

Health & Safety Policy



All staff are responsible for health and safety at Willows Day Care Brecon.

The following 5 steps illustrate the risk assessment process:

1. Identify the hazards.
2. Decide who might be harmed.
3. Evaluate the risks.
4. Record significant findings.
5. Regularly review my risk assessment.

Arrivals and Departures

- All staff will be made aware of any systems in place for arrivals and departures of children. Staff will see children into the setting upon arrival and see the individual child out upon departure.
- The front door will be locked at all times.
- Parents will need to inform the setting of any changes in arrangements for the collection of their children. Please follow the collection of children policy.

Activities and Resources

- The layout of our classrooms is designed for free flow play but in a safe environment, free from clutter.
- All equipment is checked daily for cleanliness and safety, broken or dangerous items are removed immediately.
- All materials including paint are nontoxic.
- Play sand is suitable for children's play.
- Children are encouraged to use and store tools safely.
- Children who are sleeping are checked regularly.
- Children are taught about health and safety and how to use equipment appropriately.

Outings by Foot

- To carry out an initial risk assessment, to ensure the area is safe.
- To take a nominated mobile phone and register detailing all contact details.
- To take a first aid kit and any medical action plans.
- To adhere to the statutory framework child ratios.
- To carry out regular head counts.

Outdoor area

- Out outdoor area is securely fenced.
- Daily checks are carried out to ensure it is free from rubbish and dangers.
- Any sandpits are covered when not in use.
- All outdoor activities are supervised.

Accidents

In the event of an accident, staff, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Leader.

Food Handling

We adhere to our food handling policy. We have a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All staff who handle food, have a responsibility to:

- Complete a Food Hygiene qualification.
- Maintain a high standard of personal hygiene.
- Adhere to our Health and Safety Policy.
- Report shortcomings to the appropriate person, e.g., faulty or damaged storage, preparation and service equipment.

NO Smoking Policy

To ensure the health and safety of all our children, staff and families here at Willows Day Care Brecon, we operate a strict no smoking policy both indoors and outdoors. It is against the law to smoke anywhere on our premises.

- Smoking is not permitted anywhere within our day care setting. This includes all indoor and outdoor areas of Willows Day Care Brecon.
- All staff, parents and volunteers are made aware of our NO-smoking policy.
- Staff are not permitted to smoke in their uniform, if they smoke outside of the setting, they are to do so in their own clothes.
- Staff who do not adhere to the smoking policy, may result in disciplinary action.

Chemicals

All chemicals/cleaning products shall be kept on high shelves or in high cupboards. These will be out of reach from all children.

Risk Assessment

A risk assessment of the premises is completed at least annually and is reviewed when there are any changes to the premises or the needs of the children. An action plan with timescales identifies action to be taken to minimise identified risks.