



St Paul's Childcare

SAFETY AND WELFARE POLICY

Written in conjunction with (NMS 3, 8 & 22)

St Paul's Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul's Childcare will ensure that every member of staff understands this policy.

St Paul's Childcare will ensure that parents and carers are aware of this policy.

We will ensure this policy is available to all via:

- *St Paul's Childcare website
- *The entrance of the childcare setting
- *St Paul's C/W Primary Setting website

The policy may be requested from Reception at St Paul's C/W Primary Setting

Policy last updated – September 2020

Next policy update due – September 2021

REVIEWED BY

Name	Signature	Date
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STATEMENT OF INTENT ST PAUL'S CHILDCARE

The Governing Body of St Paul's Childcare will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Cardiff County General Statement of Health and Safety at Work Policy ;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the intranet.

Rights of the child

This policy is part of ensuring that the St Paul's Childcare the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 19: Governments should ensure that children are properly cared for and protect them from violence abuse and neglect by their parents or anyone else who looks after them.

PART 2: ORGANISATION

At setting level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the setting's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Responsible individual and/or leader of setting or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with the setting currently benefit from support from our Health and Safety Officer **Rob Warburton**.
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor – **Clive Kinsey**.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Responsible individual and/or leader of setting:

Overall responsibility for the day to day management of health and safety rests with the Responsible individual and/or leader of setting.

As a manager of the establishment and of all the activities carried on within it, the Responsible individual and/or leader of setting will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Responsible individual and/or leader of setting have responsibility for:

- Co-operating with the Authority, Rob Warburton (Health and Safety Officer) and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Working alongside Rob Warburton, Health and Safety Officer to ensure compliancy and regularly updating the RAMIS system.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Responsible individual and/or leader of setting may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Responsible individual and/or leader of setting from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below:

- Rob Warburton, Health and safety officer supports and advises the setting.
- The caretaker Mark Canning is responsible for safety checks including mag locks, fire equipment, fire alarm testing and legionella.
- Katie Toozer is responsible for First Aid across the setting.
- Colette Skuse is responsible for the areas they are working in

Responsibilities of staff within the childcare setting

- Apply the setting's health and safety policy to their classroom and be directly responsible to the responsible individual and/or leader of setting for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff/volunteers in their classroom
- **Inform the Responsible individual and/or leader of setting of any health and safety concerns immediately.**
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and children to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their class are promptly reported and investigated using the appropriate Authority forms etc.;
- Arrange with the caretaker or responsible individual, for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the setting's health and safety policy and procedures at all times.
- **Report all accidents and incidents in line with the reporting procedure.**
- Co-operate with setting management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/Setting's treat volunteers in the same way as employees. Settings should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the setting's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, setting management team etc.

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with setting management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor...
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	RW	List of risk assessments on RAMIS and available in childcare setting.
Risk assessments are reviewed regularly/ following significant change.	RW	2 years or following an incident
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	RW Wendy Shires	
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	RW	Pregnant worker risk assessment are available under the Health and Safety SLA

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	RW – Responsible individual Rob Warburton – H and S Officer Clive Kinsey– Link Governor Mark Canning - CT	General site inspection: half termly Visual inspection of play equipment: half termly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Responsible individual.		Termly inspection
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Clive Kinsey	Use Authority’s self-inspection toolkit, and refer to RAMIS reports such as general inspection reports etc.
A nominated Governor will be responsible for monitoring management systems.	Clive Kinsey	
Health and Safety Information instruction and training: The health and safety law poster is displayed in setting	RW	Displayed in setting office
Health and safety training: Health and safety induction training will be provided and documented for all new employees	RW	Health and Safety is on the agenda on the first INSET back annually. Any new staff that start after this will meet with the Responsible individual who will go through policy and procedures.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	RW	Training folder in Responsible individual office. Ramis
Programme of health and safety training All employees are provided with:	RW	Training is provided as necessary - first aid - food hygiene

