



## **Health & Safety Policy Statement**

### **Policy**

It is the policy of Kidstime to attach the greatest importance to the health & safety of its' employees, children attending and visitors to the premises.

Kidstime will therefore do all that is reasonably practical to identify hazards to health & safety, and to remedy any such hazard, in order to minimise the number of incidents of ill health/accident.

The committee and staff give full backing to this policy and support all those who endeavour to implement it.

### **Risk Assessment**

In order to identify hazards and evaluate the risks from them Kidstime will undertake Risk Assessments.

The Risk Assessments will:

Identify hazards and assess the risk to employees, children and other visitors to the building.

“Hazards” are something with potential to cause harm such as machinery, chemicals, manual handling, unsafe practices etc.

“Risks” express the likelihood that any harm will occur and potential severity.

Be recorded in writing.

Be repeated at regular intervals, or sooner if there has been a significant change.

Be carried out by Kidstime manager and health & safety officer.

Action will be taken to comply with all relevant statutory provisions. Wherever possible Risks will be eliminated by careful selection of equipment and process, or minimised by the use of procedures and control measures.

Will be read by all those affected.

### **Monitoring and Review**

The results of the assessments, the application of health & safety procedures, and risk control will be monitored by the Kidstime manager, health & safety officer and committee.

Consultation between employers and committee members on health & safety issues will take place through the health & safety item on the agenda. Urgent matters can be reported directly to the manager and committee.

## **Responsibility for implementing the policy:**

**The manager, health & safety officer and company directors** have the responsibility for ensuring that Kidstime complies with the legislation to health, safety and insurance, ensuring that Kidstime has an effective policy for health & safety and that the effectiveness of the policy is reviewed once a year, and that relevant changes are made.

They will:

- Investigate any incidents or “near misses” with Kidstime manager and prepare a joint inspection report.
- Undertake health & safety inspections and complete risk assessments.
- Provide a first aid box for children and employees.
- Ensure that every session has a first aider to take charge in the event of an accident.
- Notify all employees of the location of the first aid box.
- See that records of accidents are kept and reviewed regularly.
- Investigate complaints relating to health & safety made by employees.
- Make recommendations to the directors on general matters affecting health & safety.
- Ensure that RIDDOR (Reporting of Injuries and (Disease & Dangerous Occurrences Regulations) is adhered to.
- Ensuring that insurers are notified with a completed claim form, of any injury which could result in a claim under Employers Liability, This includes accidents to volunteers as well as employees.

### **Kidstime manager**

Health & Safety at work is an integral part of the role. They are responsible for ensuring that the daily activities do not constitute a hazard to health and safety and that the policy is understood and implemented.

The manager must.

- Explain H & S policy to any new/temporary staff/ parent helpers.
- Explain Fire Procedures to the new/ temporary staff/ parent helpers.
- Ensure that the fire exits are free from obstructions.
- Inform H & S officer of any potential hazards.
- Ensure that fire drills are undertaken and recorded.
- Ensure that premises and equipment are maintained in good order.
- Investigate with H &S officer any accidents or “near misses” and prepare a joint report with H & S officer.
- Ensure that the register is updated at each session.
- Ensure that new staff/ temporary staff/ parent helpers are aware of who is the first aider, where the first aid box can be found and procedures for using the accident book.

### **All other employees**

-Should notify the manager or health and safety officer of any hazards to health and safety which they notice and of any suggestions they may wish to make.

The duties of employees under the Health & safety at work Act 1974 are as follows:

- To take reasonable care for the health and safety of themselves and other people who may be affected by their acts.
- To co-operate with Kidstime in actions and procedures to comply with legislation
- To use correctly all work items provided in accordance with their training and instructions.

-Not to interfere with, or misuse anything provided in the interests of health, safety and welfare.  
(Failure to co-operate with these procedures may result in disciplinary action)

**Health & Safety Training-** Kidstime will provide adequate Health & Safety training for its employees.

- a) on being recruited
- b) on being exposed to new or increased risks because of changes in responsibility, work practices new equipment or new policies and procedures.

Training will be repeated periodically, repeated and revised as appropriate.

Staff with specific responsibilities e.g first aiders will be given additional training as appropriate.

A written record of such training will be kept in individual personnel files.

**Accident report Investigation** – ALL accidents or near misses, however minor, must be recorded in the accident book.

Accidents or near misses will be thoroughly investigated to prevent reoccurrence.

RIDDOR guidelines should be followed for reportable occurrences.

**Publicity** – The Health & safety policy should be included in the induction material of new staff and statutory notices placed in prominent places.

