

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

Health and Safety Policy

Statement of intent

The Gap Club Ltd views the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. We ensure our setting is a safe and healthy place for children, parents, staff and volunteers. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times. The aim is to ensure all stakeholders are aware of health and safety issues and to minimise hazards and risks to enable children to thrive in a healthy and safe environment.

Our member of staff responsible for Health and Safety in the Setting is: The setting manager

Our member of staff responsible for Health and Safety in the Company is: The Registered Person - Rekha Bassi

Both team members are competent to carry out these responsibilities, have undertaken health and safety training and regularly update their knowledge and understanding.

We display the Health and Safety Poster in: The Setting

Insurance cover:

The Children Act 1989 and the Health and Safety at Work Act 1974 place a number of legal responsibilities on the setting.

We have public liability insurance and employers' liability insurance, renewed annually. The certificate for public insurance is displayed in: On the front board.

Additions are made to the policy by contacting the insurer as needed, for example the use of a bouncy castle or other activity that requires additional cover. This is the responsibility of the Registered Person.

Aims

The Gap Club Ltd aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the club's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- To create a safe and healthy environment for children, parents and staff.
- To create awareness of health and safety issues amongst children, parents and staff.
- To minimise hazards and risks to ensure the safety of children, parents and staff.
- To have effective procedures in place for identifying, reporting and dealing with accidents, hazards and faulty equipment. The Health and Safety Checklist is carried out by a member of staff prior to every session commencing and closing.
- To ensure that staff are trained and competent in all matters relating to health and safety.

Procedures

Awareness raising

- Our induction training for staff and/or volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances. Health and Safety matters are also addressed in job descriptions and employment contracts.
- We keep records of these induction training sessions, and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting at induction, through newsletters, notice boards and verbal updates.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings and is an agenda item on all meetings along with safeguarding.
- We operate a no-smoking policy including the use of e-cigarettes.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low-level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- Our windows above the ground floor are secured so that children cannot climb through them.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly. All electrical items are PAT tested annually.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.



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- Fires, heaters, electric sockets, wires and leads are properly guarded, and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.
- Food preparation is carried out in the kitchen unless it is a cooking activity which is supervised by staff outside the kitchen. The setting is registered with the local Environmental Food Hygiene Office, and its certificate is held at head office.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

The environment

- We ensure that our premises are safe, secure and adequately spacious.
- The environment is welcoming and offers access to the necessary facilities for a broad and varied programme of activities.
- The manager is responsible for ensuring that the premises is kept clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- Daily risk assessments are carried out in accordance with the Risk Assessment Policy, to ensure that the facilities are maintained in a suitable state of repair.
- During opening hours, as far as possible, the premises are used by and solely available to the club, its staff and children.
- Tired children are encouraged to rest in the quiet areas of the setting and are regularly checked on at intervals of at least every 10 minutes. Where a child falls asleep, this is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- The layout of our environment allows adults and children to move safely and freely between activities.
- Where possible there will be one toilet and wash basin with hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

Outdoor area

- Our outdoor area is securely fenced and all gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where we are unable to remove dangerous plants a risk assessment will be conducted.
- Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe.



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- Any outdoor sand pits are covered when not in use and are cleaned regularly.
- We supervise outdoor activities at all times; and particular children on climbing and play equipment.

Sun Protection

- Sun safety is an important topic and discussed through planning and activities and with parents through newsletters and notices.
- We ask parents to provide sun cream for their child of at least SPF30 which is water resistant and hypo allergenic as well as provide suitable clothing for their child. We also ask that children are provided with hats and that these where possible protect their face, neck, ears and eyes.
- Children are encouraged to apply their own sun cream and will be supervised by staff with assistance provided where needed.
- When planning outdoor activities and excursions, the availability of shade is considered and staff will encourage children to use available areas of shade when outside.
- Drinking water is readily available at all times for staff and children and regular water breaks are taken as directed by staff to ensure everyone stays hydrated.

Hygiene – See also - Hygiene policy

- We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the classrooms, halls, libraries, quiet rooms, playrooms, kitchen, rest areas, toilets and disabled/nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings. We use a steam cleaner to clean the majority of our resources, hence avoiding the use of chemicals.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning and checking 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 of flannels, towels and toothbrushes.

Equipment including activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes and a member of staff has responsibility for planning and reviewing the inventory every three months.
- All equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe or in need of repair/due to repair needs/due to outstanding repairs.
- All materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Levels of staff supervision will be sufficient to ensure that the safety of children is assured and set according to the type of equipment being used along with the ages and number of children involved in a given activity.



