



Get up and Go! (Gateshead) CIC
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Health and Safety Statement

Updated 11/6/2024 by Sharlene Parkin

Introduction:

As a childcare provider the welfare of the children in our care is paramount. We have written series of policies that clearly outline what we will do in a variety of situations. Each policy has a detailed procedure that outlines how we will implement these policies. These policies follow legislation as detailed in The Health and Safety at Work Act (1974), The Children Act 1989, The Children Act 2004, The Early Years Foundation Stage (2014) welfare and Ofsted requirements and the guidance for safeguarding and promoting children's welfare specific health and safety requirements:

- Providers must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs. (included in medicines policy)
- Providers must keep written records of all prescribed medicines administered to children, and inform parents. (included in medicines policy)
- Providers must obtain prior written permission for each and every medicine from parents before any medication is given. (included in medicines policy)
- Providers must notify Ofsted of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the care of a registered person. (included in accident, incident and emergency policy)
- All staff to hold a current paediatric first aid certificate on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate. (included in accident, incident and emergency policy)
- Providers must have a first aid box with appropriate content to meet the needs of children. (included in accident, incident and emergency policy)
- Providers must keep a record of accidents and first aid treatment. Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given. (included in accident, incident and emergency policy)
- Providers must have procedures for instances in which a child receives minor injuries or becomes ill whilst on the premises. (included in accident, incident and emergency policy)
- First aid training undertaken by practitioners should be approved by the local authority and consistent with current requirements. (included in accident, incident and emergency policy)
- Providers must notify Ofsted and other required statutory bodies about any cases of food poisoning affecting two or more children looked after at the premises and notifiable diseases in registered settings. (included in food and drink policy)
- Children must be kept safe whilst on outings (included in outings policy)
- If someone on the premises contracts a notifiable disease, the Local Health Protection Unit will be able to provide advice on any action or precautions that need to be taken. (included in illness policy)
- Providers must ensure that children are in a smoke-free environment. (included in smoking policy)

- Where children are provided with a midday meal, snacks and drinks, these must be healthy, balanced and nutritious. Those responsible for the preparation and handling of food must be competent to do so. (included in food and drink policy)
- Fresh drinking water must be available at all times. (included in food and drink policy)
- Childminders must have attended a training course within six months of registration and must hold a current paediatric first aid certificate at the point of registration. (included in accident, incident and emergency policy)
- When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Practitioners taking medication which they believe may affect their ability to care for children should seek 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. (included in alcohol and drug policy)
- The provider must conduct a risk assessment and review it regularly – annually at a minimum and/or where the need arises. (included in health and safety policy)
- The risk assessment will identify aspects of the environment which need to be checked on a regular basis – providers must maintain a record of these particular aspects and when and by whom they have been checked. Providers must determine the regularity of these checks according to their assessment of the significance of individual risks. (included in health and safety policy)
- The premises, indoors and outdoors, must be safe and secure and providers must notify Ofsted of any change in the facilities to be used for care that may affect the space available to children and the level of care available to them. (included in health and safety policy)
- The provider must take reasonable steps to ensure that hazards to children – both indoors and outdoors – are minimised. (included in health and safety policy)
- Registered providers must inform Ofsted of any significant changes or events relating to the premises. (included in health and safety policy)
- Significant changes or events which must be reported to Ofsted include:
 - significant changes to the premises, for example structural alterations or an extension
 - something which adversely affects the smooth running of the setting over a sustained period of time
 - changes to the outside of the premises such as adding a pond or taking down fencing
- Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire, and must have a clearly defined procedure for the emergency evacuation of the premises.
- Providers must have appropriate fire detection and control equipment (for example fire alarms, smoke detectors, fire extinguishers and fire blankets) which are in working order. (included in evacuation policy)
- Where children stay overnight, it may be appropriate for the Fire Safety Officer to inspect the sleeping area. (included in evacuation policy)
- Staff should understand their roles and responsibilities in the event of a fire. (included in evacuation policy)
- Fire exits should be clearly identifiable; fire doors are not obstructed and are easily opened from the inside. (included in evacuation policy)
- Regular evacuation drills should be carried out and details such as any problems encountered and how they were resolved recorded in a fire log book. (included in evacuation policy)
- The provider must ensure that children do not leave the premises unsupervised (included in health and safety policy)
- The provider must take steps to prevent intruders entering the premises. (included in health and safety policy)
- The provider takes into account where relevant:

