



Health and Safety Policy

Little Big Learners is committed to ensuring that all setting activities are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

In order to achieve high standards of quality and safety and continually improve health and safety performance, Little Big Learners is committed to implementing all necessary health and safety procedures.

Little Big Learners Recognises:

- * That a systematic approach to health and safety, based on systematic risk assessment procedures (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

Little Big Learners is committed to:

- * Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the staff team.
- * All staff complete induction training, have continuous access to policies and procedures documentation and MUST read and understand policies and procedures prior to working with children at Little Big Learners
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- * Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and guidelines to ensure that Little Big Learners continues to improve standards of performance.

Who is Responsible?

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Supervision Requirements

Children are to be supervised at all times whilst in the setting. Little Big Learners use an 8:1 ratio as good practice for supervision (for children aged 3 and above). The maximum adult to child ratio we will operate (if necessary) is 10:1. This is based on adults working directly with the children in our care. Children under 3 years of age should be supervised to and adult to child ratio of 4:1. Therefore each child aged under 3 fill two places in our 8:1 ratio.

Supervision of children outside of the childcare setting and on planned activities, away from the setting, will be identifiable using coloured garments when visibility is poor. Staff will escort children between settings/locations by a member of staff leading and a second member of staff supervising at the back. This may not be necessary when a small number of children are in our care (eg. eight or less).

Any person aged under 17 caring for children (and necessary checks conducted) must be supervised at all times by a person who has attained the age of 18.

Child Protection

All members of staff will receive safeguarding training and will be familiar with Little Big Learners' safeguarding policy. All members of staff are instructed in the specific procedure for Little Big Learners, especially with regard to disclosures and suspicions of child abuse. (See Safeguarding Policy for further information)

Accidents and Incidents

All members of staff receive first aid training as part of their induction training; in addition all members of staff are instructed in the correct procedures for dealing with accident and incident including completion of documentation. The setting has a separate accident and incident book which are used to document each accident and incident that takes place in the setting.

Emergency Procedure

The Health and Safety at Work poster is displayed in the kitchen area for staff at Little Big Learners. All members of staff are trained regarding emergency procedures.

Administration of Medications

All administration of medications are strictly controlled and done in accordance with the Medication Policy.

Illnesses

See Illness Procedures.

Risk Assessment of Activities, Trips and Outings

All activities that take place, both within the confines of Little Big Learners and out of premises boundaries have been assessed for risk. Controls have been put in place to ensure that any hazards have been minimised. All outings are pre-visited to ensure the benefits of activities far outweigh the risk.

Personal Hygiene

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene.

Maintenance and Storage of Equipment

Little Big Learners has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.

The Premises

Members of staff check the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff. At the end of the session members of staff ensure that the premises are left clean, safe and tidy.

Safety and Security

Little Big Learners feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. No children will be left unattended with any visitors.

Smoking

Little Big Learners operates a strict no smoking policy, this means that there is no smoking:

- * On setting premises
- * During setting time, including collections from the first school
- * During preparation time
- * During clear up time
- * At staff training days
- * At staff meetings
- * At any event organised by the setting

All staff members are entitled to a 30 minute break for more than 6 hours of work. If a member of staff wishes to smoke during these times they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers and visitors to the setting; Little Big Learners believes that this is in the best interests of the children and staff.

Alcohol and Drugs

Under no circumstances should staff or volunteers consume or be under the influence of alcohol or drugs when on the premises when children are present, or about to be present.