
Health & Safety Policy

Statement of Intent

YMCA Bath Group believes that the health and safety of children is of paramount importance. We aim to make our childcare settings safe and healthy places for children, parents, staff, volunteers and visitors including contractors, temporary workers, students, as well as any members of the public who might be affected by our operations.

References: Health and Safety at Work Act 1974 and subsequent relevant legislation

Early Years Foundation Stage 2017 Section 3 Welfare Requirements

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a health and safe environment. We minimise the number of instances of occupational accidents and illnesses and ultimately we aim to achieve an accident free environment.

Methods

A member of staff is responsible for Health and Safety in each setting (HASAP). He/she is competent to carry out these responsibilities and has undertaken health and safety training and regularly, updates his/her knowledge and understanding and cascades policy and procedure to the rest of the team. The Risk and Development Director from Head Office coordinate this function.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required
- Maintaining lists of health and safety issues and details of daily checks carried out

Insurance Cover

We have Public Liability Insurance and Employers' Liability Insurance. These certificates are displayed in the childcare setting and renewed annually.

Awareness Raising

- Our induction training for staff, students and volunteers includes a clear explanation of health and safety requirements so that all adults are able to adhere to our policy and procedure and 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.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

- Our induction training in the childcare setting goes through the Health and Safety policy and procedures during the first week of employment or contact with the setting.
- All employees will be provided with such equipment, information, training and supervision as necessary to implement the policy and achieve the stated objective.
- Risk assessments are completed for staff and children where needed such as during maternity period for staff or where children have severe allergies. We take advice from external partners as to which assessments need to be put into place and follow their guidance implicitly.
- Health and safety matters are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings as well as at the regular specialist meetings.
- We have a no smoking policy on our sites and the immediate perimeters.
- Children are made aware of health and safety issues through curriculum discussions, planned activities and routines.

Children's Safety

- We ensure all staff members employed by us have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS). *On-going suitability checks for all staff adhere to the safer recruitment policy*
- Adults do not normally supervise children on their own.
- Adults supervise all children at all times.
- Whenever children are on the premises at least two adults must be present.
- Contractors working in the building will do so with prior agreement and with risk assessments where appropriate in place.
- Regular volunteers and visitors to the setting will have an enhanced DBS.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- We ask that visitors abide by the following rules:
 1. Keep confidentiality in our setting
 2. Mobile phones to be switched off and not used
 3. Leave personal belongings in the manager's office, i.e. handbags/mobile phones
 4. Understand that we are in a working environment and therefore practitioners may not have time to speak at length. We are always happy to arrange longer appointments if needed.
 5. Talk to the manager straightaway if you have any concerns about safeguarding children.
- Our door security systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows and Doors

- Low-level windows are made from materials that prevent accidental breakage or are made safe
- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchens

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:



- Are supervised at all times;
- Are kept away from hot surfaces and hot water; and
- Do not have unsupervised access to electrical equipment.

Electrical/Gas equipment/battery operated

- All electrical/gas equipment conforms to safety requirements and is checked regularly and includes Portable Appliance Testing.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are appropriately guarded and children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Electrical sockets are safe to use and in accordance with the child accident prevention information.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- We will not use equipment with button batteries in our settings.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor areas are securely fenced.
- Our outdoor areas are checked for safety and cleared of rubbish before being used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pits are covered when not in use and are cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- We have inspections by these bodies and adhere to their requests.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities;
 - Checking toilets regularly;
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate to control the spread of infectious diseases;
 - Providing sets of clean clothes;
 - Providing tissues; and
 - Ensuring sole use of flannels and towels.
 - Ensuring the highest standards of cleanliness are maintained

Changing Facilities



- We have suitable hygienic facilities for the changing of children who are in nappies or have soiled their underwear.
- We have guidance in place in which all staff must follow.
- Students and volunteers are not able to enter toilet/changing areas with children unless supervised by staff.

Sleeping Facilities

- Provision is available in each room for children to relax or sleep.
- Clean bedding is available daily for each child and is washed after use.
- We frequently check and record sleeping children.
- 0-24 months children have a separate space or sleep room with cots and beds.
- 2- 5 years children use the quiet play areas of the rooms, with sleep mats and sheets available for each child.
- 0-24 months, a daily sleep chart is placed outside the sleep room which staff record which child is sleeping and times checked. The completed sheets are kept on file.
- 2-5yrs children who are sleeping are checked regular, the length of time is recorded to feed back to parents, the information is then transferred to daily sheets and kept on file.

Activities

- Equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff members who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not have hot drinks in the play area(s). Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- All adults wear protective clothing when preparing or serving food and drinks.
- Fresh drinking water is available to the children at all times.
- We do not serve NUTS to children/adults within the setting.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Health Care Plans are in place where required and we train staff and seek advice appropriately

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and is not worn indoors.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:



- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment
- Fire Evacuation Procedure is located in each room/area within the setting.

No Smoking

- YMCA Bath Group operates with a no smoking policy within the buildings and grounds.
- Harmful substances such as cigarettes are not to be brought into the building.
- All staff ensure they do not arrive for duty smelling of smoke.
- Staff and parents/carers accompanying children are not permitted to smoke outside the nursery.

First aid

At least one member of staff with current First Aid training is on the premises or on an outing at any one time. The First Aid qualification is a paediatric one. This is a requirement for Ofsted.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.
- Parents and/or carers are informed of any accident or injury sustained by the child on the same day of any first aid treatment being administered.
- When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to Ofsted and the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. We do this within the legally binding timescales.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book.

Our Incident Book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive or other legislative body as above.



- These incidents include:
 - Break in, burglary, theft of personal or the setting's property;
 - Fire, flood, gas leak or electrical failure;
 - Attack on member of staff or parent on the premises or nearby;
 - Any racist incident involving a staff or family on the centre's premises;
 - Death of a child,
 - A terrorist attack, or threat of one,
 - A suspected radicalisation of a child or family member.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation/lockdown, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through sudden infant death, or any other means, the emergency services are called, and the advice of these services are followed. Ofsted to be notified immediately.
- The incident book is not for recording issues of concern involving a child. This is recorded in a separate child incident file.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff members who have sickness and diarrhoea do not attend.
- Recommended period to be away from nursery is 48 hours from last episode of diarrhoea or vomiting for all.
- Ofsted is notified of any infectious diseases that a qualified medical person considers being necessary.

Administration of Medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition and should only be administered to the child named on the prescription label.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s); date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by the member of staff who administered the medicine, along with a second signature of another member of staff who witnessed it been given. Parents sign the record sheet to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

- Medicines are only administered by a qualified member of staff and witnessed by another qualified staff member.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building as lone workers or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Adults do not wear inappropriate jewellery: one pair of stud earrings and wedding/engagement rings are acceptable. See staff appearance policy

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage Section 3, we keep records of:

Adults

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- All records relating to the staff's employment with the setting, including application forms, references, qualifications, DBS checks undertaken, completed individual Annual Fit for Purpose Form, legal requirements such as right to work in the UK.

Children

- Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents, and medicine administration records;
- Signed consents for outings, administration of medication, emergency treatment; and incidents.

All other policies relating to YMCA Bath Group are available for you to read at the childcare setting or on our web site

Signed on behalf of YMCA Bath Group
(original signed copy held at registered office)



Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

September 2020