- general indoors and outdoors security, such as which doors are locked or unlocked, door alarms, the use of security systems, intercoms and name badges. (included in health and safety policy)
- staff awareness of the whereabouts of other people in the building and of other users on the premises (included in health and safety policy)
- information about the need for security and the systems in place, for example, posters and reminders displayed for parents and visitors (included in health and safety policy)
- what additional security measures may be necessary where children stay overnight (included in health and safety policy)
- the use of a system to verify the identity of any visitors, record their names, the purpose of the visit, and details of arrival and departure times (included in health and safety policy)
- arrival and departure procedures for staff, children, parents and visitors (included in health and safety policy)
- except where there is reasonable excuse, obtaining written permission from parents where children are to be picked up by another adult (included in collection consent forms)

Policies that include the above information:

Health and Safety policy – This policy includes regular risk assessments that we undertake to identify areas of our childcare setting that could cause a risk to children. We keep a weekly record of safety checks on the property, and daily safety checks that we undertake when we organise an activity, or when we take children outside. Our health and safety policy covers; personal safety, hygiene and cross infection, moving and handling, access to the property, and emergencies. These are in accordance with current health and safety legislation which states that every care should be taken to minimise unnecessary risks. It also gives details of training we have undertaken to ensure that our knowledge of paediatric first aid is in line with current guidelines and we have at least one first aider on the premises at all times.

Accident, incident and emergency policy – This policy outlines how we minimise the risk of harm to anyone involved with our childcare setting and how we will deal with an accident, incident or emergency that may befall a member of staff, a parent or a child in our care. It outlines how we will keep accurate records of any accidents and incidents that may occur and when we need to report any serious accidents or incidents to Ofsted. It also gives details of training we have undertaken to ensure that our knowledge of paediatric first aid is in line with current guidelines.

Alcohol and Drug policy – This policy outlines how we keep children safe from harm by ensuring that no one who is in charge of children has taken medication or drugs that may affect their ability to care for children. It outlines how we ensure that alcohol, medicines and other drugs are kept safely out of sight and reach of children.

Collection consent forms – We ask the parents/carers of every child to complete and sign a form that gives information on who has legal access to the child, who has consent to collect a child and contact details for suitable adults that we may contact in the event of an emergency.

What to do if a child goes missing – This policy outlines how we ensure the safety of the children in our care. It also outlines how we will respond in the event of a child going missing.

Evacuation procedure – This policy outlines the evacuation procedure we have in place in the event of a fire or gas leak. It also outlines how we document fire drills.

Food and drinks policy – This policy outlines how we provide healthy and nutritionally balanced meals, snacks and drinks to the children in our care. It outlines what procedures we implement to

ensure that food handling, storage and consumption is hygienic, and how we incorporate children with specific dietary needs or requirements. It also gives details of training we have undertaken to ensure that my knowledge of food hygiene is in line with current guidelines.

Illness policy – This policy outlines how we will respond should a member of staff or a child in our care becomes ill. It outlines when we will inform Ofsted and the Local Health Authority if a child in our care contracts a notifiable disease. It outlines how we will minimise the risk of cross infection following the spillage of bodily fluids, and how we encourage good hygiene practices in our setting.

Medicine policy – This policy outlines how we ensure children’s safety by implementing the safe storage and administration of medicines. It outlines how we keep accurate record of all medications given and receive parental consent.

Smoking policy – This policy outlines how we ensure that the children in our care are in a smoke-free environment at all times.

