

Caban Y Faenol CYF

Health, Safety and Welfare Policy

Aim

Caban Y Faenol will do everything it can, as far as it is reasonably practical, to ensure the health, safety and welfare of the staff, the children in its care, candidates/students on work experience, volunteers and visitors.

The Rights of the Child

Ensuring the health, safety and welfare of the children is part of ensuring that Caban Y Faenol respects the rights of the child, as noted in the United Nations Convention on the Rights of the Child, specifically:

Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Code of Practice

Caban Y Faenol will conform to the requirements of the current health and safety legislation.

The Manager is responsible for ensuring that the Health, Safety and Welfare Policy is implemented. Every member of staff will be aware of it and will conform fully to all its requirements.

The Manager will provide opportunities for all members of staff to attend health and safety courses regularly and will ensure that the staff are responsible for implementing the Health Safety and Welfare Policy on a day-to-day basis.

Caban Y Faenol will:

- ensure that the environment, both inside and outside the setting, is safe for the staff and the children.
- undertake a regular risk assessment of the building and its environment and keep a written record of it.
- ensure that there is an Accident and Incident Book in the setting and ensure that the staff record every accident and incident.
- ensure that the RIDDOR guidelines are adhered to
- ensure that a designated person in the setting has specific responsibility for First Aid, ensuring that at least one adult with a current First Aid certificate is present in every session. CSSIW guidelines for staffing ratios of trained persons, as noted in the National Minimum Standards should be followed at all times.
- ensure that there is a telephone for the settings use, or arrange for a mobile phone to be available during the sessions.

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- ensure that all members of staff attend regular Health and Safety courses.

Fire Safety

Caban Y Faenol will meet basic fire safety standards in accordance with the Regulatory Reform Fire Safety Order (RRO 2005). The person responsible for health and safety will undertake a fire risks assessment and maintain a fire management plan.

In accordance with the 2005 RRO regulations, Caban Y Faenol will ensure that everyone working and visiting the building is protected from the danger of fire. To ensure this, we will:

- undertake a fire risk assessment, recording and updating it regularly or when there is any change in the circumstances.
- ensure that the staff receive detailed guidelines on fire safety regulations and that they implement them e.g. vacating the building in the case of a fire.
- ensure that there is a sufficient number of appropriate fire extinguishers in prominent and convenient locations and that they are positioned in accordance with the Fire Service's guidelines.
 - ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building.
 - ensure that a fire drill is held and recorded at least once every term. Fire wardens should be appointed to be responsible for emptying the building in an emergency.
 - test the fire alarms weekly, keeping a record of every test
 - ensure that the electrical equipment is inspected regularly and a record kept of the inspections

Welfare

Caban Y Faenol will:

- ensure that it is possible to control the room temperature so that it does not fall below 16°C and does not rise to a level which is uncomfortable and dangerous for the children's welfare.
- ensure that there is sufficient shelter in the outside play area especially during the summer months. Ensure that staff implement the **Sun Protection Policy**.
- ensure that a full register is kept as every individual child arrives at and leaves the building.
- ensure that every member of staff and any visitors sign when arriving at or leaving the building.

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- ensure that no staff or visitor smokes in the setting or its environment at any time. Ensure that No-Smoking signs are displayed at the entrance and that the **Smoke-free Policy** is implemented by the staff and all the visitors.
- offer members of staff who smoke every support to give up the habit.
- ensure that a member of staff who smokes does not come into contact with the children while his/her clothes or breath smell of smoke.
- ensure that members of staff are provided with information on good practice for lifting and carrying weights and that there are opportunities for them to attend relevant training regularly.
- ensure that information on the Health and Safety Law of the Health and Safety Executive is displayed prominently.
- ensure that students on work placement and volunteers receive information about health and safety issues during their first visit to the setting.
- ensure that a First Aid box, with the necessary contents, is provided and kept in a prominent place, and that it is inspected regularly to ensure that it is complete.
- ensure that the written consent of parents/carers/guardians to administer any emergency medical treatment, is available for every child following the guidelines of the **Medication Policy**.

Health and Personal Hygiene

Caban Y Faenol will:

- ensure that the children learn about health and personal hygiene as part of the curriculum.
- ensure that a high standard of hygiene and cleanliness is maintained in the setting, taking care that every adult follows the guidelines and operates good practice on all occasions.
- ensure that a child is not refused if he still uses nappies, but to try to work with the parents/guardians to train the child to use the toilet at all times (**See Nappy Changing Policy**)
- encourage parents/guardians to use nappies which can be re-used, but if this is impracticable, parents should be encouraged to use environmentally-friendly nappies. The parents will be expected to provide the nappies and any extra materials which are required. When a child uses towelling nappies the Cylch Meithrin will operate a procedure for storing the dirty nappy until the parents/carers/guardians collect the child.

Children's safety on visits

It is the responsibility of the **Manager** and the staff to ensure the children's safety on visits outside of Caban Y Faenol.

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Caban Y Faenol will:

- follow the guidelines of the **Transporting Children Policy**.
- follow the guidelines of the **Keeping Children within the Premises / Lost Child Policy**.
- follow the guidelines of the **Promoting Positive Behaviour Policy**.

Procedures for protecting children

Caban Y Faenol will:

- keep a copy of the All Wales Child Protection Procedures in the setting.
- ensure that all the staff are aware of these procedures.
- ensure that every relevant form concerning a child is signed by the person(s) legally responsible for him.
- follow the setting's **Safeguarding Children Policy**.

Food Hygiene and Safety

Caban Y Faenol will:

- ensure that every member of staff has an opportunity to attend a recognised training course on food hygiene, e.g. Food Hygiene Certificate Level 2. The Manager will ensure that the staff update their training at least every 3 years.
- ensure that children under 5 years old are not left alone when eating, in case they choke.
- ensure that pieces of food e.g. fruit are cut into small pieces, in case the children choke.
- ensure that fresh food is stored in an appropriate refrigerator.
- ensure that food in the food preparation area is covered.
- ensure that food which has passed its sell by date is disposed of.
- use cooling insulated boxes to carry food when taking children on visits or for a day out.
- register as a business with the local Environmental Health Department to enable it to serve snacks (see the Food Standards Agency website: www.food.gov.uk/wales/about-fsa-wales/cymru/).
- disinfect areas used for food preparation and serving regularly to conform to the requirements of Environmental Health.

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- take immediate action on any food safety and hygiene issues which require attention, following an inspection by Environmental Health.
- ensure that all staff implement the highest possible hygiene standards at all times, including washing hands thoroughly before preparing and serving food.
- wash and disinfect kitchen cloths regularly and leave them to dry before using them again.
- use disposable kitchen towels for drying work surfaces and cutting boards.
- ensure that there are appropriate procedures for disposing of food waste, and provide bins with lids which are easy to clean, removing the waste from the setting regularly so that it does not attract pests.

Associated Policies

Medication Policy

Sun Protection Policy

Safeguarding Children Policy

Transporting Children Policy

Keeping Children within the Premises / Lost Child Policy

Promoting Positive Behaviour Policy.

Nappy Changing Policy

Smoke-free Policy

Further Information and Useful Links

The following publications and websites provide useful additional information:

Health and Safety Guidance for Early Years' Settings and Child Care (HSG) 2009.

Food Standards Agency: www.food.gov.uk/wales/about-fsa-wales/cymru/

Health and Safety Executive (HSE) <http://www.hse.gov.uk/>.

Public Health Wales: 'Infection Prevention and Control for Childcare Settings (0-5 years), Nurseries, Child Minders and Playgroups. All Wales Guidance'. 2014.

<http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014.pdf>