

# CAMBO WRAPAROUND

## Health and Safety

### HEALTH AND SAFETY GENERAL STANDARDS POLICY

#### **POLICY STATEMENT**

Cambo Wraparound believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- 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.
- Our member of staff responsible for Health and Safety is:

Johanne Hodgson, Wraparound Manager

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- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.

#### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed:

On the Wraparound Notice Board

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#### **Procedures**

#### **Risk Assessments**

These are made daily indoors and outdoors and are reviewed yearly in staff meetings. An accident/incident book is available which is used as a basis for risk assessment.

#### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they 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.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues 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.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### *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 on their own 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.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.

### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### *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 area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.

- The climbing frames are regularly checked by the school caretaker and daily by the Wraparound staff.
- 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.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room, kitchen, and toilets.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.

We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and

### *Activities and resources*

- Before purchase or loan, 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.
- 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.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the Afterschool Leader and the Wraparound Committee Chairperson.

### *Children's safety*

- A suitable adult (CRB checked at enhanced level of disclosure and staff member) supervises all children at all times.
- No child/children are left in the company of any adult who has not been CRB checked
- 2 adults are present at all times and children left alone with one adult for short periods of time only (story time, songs etc)
- Hot drinks are only allowed in anti-spill safety mugs, during snack time when the children are all sat down, staff are also encouraged to have bottles of water/cold drinks if needed.
- Stay n Play parents can have hot drinks in the thermos cups with sealed lids but are made aware of risks taken.

## Security

- All adults including parents are aware of the system in operation for children's arrival and departure in pre-school and afterschool.
- In pre-school a member of staff greets parents and children at the pre-school door then once all children are inside a member of staff ensures all gates are closed outside the green door closed and the latch is placed on the hall door.
- A register of children is taken and any visitors sign the visitors book.
- As we offer free flow indoors and out the green door is placed on the latch and children are closely supervised when playing in and out.
- If we are on the school yard the green pre-school door is closed and we use the school entrance with buzzer system.
- In Afterschool our children are collected from the classroom by a member of staff and brought to the hall to complete the register.
- The hall latch is on during the session and children are taught to ask to go to the toilet and not to wander around the school unsupervised.
- Parents collect their children via the school entrance and use the intercom system.
- Parents/carers sign their child out of Afterschool using our booking system.

## Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

## Further guidance

- *Health and Safety Law: What you Should Know (HSE 1999)*  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- *Electrical Safety and You (HSE 1998)*  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- *COSHH: A Brief Guide to the Regulations (HSE 2005)*  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- *Manual Handling – Frequently Asked Questions (HSE)*  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)