



Bishop Cornish Education Centre
Ofsted Registration No: EY397520



Health and safety policy

Designated Health and Safety Officer is: Jenna Dark (Pre-school Manager), Becky Wilmot (Wrap Around Care Leader)

Bishop Cornish Education Centre (Pre-school and Wrap Around Care) believe the health and safety of children is of paramount importance. We aim to make our setting a safe place for children, parents and families, staff and volunteers.

Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking is not allowed on the premises, both indoors and outdoors. The use of electronic cigarettes is not allowed on the premises.

- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption.
- A risk assessment is in place and reviewed annually, or as required throughout the year.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

Risk assessment

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

- A risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- A separate risk assessment is completed for settings open during a national pandemic. A prioritised place risk assessment may be needed for offering prioritised places during a national pandemic (such as Covid-19). A separate form is completed for each child who is prioritised because they are vulnerable, or meet any other criteria stipulated by the Government at the time. Risk assessment is also completed for each individual group/room as appropriate. If the risk assessment indicates a high risk if the place is offered, that cannot be minimised, the offer of the place may be withdrawn at the discretion of the setting manager.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Daily safety sweeps and checks indoors and outdoors

- Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff, trustees and parents (where relevant) should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

The setting manager undertakes training and ensures staff have adequate information in health and safety matters and are aware it is everyone's responsibility. The setting manager and/or trustees ensure that checks/work to premises are carried out and records are kept.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Underfloor heating checked.
- Deep clean is carried out in kitchen.

The setting manager/leader ensures there is a risk assessment for relevant work practice which is reviewed at least annually and used as a working document which can be added to

and adapted as required. Staff are made aware of risk assessment, and that everyone plays a role in assessing and managing risk.

CCTV is in use. This is used to help keep children, their families, staff visitors and the property safe. Signs are displayed to make people aware. The named person responsible for CCTV is: Julie Frost

Children's Safety

We ensure all staff employed in the setting have been checked for any criminal records using an enhanced disclosure. References are used and identify checked.

In keeping with EYFS guidance all children are always kept within sight or hearing range.

A minimum of 2 members of staff are on site. Ratios are met in regards to age of child.

Registers are done twice daily and children are counted regularly throughout the session and always after a change between venue eg play area to main preschool room. Children are marked in/out if they arrive/ leave during a session.

Accidents

A record of any accident on site is kept in the office. All staff are aware of where and how they are stored and how to complete one. These are reviewed termly by the setting manager/leader for any patterns or potential hazards which may require action.

In some instances, Ofsted will need to be notified. These include:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness

Incidents

RIDDOR (Reporting of Injury, Disease and Dangerous Occurrence Regulations) are complied with on site. Any incident is recorded and the setting manager and trustees are made aware and will take relevant action as required.

Procedures and documentation in place

The following are used in relation to help manage and aid effective management of health and safety: -

- risk assessments
- procedures read and signed by staff for areas within the building
- record of visitors to the premises
- fire safety procedures and records
- food and drink policy
- nut free zone
- health and medicine procedures
- Trips and outings policy and procedures
- accident records and termly reviews
- no smoking throughout the site

Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
(Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

Further guidance

Dynamic Risk Management in the Early Years (Alliance 2017)

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency www.food.gov.uk

Ministry of Housing, Communities & Local Government www.communities.gov.uk

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