



## **Health and Safety Policy**

***Current legislation states that a health and safety policy should be in place in all childcare settings. We have separate procedures in place for identifying, reporting and dealing with hazards and faulty equipment.***

### **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, staff and management members and visitors to our classes.

The policy will be kept up to date, particularly as this setting and its project(s) 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. Markel – policy number 147030 (renewed January 2019).

### **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: Katherine Sparkes  
07968081152/Katie@flamingochicks.co.uk

### **Staff and Management Committee responsibilities:**

The management and staff will ensure that health and safety remains 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: 0845 345 0055**

### **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.

We will make ourselves aware of the fire exits and fire evacuation procedure in any venue we are running from and make sure parents and children are also aware.

### **Premises and Outdoor Space**

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, outdoor space and equipment are safe and appropriate for their use.

We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.

- Minimum of 2.3 m<sup>2</sup> per child for 3 - 7 year olds.
- Minimum of 2.5 m<sup>2</sup> for 2 years olds.
- Minimum of 3.5 m<sup>2</sup> 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. All materials used in the setting will be children friendly and without exception the manufacturer's instructions of their use will be followed.

### **Staffing and Supervision**

We will abide by current legislation in regards to necessary staffing qualifications, safe 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 with the club 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.

### **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**

In our community classes, we have a first aid box and a paediatric first aider always present in class. Here, parents and carers remain in class and take responsibility for any medical requirements for their child/ren. In our school settings, school staff retain responsibility for the children and their individual needs.

Date Agreed: 12.4.19

Review Date: 12.4.20

Signed by:

Signature:

Role: Katherine Sparkes, Founder