

Pioneer Childcare

Health and Safety Policy

Pioneer Childcare considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Our Clubs have appropriate insurance cover, including employer's liability insurance and public liability insurance and the necessary insurance cover for each vehicle.

Every member of staff follows Pioneer Childcare's Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the club.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the club. The registered person will ensure that:

- The Club Manager is the designated Health and Safety Officer.
- All staff receive information on health and safety matters and receive training where necessary.
- The **Health and Safety** policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the club's health and safety responsibilities.
- Club Managers complete and review Risk Assessments.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies, HPA (Health Protection Agency) and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the Manager

The Club Manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to the club during opening hours.
- All the club's equipment is safely and securely stored.
- Children are not allowed in the areas where food is being prepared.
- A working telephone is available on the premises at all times.
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSHH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our Risk Assessment.
- All accidents and incidents on the premises are recorded and relevant information passed on.
- When staff return to work after a period of absence or injury (whatever the length of time absent from work) a return-to-work interview will be undertaken, and appropriate measures put in place to support that member of staff.
- To create and review a fire evacuation procedure that is specific to their club.
- To complete a kitchen check sheet on a daily basis.

Security

Children are not allowed to leave the club premises during the session unless this forms part of a sporting or staff-led activity. Any outdoor activities will be staffed appropriately, and children will be escorted at all times. The activity will be appropriately risk assessed. Staff will ensure that first aid kits are taken on all trips and for activities that take place in outside play areas.

During club sessions all external doors and exits leading to unsupervised areas are monitored by our staff throughout the session. Doors will be locked when the setting is in lockdown.

All visitors to the club must sign the visitor's book and give the reason for their visit. Visitors will never be left alone with the children. Visitors to the premises will be asked to sign in and out and be shown our Visitors Information Sheet, providing them with the relevant policies and procedures to be aware of during their time at the club.

If a visitor has no reason to be on the Club's premises, we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an **Incident Form** will be completed, and the Area Manager will be immediately notified.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents. Parents are not allowed free movement around the setting; they are requested to wait by the sign in/out table and will not use their mobile phones.

First Aid Training

The Club's designated First Aider is the Club Manager. The designated First Aider has a current first aid certificate and has attended a 12-hour paediatric first aid course. To ensure that there is a qualified first aider present at every session of the club, the majority of staff will also receive first aid training. Staff renew their First Aid training every three years.

The location of the first aid box and a list of qualified first aiders are clearly displayed at the club. The designated First Aider regularly checks the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current paediatric first aid certificate. The manager will also ensure that a portable first aid kit is available for activities (including break times) taking place outside. The First Aid kit will be fully stocked, and all items will be in date.

Toys and equipment

All furniture, toys and equipment are well maintained, age appropriate, kept clean and in good repair in accordance with the manufacturer's instructions. We select toys, equipment, and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at Pioneer Childcare maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times. The manager will liaise with the premises management should any areas require immediate cleaning after sessions by other users.
- Cleaning arrangements are specified in our Lease Agreement.
- Toilets are cleaned daily, and soap and hand drying facilities are always available.
- Relevant staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink, after using the toilet and after touching their nose, face, or mouth.
- Hand washing posters are displayed at club to promote good handwashing routines.
- Warm water and soap or hand sanitiser are available at all clubs.
- Cuts and abrasions (whether on children or staff) are kept covered.

Control of Substances Hazardous to Health Regulations 2022 (CoSHH)

The control of Substances Hazardous to Health Regulations 2022 (CoSHH) outlines how to adequately control the exposure to materials in the workplaces that cause ill health. All cleaning materials, chemicals products and medications will be stored securely, in a locked cupboard, and out of reach of children.

Dealing with body fluids

Spillages of blood, vomit, urine, and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages, and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Related policies: Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding Children, Administering Medication, Risk Assessment, Fire Safety, and Intimate Care.

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| This policy was adopted by: Pioneer Childcare | Date: 25 th January 2025 |
| To be reviewed: 24 th January 2026 | Signed: <i>J. Wilkins</i> |

Written in accordance with the EYFS welfare requirements: *Suitable premises, environment and equipment, suitable people and safeguarding and promoting children's welfare.*