

## Health and Safety

Pathways Childcare Centre takes the maintenance of health and safety extremely seriously. All staff will be familiarised with this policy and we will have regular meetings to keep staff updated with new changes.

Pathways aim to ensure the health, safety and welfare of all staff, children, parents/carers, visitors and other individuals who may be affected by Pathways activities. The Health and Safety at work act 1974 and the workplace (health, safety and welfare) regulations 1992 and their associated approved code of practice (ACOP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- 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.

### **Responsibilities of the registered person, the manager and staff**

The identification, assessment and control of hazards within Pathways are vital in reducing and preventing accidents and incidents.

The manager oversees that risk assessments are done in both buildings and also that fire evacuation procedures are set in place and clearly displayed. All COSHH forms are filled in and displayed listing all the cleaning materials that we use.

All fire equipment is checked yearly by Chubb and all electrical equipment is checked by UK Safety Management the portable appliance testing. All information is logged in the health and safety, risk assessments and COSHH file.

The trustees and manager are responsible for the effective operation of the company's Health and Safety Policy. Particular tasks and responsibilities related to this are delegated to Rebecca Owen and Linzee Carr who shall be assisted by appointed competent persons whose training and qualifications are commensurate to their duties.

The policy shall be reviewed annually or where significant changes are made to the company, its premises, arrangements or structure or where a significant incident occurs and where investigation suggests that a review is necessary.

### **Awareness raising**

- Pathways induction training for staff, volunteers and students includes a clear explanation of health and safety issues, so that all adults are able to 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 safe lifting and the storage of potentially dangerous substances.
- Records of induction training are kept.
- As necessary, health and safety training is included in the annual plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy

- We make children aware of health and safety issues through discussions, planned activities and routines.

### OBJECTIVES

- To reduce the risks of company activities so far as is reasonably practical.
- To educate and train employees, parents and children to make aware of their responsibilities under the Health and Safety at work act 1974 and to promote wider awareness of risks and their control.
- To prevent accidents/incidents and there consequences.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.

### **Floors and walkways**

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged and any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.
- Stair gates are in place.

### **Electrical/gas equipment**

- Pathways ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- The boiler meter is not accessible to the children and belongs to school who have this regularly checked.
- Heaters, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- We switch electrical devices off from the plug after use.
- The temperature of the water is monitored through school to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting.

### **Storage**

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- Pathways outdoor area is securely fenced. All gates and fences are childproof and safe.
- The outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Any outdoor sandpits are covered and when not in use and cleaned regularly.
- We ensure all children are suitably attired for the weather conditions and type of outdoor activities; ensuring sun cream is applied and hats are worn during the summer months.
- We supervise outdoors activities at all times and particularly children on climbing equipment.

## **Hygiene**

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes play rooms, kitchens, toilets and nappy changing areas.
- We ensure the cleaning of resources and equipment is done.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - Cleaning tables between activities and before and after eating;
  - Cleaning and checking toilets regularly;
  - Wearing protective clothing, such as aprons and disposable gloves;
  - Provide sets of clean clothes if necessary;
  - Providing tissues and wipes;
  - Acting as good role models

## **Activities, resources and repairs**

- Before purchase or loan we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending.
- The layout of the play rooms allow adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All materials, including paint and glue are non-toxic.
- We ensure the sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach the children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines of the day.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

## **Jewellery and accessories**

- Staff do not wear unsuitable jewellery of fashion accessories, such as high heels or belts, which may pose a danger to children or themselves.
- Parents are asked that children do not wear jewellery such as bracelets and necklaces that may pose a danger such as when climbing or strangulation. Any earrings must be studs and these must be removed before our sports sessions.
- Hair accessories are removed before children sleep or rest.

## **Safety of adults**

- We ensure adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear.

- We record the sickness of staff and their involvement in accidents and these are reviewed for any issues.

#### **Control of substances hazardous to health**

- Pathways implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health, such as cleaning chemicals.
- Hazardous substances are stored safely away from the children.
- We carry out COSHH assessments for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- All members of staff are vigilant and use chemicals safely.
- Personal Protective Equipment (PPE) is available for the staff to use.

#### **Risk Assessments**

Pathways will carry out risk assessments of all activities of all employees and children engaged in activities associated with it. Such risk assessments shall also consider the health and safety and welfare of visitors with whom employees and children may come into contact.

Risk assessment shall be documented in accordance with the management of health and safety at work regulations of 1999.

The risk assessments are in both rooms and are available at all times.

#### **Arrangements**

Fire prevention is in place through open and close procedures and a fire officer is in both buildings.

All accidents are to be recorded and reported to the manager, investigation if necessary within requirements to RIDDOR 1995. Any major accidents will be reported to OFSTED under childcare provision.

#### **Legislation Includes**

Health and safety at Work Act (1974)

Health and Safety Regulations (1992)

Personal Protective Equipment (1992)

RIDDOR (1995)

Control of Substance Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations (1992 (As amended 2004))

Management of Health and Safety Regulations (1999)

Electricity at Work Regulations (1989)

Fire Regulations at work (1992)

Fire Precautions Act (1971 (As amended 1997))

Statutory Order Fire Precautions Amendment 2006

