

Health and Safety Policy

The aim of this policy is to provide and maintain a safe and healthy environment for both the crèche staff and the children in their care, as well as the coworkers using the coworking space. This includes ensuring:

- That the premises and equipment are regularly checked to confirm they are safe
- That the systems of work are reviewed and appropriately revised to meet any changes in Health and Safety or other relevant requirements
- That staff are informed of our policies and procedures regarding health and safety.

We accept our responsibility for the health and safety of other people who may be affected by our activities.

Responsibilities

1. Overall and final responsibility for health and safety lies with the Directors. The Directors will nominate a designated officer in charge of Health and Safety (HSO).
2. All staff have the responsibility to cooperate with the HSO to achieve a clean, healthy and safe workplace, and to take reasonable care of themselves and others.
3. Whenever a member of staff notices a health and safety problem which they are not able to put right, they must immediately tell the HSO.

Accident Procedures

Registration Form

Parents/Carers are responsible for specifying, on the registration form, any issues for their child/ren that require special consideration by practitioners when administering First Aid. The Crèche Manager is responsible for ensuring that they are aware of any special considerations prior to administering first aid. Practitioners will not be responsible for administering medicine but parents/carer must inform the crèche of any medical conditions or care plans they should be aware of.

First Aid Box

The First Aid Box will be kept in a place known to all staff. One will be in the childcare room (John James Room) and one in the coworking room (Training Room). It must be checked monthly by the HSO to ensure that stocks are maintained and all items are within their use by date.

Accident Book

All accidents, injuries and first aid treatments, however minor, are to be recorded in the accident book. This applies to both staff, coworkers and children. The parent/carer collecting the child from the session will be required to sign the accident book on the day.

In the case of a serious accident or injury involving a child, the Crèche Manager will inform the parent/carer immediately. In the case of a coworker being involved in a serious accident or injury, the duty Director will contact their emergency contact, obtaining consent from them first if appropriate.

If there is a serious accident/injury involving a child the Crèche manager must report it to Bristol City Council Health and Safety team: Tel: 0300 003 1647 or 0117 922 2500

Email: health.safety@bristol.gov.uk

If there is a serious accident/injury involving a practitioner or other member of staff, or coworker, or member of the public, the HSO will inform RIDDOR. (<http://www.hse.gov.uk/riddor/>)

Training

All practitioners will be required to have paediatric first aid training, fire safety, health and safety, child protection and other relevant training. At least one practitioner at each session must have a current paediatric first aid certificate.

Accident Prevention and Risk Assessment

Risk assessments are completed by the HSO (or another Director if the HSO is absent) and allocated staff regularly at the setting and on the purchase of new equipment. Caboodle believes it is helpful for risk assessments to be written and recorded to inform staff practice and demonstrate how we are managing risks. Risk assessments will be reviewed regularly (at least once per year) or more frequently where the need arises. A daily check is completed each morning and afternoon on both sites by a member of staff and the results are recorded.

Staff Ratios and Deployment:

The Crèche is not required to be registered with Ofsted but will follow the Ofsted guidelines of staff ratios according to age.

Students/Volunteers:

Students/volunteers can be counted in the staff:child ratio but they must be aged seventeen or over. Students/volunteers under the age of seventeen must not be left unsupervised. However, students or volunteers, over the age of seventeen, who are on a long-term placement may be included in our ratios if the Crèche Manager is satisfied that they are competent and responsible and their DBS has been confirmed.

Security

In order that we keep our premises secure; access to the John James Room during sessions is restricted to registered children, their parents/carers and staff. Other adults who have legitimate business and visitors may also be present but will sign the visitor's book, will be given a visitor's label to wear and be accompanied by a member of staff at all times. All doors will be closed to prevent access from outside. All visitors and parents/carers will be met at the front door, and be seen out by a practitioner. Only adults who are known to staff or can be identified will be admitted.

Access to the Training Room will be restricted to registered adults. Other adults who have legitimate business and visitors may also be present but will sign the visitor's book, will be given a visitor's label to wear and be accompanied by a member of staff at all times. All doors will be closed to prevent access from outside.

Childcare safety

1. Children must be supervised at all times.
2. All toys must be safe and suitable. Damaged toys will be withdrawn and repaired or discarded.
3. Practitioners must ensure that children play in safe areas, inside or outside.
4. Spillages must be cleaned up immediately and the area made safe, if necessary by removing the children until it has been entirely dealt with.
5. Forbidden areas must be clearly communicated to the children. The kitchen in the John James room will be gated at all times.
6. If the weather is cold or wet children will only be allowed outside if wearing appropriate clothing.
7. Parents are responsible for informing staff if they do not wish their child to play outside.
8. No hot drinks are permitted in the John James Room. Any hot drinks will be kept in the kitchen.

Coworking safety

9. The safety of any laptops and other equipment being used in the coworking space is the responsibility of the owner.
10. The Health and Safety Officer will ensure the room is safe and suitable for use, including leads, cables, kettles etc.

Photographs

Parents/carers will be required to sign their consent on the registration form, giving permission for their child/ren to be photographed during organised activities at the setting by a member of staff. We have a separate policy detailing this.

Illnesses and Injuries

Caboodle will inform the local child protection agency and any other relevant agencies of any serious illnesses, death or injuries as soon as it is reasonably practicable, but in any event within 14 days of the occurrence. Caboodle will discuss with parents/carers the procedure for children who are ill or infectious.

Control of Substances Hazardous to Health

Caboodle will meet our employer duties under the Control of Substances Hazardous to Health Regulations 2002 to prevent staff, coworkers and children from coming into contact with substances hazardous to health. Wherever possible, we will avoid the use of substances that have the risk of being hazardous to health.

Food and Drink

Caboodle will not provide food for children, and will only provide water in terms of drinks. Parents will be responsible for providing snacks, lunch and other drinks. If necessary children's food will be kept in the fridge.

Premises

Caboodle will meet the indoor space requirements for the childcare room and ensure that the premises are fit for purpose. We will also make sure that the premises, furniture, equipment and

resources are safe, clean and appropriate for use. The facilities, equipment and access will be suitable for those with disabilities as far as is reasonably possible.

Both the coworking and childcare spaces will be clean, adequately ventilated and well-lit. Where appropriate and possible in keeping with staff;child ratios, children will be given access to the outdoors area and taken around the farm. Crèche staff will complete a risk assessment for this.

The temperature of the John James room will be adequate for the comfort of children (including non-mobile children) and staff. The temperature of the Training Room will be adequate for the comfort of adults.

Space for relaxation and quiet play is available at all times.

Parents will provide spare clothes.