



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

30. Health and Safety General Standards.

Policy statement

This setting believes that the health and safety of children, young people and vulnerable adults is of paramount importance. We make our setting a safe and healthy place for all service users, staff and volunteers.

We aim to make children, young people, parents, carers and staff aware of health and safety issues and to minimize the hazards and risks to enable the children, young people and vulnerable adults to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is identified on the Health & Safety notice in the staffroom.

- He/she is competent to carry out these responsibilities.
- He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.

We display the necessary health and safety poster in the staffroom.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office.

Procedures:

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of our safeguarding, health and safety issues and so that all adults are able to adhere to our policies and procedures are expected to read all policies and sign to say they have understood them.
- Health and safety issues are explained to the parents/carers of new children, young people and vulnerable adults so that they understand the part played by these issues in the daily life of the setting.

- Health and safety is discussed regularly at staff meetings.
- We operate a no smoking, drug or alcohol policy including vapes.
- Children, young people and vulnerable adults are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark. (See Lone Worker Policy).
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed every 3 months to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health, such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Windows and Doors

- Windows are made from materials that prevent accidental breakage or are made safe and have protective film SSAF BSEN 12610 Class 2BT/F.
- Windows are made from fibre glass and protected by bars inside the building. This also protects them from accidental breakage or vandalism from people outside the building.
- Window bars mean the children, young people and vulnerable adults cannot climb through them.
- We take precautions to prevent children, young people and vulnerable adults' fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children, young people and vulnerable adults.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children, young people and vulnerable adults are taught not to touch them.

- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials, from which children, young people and vulnerable adults select, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children, young people and vulnerable adults are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our paddling pool is securely covered or otherwise guarded when in use.
- Where water can form a pool on equipment, it is emptied before children, young people and vulnerable adults start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority, to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children, young people and vulnerable adults to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities.
 - Cleaning toilets regularly.
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate.
 - Providing sets of clean clothes.
 - Providing tissues and wipes.
 - Ensuring individual use disposable paper towels.

Activities and resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children, young people and vulnerable adults currently attending the setting.
- The layout of play equipment allows adults and children, young people and vulnerable adults to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children, young people and vulnerable adults are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children, young people and vulnerable adults learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992, 1999, 2006
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH)(2002 and 2005 amendment)
- Manual Handling Operations Regulations 1992 (as amended 2016)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

This policy was adopted on

20th April 2015

Policy updated

April 2024

Date to be reviewed

April 2025

Signed on behalf of the management committee

Name of Signatory: Susan Carr

Role of Signatory: Manager

Reviewed By	Date
Sue Carr	24/04/2024