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- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- 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 management team.
- Outside a setting's opening hours, all equipment will be kept in a suitable and secure location which is safe from unauthorised access or use.
- Flammable equipment will be stored in a safe location away from sources of heat.

Jewellery and accessories

- Staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of adults

- All staff in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- Where possible, at least the first two members of staff to arrive in the building arrive together, and the last two members of staff in the building leave together.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- Minimal petty cash is kept on the premises.
- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Manual Handling training is compulsory.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Aggressive behaviour

- We do not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.
- Our club is a place of safety and security for the children who attend and for the staff who work here.
- Unacceptable behaviour includes, but is not limited to, the following:
 - Shouting at members of staff, whether in person or over the telephone
 - Physically intimidating a member of staff, e.g. standing too close or blocking their exit
 - Using aggressive or abusive hand gestures, e.g. shaking a fist towards another person
 - Any other threatening behaviour, both physical and verbal
 - Swearing
 - Physical violence: pushing, hitting, slapping, punching or kicking
 - Spitting
 - Racist or sexist or otherwise abusive comments
- We do not tolerate such behaviour whether it is directed at the staff or at any of the children in our care.
- If a parent, carer or member of the public behaves in an unacceptable way towards a member of staff or a child attending the club, we will take the following steps:
 - In order to ensure the safety of the children and to limit possible distress, we will remove them from the vicinity of the incident.
 - The manager or senior member of staff will seek to resolve the situation through calm discussion.



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- If the individual wishes to make a complaint we will encourage them to follow our complaints procedure or to complain directly to Ofsted if they so choose.
- If the individual continues to behave in an aggressive and intimidating manner, we will insist that they calm down or leave the premises immediately.
- If the individual refuses to calm down or leave the premises, the manager will contact the police without delay.
- When the immediate incident has been resolved, the manager and staff will reflect on the incident, and decide whether it is appropriate to ban the individual from the premises for a period of time.
- The decision will take into account both the seriousness of the incident and whether the individual has behaved aggressively before.
- If we decide that a ban is appropriate, we will write to the individual concerned to inform them of the reasons for the ban and its duration.

Environmental

- We are committed to the protection of the environment through reducing pollution, emissions and waste.
- As part of the induction process, and through staff meetings and training, our staff will be informed about reducing the use of raw materials, supplies and energy.
- We raise children's awareness of environmental issues through discussions, projects and day-to-day activities within the club.
- Where possible we following the good practice below:
 - We re-use and recycle our waste material
 - Switch off lights when not in use
 - Turn off electrical equipment at the power source when not in use
 - Turn off taps after use and do not waste water
 - Do not drop litter
 - We plan our outings to minimise vehicle use and use public transport whenever possible

Control of substances hazardous to health

- Staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used, and where they are stored.
- Hazardous substances are stored safely away from the children in a locked unit or on a high shelf.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - antibacterial soap/hand wash, unless specifically advised during an infection outbreak such as pandemic flu; or
 - antibacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Antibacterial sprays are not used when children are nearby and if used during food preparation and clean down, the spray is sprayed into the cloth.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Responsibilities of the Registered Person, manager and staff



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The identification, assessment and control of hazards within the club are vital in reducing accidents and incidents. Both the manager and one other designated member of staff are responsible for assessing risks to health and safety arising out of the club's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the setting's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Policy.

The **Registered Person (Rekha Bassi)** holds ultimate responsibility and liability for ensuring that the setting operates in a safe and hazard-free manner. The Registered Person along with the manager is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Registered Person will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety Policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the setting's health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the setting's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the setting have appropriate and up-to-date Disclosure Barring Certificates.

The **manager** is responsible for the day-to-day implementation, management and monitoring of the Health and Safety Policy. The manager is required to report any matter of concern regarding the Health and Safety Policy to the Registered Person.

The supervisor will ensure that:

- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the setting, as set out in this and other policies. Setting risk assessments are available in the setting's risk assessment file and are updated annually by the manager or as and when a new situation or variance arises within the setting. This could be a premises, staff, or children change.
- Regular safety inspections are carried out and the reports accurately logged, reviewed through the session and displayed on the Health and Safety Clipboard.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety Policy.
- Regular risk/benefit assessments are carried out regularly and spontaneously by the staff dependent on who is in charge of the planning and activities at the time.



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The **staff** are responsible for ensuring that the provisions of the Health and Safety Policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety Policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the manager or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children and the activities that are carried out at the setting are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the manager.

EYFS key themes and commitments relating to health and safety

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

Every Child Matters Outcome: Staying safe

To be reviewed: June 2023	Signed: NM
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Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further Guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)



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