**First Aid** – Suitable and sufficient first aid boxes and trained first aiders will be provided.

**Medical care** – Staff should follow the Kidstime policy for administering medicine.

**Visitors** – All visitors must show identification and sign in the visitor's book.

### **Guidelines for staff and parents/carers to promote “Safe and Healthy” work practices**

**Fire** – Ensure that the Fire Drill Policy is adhered to each session and that records are kept as legal requirement. Fire extinguishers are checked annually and staff know how to use them.

Fire drills will be held every term all fire drills are recorded.

All employees know and understand the fire drill policy. Any new staff/volunteers/students should be advised of this policy.

- 1) The register will be taken at the beginning of every session for children, staff and any students. In the event of anyone leaving the building they will be marked out of the register.
- 2) A member of staff must check that all the children, staff and students are marked in the register and any visitors have signed in. Late arrivals must be added later.
- 3) In the event of a fire drill, the fire alarm buzzer will go off.
- 4) Staff should ensure that all the children calmly line up at the door with a member of staff. The deputy will take the register and visitors book and along with the other staff will escort the children out through the nearest fire exit. Once outside the register will be taken and visitors book checked.
- 5) The assembly point on the grassed area by the car park outside the main entrance.

**Smoking** – There is a no smoking policy

**Equipment** – Staff must at all times be mindful of equipment. Any items considered unsafe should be removed and reported to the Health and Safety officer. Additionally all large equipment should be checked from a safety point of view at the end of each half term. As funds permit, unsafe equipment should be repaired or replaced. It must not be put back for use before being checked by the Health and Safety officer.

The making of weapons e.g using sticklebricks etc is discouraged, by firmly suggesting alternatives. Inappropriate toys should not be brought in from home.

Equipment offered to the children should be developmentally appropriate recognising that materials suitable for an older child may pose a threat to a younger/less mature child.

**Means of Escape** – The priority in any fire or emergency situation is the ability to evacuate all persons from the premises. It is therefore essential that all fire exits and corridors are kept clear of any obstructions. Once all children have arrived the main door is locked and security checks are completed.

**Hazards** – Every encouragement will be given to employees to look for and report hazards and make suggestions for improving arrangements for health and safety. All reasonably practical action will be taken to remedy known hazards. Safety checks on premises and equipment should be carried out before each session starts.

**Electricity at Work** – All electrical appliances will be tested in accordance with the current legislation. All sockets should be covered. All gas appliances are also checked annually.

**Safety Rules** – Safety rules are issued to all new parents in the parent pack. Parents are encouraged to help staff keep these rules for indoor, outdoor and general activities.

**Manual Lifting** – Employees will receive training in correct manual handling – especially lifting to minimise risk of injury whilst lifting equipment or children.

**Wet Weather** – Parents are encouraged to supply their children with indoor shoes to prevent slippery floors and accidents.

**Accident/ Near miss reporting** – RIDDOR must be adhered to.

**Excursions/ Trips** – There should be a sufficient ratio of staff to children i.e 1 adult to 8 children. Appropriate ratios should also be maintained for children remaining on the premises.

**Outdoor Play** – Outdoor space should be securely fenced, equipment should be checked prior to each session.

- Dressing up clothes/jewellery should not be worn when using the outdoor equipment
- Prior to outdoor play staff should ensure the outside area is checked (outdoor safety list)
- The correct staff to children ratio must be kept when outside
- Children must not play with sticks
- No throwing of sand

**COSHH** – Control of Substances Hazardous to Health Guidelines will be adhered to – all dangerous materials, including cleaning materials should be stored safely out of the reach of the children.

**Supervision** – Legal requirement ratios should be maintained at all times. Activities such as cooking, woodwork and energetic play will receive close supervision.

**Emergency Procedure**

All children, staff, students and volunteers should have emergency contact numbers, should their main contact be unobtainable, a parent or other emergency contact number should be informed ASAP. If an emergency occurs it is important that the correct medical treatment is received promptly. If an ambulance is required one will be called. If a staff member is required to go in the ambulance, this will be the manager or deputy manager (unless only one is present) as they are supernumerary and will not affect the ratios.

Manager will ensure that RIDDOR is adhered to at all times.

**Parental Consent**

Parental consent should be obtained for any excursions/trips out. Parents/carers should always notify staff if someone else is picking up their child.

***This policy was adopted at a meeting of Kidstime held on.....(date)***

*Signed on behalf of Kidstime @ St Josephs Primary School .....*

*Reviewed by.....date.....*