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 		<ul style="list-style-type: none"> - caretaker checks - COSH - Headteacher updates - Fire warden
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the setting.</p>	RW	
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	RW	Recorded in folder in office
<p>Measures are in place to identify persons (children and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.</p>	RW/JR	
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p>		
<p>Staff must ensure the alarm is raised and children evacuated before attempting to tackle a small fire.</p>		<p>Staff have received fire warden training Key staff are familiar with the location of service isolation points.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.</p>	<p>Leader of setting</p>	<p>Staff to report concerns to RW immediately.</p>
<p>Statutory maintenance: The setting has opted in to the Authority's statutory maintenance contracts.</p>		
<p>Portable Appliance Testing (PAT): The setting has opted into the Authority's internal PAT testing arrangements.</p>		
<p>First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the setting.</p>	<p>Colette Skuse</p>	<p>First Aid at work</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>		<p>All staff have been trained by the epilepsy nurse with regards to treatment for LS.</p>
<p>Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>		<p>Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the setting will seek immediate medical advice (call an ambulance)</p>
<p>Transport to hospital: Where appropriate children will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital</p>		

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p> <p>Administration of medication: Medication will only be administered in setting in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>		<p>Managing medicines in settings paperwork to be completed for any pupil who needs prescribed medication administered in setting.</p>
<p>Medical Care Plans: Children with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p>		<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually and stored in the staff room</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p>
<p>Communicable diseases: The setting will adhere to the guidance issued by the Authority and Public Health Wales.</p>		
<p>Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.</p>		<p>Accident forms in H&S file in setting. To be scanned to LA.</p>
<p>Any near miss (incident which has a potential to cause harm)</p>		<p>Accident forms in H&S file in setting. To be scanned to LA.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
will be reported to the management team and investigated.		
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>		<p>The setting will forward details of accidents or cases of work related ill health to the Setting Health and Safety Liaison Team.</p> <p>Where appropriate the Setting Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p> <p>Investigating accidents and incidents:</p>		<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the responsible individual and Health and Safety Division.</p> <p>High Level/Reportable Incidents: Setting will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the setting to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority’s VAW report form and forwarded to Setting Health and Safety Liaison Team.</p>		<p>Please see Keeping settings safe from abuse, threats and violence policy.</p>
<p>The setting will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing setting site exclusions.</p>		<p>Where appropriate the setting will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p> <p>Please see Keeping settings safe from abuse, threats and violence policy.</p>
<p>Managing contractors: The setting will adhere to the Authority’s policy and guidance.</p> <p>Technical expertise: Where appropriate works are arranged through a technical department</p>		
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to setting site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency</p>		<p>All contractors must report to the setting office</p> <p>Visitors must sign in and wear a visitors badge at all times.</p> <p>Visitors booklet will be given</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
procedures, vehicle movements and local management arrangements,		
Setting managed building/environmental projects: Where the setting undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.		These are managed by Ruth Wiltshire who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.		Where possible setting will uses Contractors who have been vetted by the Authority through FM. Where Contractors who are not registered are used Ruth Wiltshire will undertake appropriate competency checks prior to engaging a contractor
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to children and setting staff.		Risk assessments and method statements are discussed prior to work commencing.
Ground maintenance and cleaning contracts: The setting has opted out of the contracts operated by the Authority.	Ground maintenance employed by the setting Rachel Scruby	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Cleaning staff employed by the setting I Khan L Barrett	
Ground maintenance and cleaning contracts: The setting have opted out of the contracts operated by the Authority. The setting must ensure they select a competent contractor as detailed above.	Cleaning staff employed by the setting I Khan L Barrett	
Lone Working: Staff are encouraged not to work alone in setting. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.		Lone working by arrangement with the Responsible individual and following the setting policy.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.		No work involving heights should be undertaken by lone workers.
Working at height: All working at height should be risk assessed and appropriate controls introduced.		Caretaker has received recent training regarding working at height.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected</p>		<p>The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and Mark Canning will conduct a formal termly inspection of the equipment.</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>		<p>COSH records in cleaning cupboards</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.</p>		<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.</p>
<p>Paediatric manual handling: Children with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p>		
<p>Wellbeing: The setting and governing body are</p>		<p>RW to complete return to work interviews and signpost staff to</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Wellbeing Protocol.</p> <p>The setting will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>		<p>support including counselling and carefirst.</p> <p>RW to identify signs of stress and address appropriately.</p>
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.</p>	RW	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>

Signature:

Date:

Date of review: