary safety precautions can be taken - in the following way:

1. Identify the hazards (anything that may cause harm).
2. Decide who might be harmed and how.
3. Evaluate the risks (the chance of someone being harmed and how serious the harm could be) and decide on precaution.
4. Record findings and implement them.
5. Monitor and review the assessment and update if necessary. (For further guidance visit [www.hse.gov.uk](http://www.hse.gov.uk))

It is the responsibility of ALL staff to ensure that risk assessments are carried out and to notify their line manager of any concerns.

- All completed risk assessment records are safely stored for a suitable length of time and will be made available for inspection by any relevant authority.
- Staff are required to complete the daily Health & Safety records and daily Risk Assessment checks indoor and outdoors.

**The settings Risk Assessment Document was last reviewed in July 2023 (To be reviewed in July 2024)**

**A Fire Risk Assessment/Inspection last took place in July 2023 (To be reviewed in May 2024)**

## **Fire Safety**

In line with appropriate guidance the setting will undertake fire risk assessments as follows:

1. Identify fire hazards
2. Identify people at risk in and around premises and people who may be especially at risk
3. Evaluate the risk of a fire starting and the risk to people from a fire, remove or reduce fire hazards and risks to people from fire and protect people by providing fire precautions
4. Record findings and action is taken, discuss and work with others, prepare emergency plans and inform and instruct relevant people.
5. Review the fire risk assessment regularly, making changes where necessary.

The setting will consult the relevant Fire Safety Officer to assess fire risk, take adequate precautions against the risk of fire and ensure people can safely escape if there is a fire. Any recommendations made by the Fire Safety Officer will be actioned as soon as possible by the setting.

The premises, fire detection and firefighting equipment will be checked annually by a Fire Safety Officer from the relevant Fire and Rescue Service. Certificates issued will be safely filed and will be made available to relevant authorities. Staff receive suitable training in fire prevention. Some of the fire precautions identified within the risk assessment process to reduce risk may include the following:

- Flammable materials are removed or separated from sources of ignition.
- Suitable fire detection and warning systems are in place, tested and maintained.
- Suitable fire extinguishers are provided and checked.
- Safe means of escape is identified so that everyone who might be on the premises or nearby can escape.
- Fire exits are clearly identified and unobstructed.
- Fire exit doors and those on any escape route are easy to use.
- Suitable fire safety signs are used
- Emergency lighting is in place.
- The setting implements clear emergency procedures – evacuation in case of fire or other significant incident (including reverse fire drill). These will be made known to staff and will be practiced termly (and at least every 6 months, recognising that young children benefit from more frequent practice) and when a new child, staff member/volunteer starts at the setting.
- People who cannot get themselves out of a building unaided will also be considered through personal emergency evacuation plans. Details of these practice drills will be logged and filed.

- Accidents and ill health at work will be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923
- Significant accidents, incidents and outbreaks of serious disease are reported to CIW in line with The Child Minding and Day Care (Wales) Regulations 2010.