

Health and Safety Policy

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**Health and Safety Policy**

Dream Catchers Childcare takes very seriously its obligation under the Health and Safety at Work Act 1974 and the Health and Safety Act 1984, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Children Act 2004, to take all reasonable steps to safeguard the health and safety of the children in its care, its employees, parents and visitors to the setting.

The club has appropriate insurance cover including public liability insurance. It is recognised that identification, assessment and control of hazards are vital steps to reducing accidents and incidents. The Managing director and assistant Manager will be responsible for assessing health and safety risks associated with the club’s activities and will introduce appropriate steps to eliminate or control any such risks. The managing team are responsible for ensuring that all staff understand and accept their responsibilities regarding health and safety.

Dream Catchers Childcare Director will ensure that:

 The effectiveness of the health and safety policy is monitored regularly and any necessary revisions made. This will include:

* Reviewing all reported accidents, incidents and dangerous occurrences and the Club’s responses.
* Adequate resources will be provided to meet the Club’s health and safety responsibilities
* All accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health & Safety Executive and Ofsted if necessary)
* All reported accidents, incidents and dangerous occurrences are reviewed so that preventative measures can be taken

The Manager/assistant Manager is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. Management and staff will ensure that:

* Ensure that all areas used by the club are clean, well-lit and adequately heated/ventilated.
* Health and safety checks are carried out on a regular basis and reports logged
* Regularly checking the premises room by room for damage, worn fixtures and fittings or electrical equipment and either taking the necessary remedial action or reporting the problem to the Scout Hut committee
* Any action required because of a check is promptly carried out
* Health and safety information is passed on to all staff members
* Any accidents, incidents or dangerous occurrences are investigated promptly and any changes in procedures required thus are implemented
* All staff and children are aware of the fire procedures and regular fire drills are carried out
* All members of staff are aware of the procedures in the event of accidents/incidents
* The highest possible standards of cleanliness are maintained on the premises (in consultation with the scout hut committee)
* All members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves where appropriate, particularly in the case of applying first aid treatment or contact with bodily fluids
* Children are not allowed in the kitchen unless being properly supervised during an activity
* At least one working telephone is on the premises at all times
* Ensuring that entrances and exits from the building including the fire exits are kept safe and clear
* Ensure that equipment, furniture, fixtures and fittings are safe to be used and that they are maintained and stored safely
* Ensure that the activities undertaken by the children are safe whilst allowing an acceptable level of risk to allow the children to develop the ability to assess risk for themselves
* Not lift or carry any equipment or item that is too heavy for them to carry
* Inform the person in charge when leaving the main room or building (or room they are working in), to ensure adequate levels of child supervision are maintained AT ALL TIMES.

Security:

* Children are not allowed to leave the building during the session without an adult.
* They are not allowed to leave the premises
* Any unknown persons will be challenged and escorted from the premises if they do not have permission or a valid reason for being in the building. If they refuse to leave, we will call the Police. In such an event, an Incident Report will be completed and the Management notified.
* Security procedures will be reviewed regularly by the Management, in consultation with staff and parents.
* Children are signed out when they are collected by a parent or carer

Toys and equipment:

All resources will be kept clean, well maintained and in good repair. Toys, resources and equipment will be carefully selected to ensure they are fit for purpose. Damaged items will be disposed of promptly. All equipment and resources are stored safely and securely.

Staffing Levels:

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.