

Health and Safety Policy



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 and staff 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: Lizzie Staite

Our first aid poster is displayed on the notice board.

Staff and Management Committee responsibilities:

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

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 risks. If the risk is deemed to be high then we will move to a different area. We will then clear the risk when not with the children or notify the appropriate authorities. Areas that we take trips to or walk through will be risks assessed before the day and on arrival. The children will be involved in identifying any risks where practically possible.

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

- Minimum of 2.3 m² per child for 3 - 7 year olds.
- Minimum of 2.5 m² for 2 years olds.
- Minimum of 3.5 m² 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 in Stoke Park Estate. 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 aware of any allergies or specific dietary or medical requirements of children in attendance.

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
- Child Protection policy
- Safeguarding Overview
- Photography, Mobile Phone, Video and e-safety
- Confidentiality policy
- Registration policy/procedure
- Administration of Medication Policy/Care plans
- Sick children 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

