



Denmead Day Care LTD takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

Both settings aim to ensure the health, safety and welfare of all staff, children, visitors, and other individuals. The Children Act 2004, the Health and Safety Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and the Children Act 2004 and guidance will be always complied with.

It is vital to ensure that all members of staff and other persons who are affected by the setting's activities take health and safety matters seriously. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Staff are responsible for ensuring that the provisions of Health and Safety policy are adhered to at all times. As such, they are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions as work
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the manager
- Maintain an environment that is safe and without risk to health

The Registered Person holds ultimate responsibility and liability for ensuring that the setting operates in a safe and hazard free manner. The Registered Person will ensure that adequate arrangements exist for the following:

- Denmead Day Care LTD we will identify a designated trained health and safety officer for each site
 - *DDC Nursery and Preschool: Michelle Josephs / Naomi Parker*
 - *DDC Wrap: Michelle Josephs / Sarah Boazman*
- Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.
- Providing adequate health and safety training for all staff.
- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the setting's health and safety responsibilities.
- Ensuring that all accidents, incidents, and dangerous occurrences are adequately reported and recorded. This will include informing the Health and Safety Executive – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR; see <http://www.hse.gov.uk/riddor/report.htm> for appropriate forms) and Ofsted, where appropriate.
- Reviewing all reported accidents, incidents and dangerous occurrences and the setting's response, to enable corrective measures to be implemented.
- Information received on health and safety matters is distributed to all members of staff.

Health and Safety Inspections and Risk Assessment

The identification, assessment, and control of hazards within the setting are vital in reducing accidents and incidents. Twice daily safety checks are carried out to ensure that the facilities are maintained in a suitable state of repair. Any action required because of health and safety inspection is taken as rapidly as possible. An investigation is carried out on all accidents, incidents, and dangerous occurrences.

Safety Policy

Denmead Day Care LTD settings are safe, secure, and adequately spacious for play and for children to interact freely.

The manager is responsible for ensuring that the setting is clean, well lit, adequately ventilated and maintained at an appropriate temperature.

The setting complies with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

There is adequate space for storing all our equipment safely and securely so that staff and children are protected when accessing toys and equipment.

Under normal circumstances, staff will ensure that there is one toilet and one washbasin with hand soap and hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

No child will be left unsupervised in the kitchen area.

Members of staff will always have access to a telephone in the setting.

In the event of snow or ice on external pathways, staff will ensure that this is regularly cleared and kept safe.

All chemicals will be stored in an appropriate way that is inaccessible to children. COSHH regulations must also be observed.

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in given activity. Staff are deployed adequately to always ensure general supervision.

Outings

We try to offer our children as many opportunities as possible to go on outings and visit local places of interest. Whenever an outing is planned, we will undertake a risk assessment specific to that outing. The adult: child ratio will be stricter when out and about; this will be dependent on the age and the children's individual needs.

Site Security

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the setting during the session. All staff will reinforce this. The entrance to all settings will be kept locked to the outside. All staff will observe and supervise the entrance and exit points when the setting is in operation.

Visitors will be greeted on arrival and will be asked to sign the visitors section of the register and state the purpose of their visit. If the Visitor does not have their own visible identity, then they will be given a visitor's badge or sticker to wear whilst in the setting. Visitors will not be left unsupervised with children at any time. If an unexpected visitor has no suitable reason to be in the setting, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

The manager (in consultation with staff and parents/carers) will regularly review security procedures.

Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards of Toys (Safety) Regulations (2011) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing) and this will be carried out annually; and that relevant staff are trained on the correct use of computers and other IT equipment.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are used. All toys and equipment will be cleaned on a regular basis and a cleaning log will be recorded to this effect.

Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Wrap Club – children will not be permitted to use the monkey bars at either setting.

Animals

No animals will be allowed on the premises without prior knowledge (except for disability assistance dogs) and permission of the manager. A visit from an animal must be prearranged and accompanied by a responsible handler.

Closing Denmead Day Care LTD at Short Notice/in an Emergency

In very exceptional circumstances, we may need to be closed at very short notice due to an unexpected event. Such incidents could be:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Serious assault on a staff member or child by a member of the public
- Serious accident or illness
- Chemical contamination

In such circumstance the manager and staff will ensure that all steps are taken to keep both the children and them safe. All staff and children will assemble at the pre-arranged venue where a register will be taken.

Steps will then be taken to inform parents/carers and the Registered Person and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected. If after every attempt, parents/carers cannot be contacted, staff will follow its Uncollected Child procedure.

A child will never be left alone in the setting.

If the registration is affected, it is necessary to inform Ofsted of a closure.

Health

Staff will make sure there is always a regular supply of drinking water available to children, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.

Sun Protection

The manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. Parents are required in their contract to provide sunscreen. When necessary, staff deemed may apply sunscreen to children who cannot do so for themselves, where written permission had been given by the parent/carer.

Children will also be encouraged to wear a hat when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Hygiene

The manager and staff will be vigilant to any potential threats to good hygiene. To this end, a generally clean environment will be always maintained.

Toilets are cleaned daily, and it will be ensured that there is always an adequate supply of soap and hand drying facilities for both staff and children. This is also monitored throughout the session.

The First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid and ensure that plasters or disposable gloves cover any cuts, wounds, or skin damage.

Kitchen Hygiene

All areas where food and drink are stored, prepared, and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- The manager and supervisor will be trained in Level 3 Food Hygiene
- Waste will be disposed of safely and all bins will be kept covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after every use
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session
- Additionally, staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking, and serving food or drink.

Personal Hygiene

In all circumstances, staff will adhere to and ensure that children carry out the following routines:

- Washing hands before and after handling food or drink
- Washing hands after using the toilet
- Covering cuts and abrasions while on the premises
- Taking any other steps that are likely to minimise the spread of infections
- Washing of hands prior to and following first aid

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine, and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting. Staff will wear disposable vinyl gloves and an apron while using bleach or disinfectant solution and wash themselves roughly afterwards. Children will be kept well clear while such substances are being dealt with. The manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standard of personal hygiene to minimise the risk of catching or spreading infections.

Insurance

The Children Act 2004 and the Health and Safety at Work Act 1974, place several legal responsibilities on Denmead Day Care LTD. Therefore, the setting has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with Denmead Day Care LTD, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the setting is held responsible for any incident that may occur, public liability insurance will cover compensation.

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