



Get up and Go! (Gateshead) CIC

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Health and Safety Policy

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Introduction

As an Ofsted registered organisation we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that sets out how we will minimise the risks of all people involved in the setting. This policy meets the EYFS specific requirements 'The provider must conduct a risk assessment and review it regularly – annually at a minimum and/or where the need arises'; 'The risk assessment will identify aspects of the environment which need to be checked on a regular basis – providers must maintain a record of these particular aspects and when and by whom they have been checked. Providers must determine the regularity of these checks according to their assessment of the significance of individual risks'; 'The premises, indoors and outdoors, must be safe and secure and providers must notify Ofsted of any change in the facilities to be used for care that may affect the space available to children and the level of care available to them'; 'The provider must take reasonable steps to ensure that hazards to children – both indoors and outdoors – are minimised'; 'Registered providers must inform Ofsted of any significant changes or events relating to the premises'; 'Significant changes or events which must be reported to Ofsted include:

- significant changes to the premises, for example structural alterations or an extension
- something which adversely affects the smooth running of the setting over a sustained period of time
- changes to the outside of the premises such as adding a pond or taking down fencing

The provider must ensure that children do not leave the premises unsupervised'; 'The provider must take steps to prevent intruders entering the premises'; 'The provider takes into account where relevant:

- general indoors and outdoors security, such as which doors are locked or unlocked, door alarms, the use of security systems, intercoms and name badges
- staff awareness of the whereabouts of other people in the building and of other users on the premises
- information about the need for security and the systems in place, for example, posters and reminders displayed for parents and visitors
- what additional security measures may be necessary where children stay overnight the use of a system to verify the identity of any visitors, record their names, the purpose of the visit, and details of arrival and departure times
- arrival and departure procedures for staff, children, parents and visitors

As part of our duties as a childcare provider we are legally required to carry out risk assessments and review them regularly, at least once a year or more regularly if circumstances change. It is also a legal requirement that we identify areas of the childcare environment that could cause a risk to children. We keep a weekly record of safety checks on the property, and daily safety check that we undertake when we organise an activity, or prepare food. We aim to provide a balance between an exciting and adventurous environment and a safe place to play and learn.

Our Health and Safety policy includes, personal safety, hygiene and cross infection, moving and handling, access to the property and emergencies. These are in accordance with current health and safety legislation which states that every care should be taken to minimise unnecessary risks. Training should be taken where necessary to improve knowledge and to keep up to date on current guidelines on first aid, food hygiene and child protection.

The Health and Safety of your child is very important to us and we have therefore documented the following policy and procedure to support this.

Policy

Inside

The main room has a risk assessment carried out on it on a regular basis. All toys and games will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development. The main door to the school is kept locked to prevent strangers from entering the property. We have a doorbell that parent use to access the club, and we ensure that children do not leave the premises without a suitable adult. We will check the identity of any visitors, and the school keeps a log of people who visit the property during childcare hours. Get up and Go! also keeps a record of any visitors to the club during operating hours. We have procedures in place in the event of a fire or gas leak (see separate policy). We will keep the kitchen area very clean, as described in the food hygiene guidelines, including the safe storage of food, keeping the fridge at the correct temperature etc. When preparing food, we always make sure that sharp knives are pushed away from the edge of the work top if we need to leave them unattended. Waste bins are emptied daily. We encourage a high level of personal hygiene in the children and staff. High Spen Primary School is a smoke free building. We follow strict hygiene guidelines to prevent contamination. We will work with parents to teach the children about making healthy food choices and physical exercise. Fresh drinking water is always available.

Outside

The children will be allowed out into the playground each day, unless the weather or lack of daylight make it unsafe to do so. When we have access to the main play area (which should be most evenings unless there is an after school club) we will supervise the children in their age appropriate play area (KS1 or KS2). The play equipment in these areas are aimed at the age of the children and are deemed safe. If we are not able to use the main play area, we will use the nursery yard, so children will still be able to play outdoors in an enclosed environment. In the event that we are unable to play outside, we may have access to the hall, where we can set out the soft play equipment for the children to enjoy.

Procedure

We will carry out the Health and Safety checks at the appropriate time, and will keep the room clean and in a safe state. We will take any appropriate measure to keep the children in our care healthy and safe from harm.

Conclusion

We will do everything in our power to keep the children in our care safe from harm, by following the policy as written above, without impinging on their development and enjoyment of learning through play.

More information about the current legislation for Health and Safety can be found at the following websites:

www.gateshead.gov.uk
www.direct.gov.uk
www.hse.gov.uk

Signed _____ (Director and registered person)
Date _____

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Date _____

