**Health and Safety Policy**

Wickselm House 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.

Wickselm House has appropriate insurance cover, including employer’s liability insurance and public liability insurance.

Each member of staff follows the settings 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 setting.
* 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 management.

Any member of staff who disregards safety instructions, or recognised safe practices will be subject to disciplinary procedures.

**Responsibilities of the registered person, Hannah O’Brien**

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

* They nominate a Health and Safety Officer. The designated Health and Safety Officer for Wickselm House is Hannah O’Brien.
* A copy of the current Health and Safety at work poster is displayed.
* 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 setting’s health and safety responsibilities.
* All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies, 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 setting’s management are responsible for ensuring that at each session:

* Daily set up and close down records are completed.
* The premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
* The premises are used by, and solely available to, staff of Wickselm House during opening hours.
* All the setting’s equipment is safely and securely stored.
* 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 Assessments.

**Security**

* Children are not allowed to leave the premises during the session, unless prior permission has been given by the parents/carers (for example, to attend other extra-curricular activities).
* Staff monitor the entrances and exits to the premises throughout the session.
* The front door and external gates are locked during the core day and visitors are required to telephone for access.
* Visitors are never left alone with children.
* Visitors, other than parents/carers collecting early or dropping off late, will be required to sign a log of their visit and reason for visiting.
* Security procedures will be regularly reviewed by management, in consultation with staff and parents.

**Equipment**

* All furniture and equipment are kept clean, well maintained and in good repair.
* We select 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 Wickselm House 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. Due to the nature of our setting, children are asked to bring indoor and outdoor shoes and wellington boots.
* Toilets are cleaned daily, and soap and hand-drying facilities are always available. We also have a warm water hand washing station outside.
* Staff responsible for serving and preparing food are trained in food hygiene and follow appropriate guidelines.
* If we are made aware of a child with food allergies, we will provide them with alternative lunch and snack areas away from other children, if necessary, and take steps to make sure there is no cross contamination. We are a nut free site and ask children not to bring in any nut products.
* Waste is disposed of safely.
* Staff ensure that children wash their hands before handling food and drink, after using the toilet, playing outdoors and immediately after handling animals.
* Cuts and abrasions (whether on children or staff) are kept covered.

**Dealing with body fluids**

* Spillages of blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises.
* When dealing with body fluids, staff will wear disposable plastic gloves and aprons and will wash themselves thoroughly afterwards.
* Soiled children’s clothing will be bagged to go home – staff will not rinse it.
* Children will be kept away from the affected area until the incident has been dealt with.

**Staffing levels**

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