



01 Health and safety policy

Policy Statement

At the Early Bird Pre-School CIC we believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for our children, parents, staff and volunteers.

Our Designated Health and Safety Officer is: Kirstie Rodick

Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- The necessary Health and Safety poster is displayed in the office.
- Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.

Smoking (including the use of electronic cigarettes)

- All staff, parents and volunteers are made aware of our No-Smoking policy
- No-smoking signs are displayed prominently
- The No-Smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having information available for parents and staff on where to get help to stop smoking.
- Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must cover the uniform.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks go well away from the premises
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking from children and colleagues.



Staff are made aware that failure to comply with this policy may result in disciplinary action.

- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and fine of up to £200.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption.
- A risk assessment is carried out for each area and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

The Smoke-free (Premises and Enforcement) Regulations (2006)

The Smoke-free (Signs) Regulations (2012)

Further guidance

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency www.food.gov.uk

Ministry of Housing, Communities & Local Government www.communities.gov.uk