

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **Health**

The provider must promote the good health of children attending the setting.



## **8.1 Health and safety general standards**

### **Policy statement**

- We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn.
- 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.
- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The person responsible for health and safety is **Anna Bryant**
  - She is competent to carry out these responsibilities.
  - She has undertaken health and safety training and regularly update their knowledge and understanding.
  - She regularly monitors and reviews risk assessments, adjusting if required.

---

### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office in the farmhouse.

---

### **Procedures**

#### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- 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.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We make children aware of health and safety issues through discussions, planned activities and routines.

#### *Smoking and alcohol*

- Smoking is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
- 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 during sessions.

#### *Floors and walkways*

- Many of our floors are uneven, wet and can be a trip hazard. Students are encouraged to be aware of this and walk cautiously with appropriate footwear. Floors in the kitchen are dry and flat and if a spill occurs it is cleaned up immediately.

#### *Electrical equipment*

- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our boiler and electrical switch meter cupboard is not accessible to the children.
- There are sufficient sockets in our setting to prevent overloading.
- We ensure that the temperature of hot water from the taps is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.
- All electrical equipment is PAT tested.

#### *Fire Policy and Precautions*

A separate policy and risk assessment exists.

#### *First aid*

A separate policy exists. All risk assessments consider first aid requirements.

### *Storage*

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### *Outdoor area - The yard and orchard*

- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that suncream is applied during the summer months, layers when it is cold and waterproofs in the rain.
- We supervise outdoor activities at all times; and particularly children paddling in the stream.
- The garden is checked prior to children arriving daily to ensure no tools have been left out, no dog poo is on the grass and no other hazards have been left.
- Ratios of 1 adult to 6 children are maintained
- Hazards such as rocks are fenced off and monitored
- Children only paddle in water up to the height of their wellies.
- Children are told to be careful of brambles and barbed wire.

### *On the farm*

- The ratios are 1 adult to 6 and children are always supervised and 1 adult to 4 if the children are 4/5 years old.
- Separate procedures and risk assessments are available for working with each animal.
- Every adult must carry a walkie talkie

### *The road*

- A separate procedure and risk assessment exists

### *Hygiene*

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene, the importance of not putting their hands in their mouths or eating on the farm and how to wash their hands properly.
- Washing of hands before break and lunch is an essential part of the routine and hands are checked after washing.

### *Activities, resources and repairs*

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- All our materials, including paint and glue, are non-toxic.

- Physical play is constantly supervised. Children are not allowed to throw any soil, grass or sticks at each other.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager.
- Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.
- Any broken or unsafe item is taken out of use and labelled 'out of use'.
- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.
- Hazardous equipment such as knives, peelers, lighters, secateurs are all separately risk assessed and stored away from children.
- Kitchen safety has its own policy and procedures.
- Fire lighting has its own procedure and risk assessment.
- All activities are risk assessed both by Anna Bryant and checked by another member of staff. The children also collaborate in formulating risk assessments.

#### *Jewellery and accessories*

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

#### *Safety of adults*

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Adults are trained in how to work with each animal safely.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear.
- We ensure that adults have a walkie talkie to call for help.
- We record the sickness of staff and their involvement in accidents. The records are reviewed monthly to identify any issues that need to be addressed.

#### *Control of substances hazardous to health*

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all kitchen cleaning chemicals in their original containers.
- We use anti-bacterial handwash and sprays but ensure they are not consumed by children as the children are supervised when washing hands and the spray is stored where they can't have access to it.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using hazardous chemicals.

### *Security*

- Systems are in place for the safe arrival and departure of children. Parents/Carers are met at the gate and given access to the premises and drop their child/children off to a member of staff. Parents/Carers collect their child/children from the Education Centre at agreed pick up times.
- The times of the children's arrivals and departures are recorded in our admissions file, any children leaving early or staying late are recorded in our late in, early leavers sheet, located in the registers.
- Children from Lumiar school arrive with a separate register. Late arrivals to Lumiar school are taken to Farm school by Lumiar staff and recorded in the register.
- The arrival and departure times of visitors are recorded.
- The Education Centre is locked when the building is not in use.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments or with permission from the manager.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep gates locked shut when children are playing in the outdoor areas.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

### **Legal framework**

- Health and Safety at Work 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 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

- Medicines Act (1968)
- Control of Substances Hazardous to Health Regulations (COSHH) (2004)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2013
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)
- Childcare Act 2006
- Workplace (Health, Safety and Welfare) Regulations 1992

### Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)  
<https://www.hse.gov.uk/pubns/lawleaflet.pdf>
- Health and Safety Regulation...A Short Guide (HSE 2003) <https://www.hse.gov.uk/pubns/hsc13.pdf>
- Electrical Safety and You: A Brief Guide (HSE 2012) <https://www.hse.gov.uk/pubns/indg231.pdf>
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2012)  
<https://www.hse.gov.uk/pubns/indg136.pdf>
- Getting to Grips with Manual Handling - <https://www.hse.gov.uk/pubns/priced/l23.pdf>
- Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)
- Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)
- Ministry of Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

This policy was adopted by	Stowford Education Centre	<i>(Name of provider)</i>
On	6 <sup>th</sup> May 2023	<i>(date)</i>
Date to be reviewed	31 <sup>st</sup> August 2025	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Anna Bryant	
Role of signatory (e.g. chair, director or owner)	Owner	