



**Liskeard Child Development Centre
Sunshine Room**

41. Health and safety statement – general statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within the CDC for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up-to-date, particularly as the CDC changes in nature and size and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the CDC.
- Establish and maintain safe working procedures amongst staff and children.
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the CDC, to avoid hazards and

contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.

- Maintain a healthy and safe CDC and safe entry and exit from it.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the CDC premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the CDC.
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.
- Maintain a safe environment for those with disabilities and ensure all areas of the CDC are accessible (wherever practicable).
- Provide a safe environment for students or trainees to learn in.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

We believe the risks in the CDC environment to be low and we will maintain the maximum protection for children, staff and parents. The CDC will:

- Ensure all entrances and exits from the building, including fire exits, remain clear at all times.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Prohibit smoking on the CDC premises.
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge.
- Prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the CDC.

- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when cooking or serving food.
- Prohibit certain foods, e.g. peanuts are not allowed in the CDC.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the CDC.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Ensure children are supervised at all times.
- Ensure no student is left unsupervised at any time.

Responsibilities

Responsibility for Health and Safety in the CDC is that of Melissa Sinnamon, Teacher in Charge.

A senior staff member will be responsible in her absence.

All employees have the responsibility to co-operate with senior staff and the Teacher in Charge to achieve a healthy and safe CDC and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Teacher in Charge or administration staff.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is Melissa Sinnamon

Training table (example):

Area	Training required	Who
Paediatric First aid	Course	All staff
Dealing with blood	In house training/course	All staff
Safeguarding/Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff
Fire warden duties	External course	Fire Warden

At least one member of staff on duty MUST hold a full paediatric First Aid at Work certificate.

Health and safety arrangements

- All staff are responsible for general health and safety in the CDC.
- Risk assessments will be conducted on all areas of the CDC, including rooms, activities, outdoor areas, resources and cleaning equipment.
- All outings away from the CDC (however short) will include a prior risk assessment – more details are included in our outings policy.
- All equipment and areas will be checked thoroughly by staff before children access the area. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water.
- The CDC will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.

- We have a clear accident and first aid policy to follow in the case of any person in the CDC suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the CDC. This is to be shared with all staff, students, parents and visitors to the CDC.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen.
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at CDC.

Internal use only

This policy was adopted on	
Signed on behalf of the CDC	
Date disseminated to staff	
Date for review	