Little Disciples Childcare

Health & Safety Policy

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

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Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	June 2024	Policy Review	S. Gocher	A. Stephens	Annually – June 2025
1.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – June 2025
1.2	June 2025	No changes	S. Gocher	A. Stephens	Annually – June 2026
1.3	June 2026	Policy review – Dates changed	S. Gocher	Committee & Trustees	Annually – June 2027

Policy Statement
At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Health and Safety Policy for Little Disciples Childcare

Policy Statement
At Little Disciples Childcare, we provide a safe, healthy, and secure environment for all children, staff, parents, and visitors. We adhere to all relevant health and safety regulations, including those set by CIW (Care Inspectorate Wales) and the Health and Safety Executive. This policy outlines our commitment to ensuring risks are minimized through effective risk assessments, staff training, and implementation of best practices.

Please also view the Little Disciples Childcare Emergency Policy & Procedure in line with this policy.

1. Health and Safety Officer

- The Responsible Individual & Manager (Mr. Sam Gocher) holds the day-to-day responsibility for ensuring this policy is implemented effectively.
- The Health and Safety Officer (Mr. Sam Gocher) will oversee all health and safety aspects within the setting, including regular monitoring, risk assessments, and staff training.

2. Setting Compliance

- We display the appropriate public liability insurance certificate and a health and safety law poster on the premises.
- Our setting adheres to all regulations required to maintain registration with CIW and complies with relevant health and safety regulations set by the Health and Safety Executive.

3. Children's Safety and Wellbeing

- Children are always supervised and are only collected by an authorised adult.
- We provide opportunities for children to discuss ways to keep themselves safe and healthy, including involvement in establishing the setting's ground rules for activities and special events.
- Children are encouraged to make decisions about their play choices, helping them develop their knowledge of the world, their skills, and their physical and emotional well-being.

4. Staff Responsibilities and Training

- All staff are trained in health and safety requirements, including fire prevention and drills.
- Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care, and their first aid qualifications are renewed every three years.
- Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene, having completed a recognized food hygiene qualification.

5. Inclusion of Disabled Children and Adults

- Little Disciples Childcare is committed to ensuring that all disabled children, staff, and visitors feel safe and supported within our setting.
- Individual care and emergency evacuation plans (Personal Emergency Evacuation Plans - PEEPs) will be developed for disabled children and adults, considering their specific needs to ensure they can safely exit the premises during an emergency.
- Staff will receive training on how to assist disabled individuals in emergencies, ensuring they understand the procedures and can provide the necessary support.
- Emergency drills will include the implementation of these plans to ensure that all staff are familiar with the procedures, and necessary adjustments are made if needed.

6. Premises Safety

- Our premises are welcoming, friendly, and provide adequate indoor and outdoor spaces for children to play.
- The setting can be appropriately divided for different activities, including periods of quiet play.
- The premises are adequately lit, heated to at least 18ºC, and ventilated.
- We provide adequate wash basins and lavatories for the number of staff and children attending.
- Safety measures include safety glass or protective film on doors with glass, safe or inaccessible water features, and annual checks of all electrical, gas, and oil-burning appliances by a qualified technician. The hard-wired building electrics are inspected every 5 years.
- Hazardous materials and chemicals are kept inaccessible to children in a locked cupboard.

- Waste is disposed of appropriately, and smoking is not permitted on the premises, in vehicles, or in any designated outdoor play space.
- Staff complete daily indoor and outdoor risk assessment and environment checks.

7. Furniture and Equipment

- Furniture and equipment are stored safely and are sufficient and suitable to provide a stimulating play environment, both indoors and outdoors, catering to the ages and development needs of children.
- All equipment is clean, well-maintained, and conforms to BS EN safety standards or relevant Toys (Safety) Regulations where applicable.

8. Risk Assessment

- Risk assessments are carried out to identify and evaluate hazards, determine who might be harmed and how, and decide on precautions.
- Findings are recorded, implemented, and regularly reviewed. All staff are responsible for ensuring risk assessments are conducted and must notify their line manager of any concerns.
- Daily Health & Safety records and daily Risk Assessment checks are completed for indoor and outdoor areas.
- The setting's Risk Assessment Document was last reviewed in August 2026, with the next review scheduled for August 2027.

9. Fire Safety

- Fire risk assessments are undertaken in line with appropriate guidance, identifying fire hazards, people at risk, and evaluating the risk of fire.
- We work with the relevant Fire Safety Officer to assess fire risk and implement recommended precautions, including fire detection and warning systems, fire extinguishers, and clear emergency procedures.
- Fire exits are clearly identified, unobstructed, and easy to use. Emergency lighting is in place, and termly fire drills are conducted, including reverse fire drills.
- The premises, fire detection, and firefighting equipment are checked annually by a Fire Safety Officer, with certificates filed and available for inspection.
- The Fire Risk Assessment/Inspection was last conducted in November 2026, with the next review scheduled for November 2027.

The setting will consult the relevant Fire Safety Officer to assess fire risk, take adequate precautions against the risk of fire and ensure people can safely escape if there is a fire. Any recommendations made by the Fire Safety Officer will be actioned as soon as possible by the setting.

The premises, fire detection and firefighting equipment will be checked annually by a Fire Safety Officer from the relevant Fire and Rescue Service. Certificates issued will be safely filed and will be made available to relevant authorities. Staff receive suitable training in fire prevention. Some of the fire precautions identified within the risk assessment process to reduce risk may include the following:

- Flammable materials are removed or separated from sources of ignition.
- Suitable fire detection and warning systems are in place, tested and maintained.
- Suitable fire extinguishers are provided and checked.
- Safe means of escape is identified so that everyone who might be on the premises or nearby can escape.
- Fire exits are clearly identified and unobstructed.
- Fire exit doors and those on any escape route are easy to use.
- Suitable fire safety signs are used
- Emergency lighting is in place.
- The setting implements clear emergency procedures – evacuation in case of fire or other significant incident (including reverse fire drill). These will be made known to staff and will be practiced termly (and at least every 6 months, recognising that young children benefit from more frequent practice) and when a new child, staff member/volunteer starts at the setting.
- People who cannot get themselves out of a building unaided will also be considered through personal emergency evacuation plans. Details of these practice drills will be logged and filed.
- Accidents and ill health at work will be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923
- Significant accidents, incidents and outbreaks of serious disease are reported to CIW in line with The Child Minding and Day Care (Wales) Regulations 2010.

10. First Aid and Medical Care

- Staff hold current first aid certificates, and a fully stocked first aid kit is accessible at all times.
- Records of accidents, incidents, and illnesses are maintained in an accident/incident logbook and reviewed regularly.
- Parents are informed of any accidents or incidents involving their child on the same day. Significant accidents, incidents, and outbreaks of serious disease are reported to CIW in line with The Child Minding and Day Care (Wales) Regulations 2010.

11. Security and Access

- Access to the premises is controlled to ensure the safety of children, with procedures for safe arrival and departure.
- Visitors are required to sign in and out and are supervised at all times while on the premises.

12. Monitoring and Review

- This policy will be reviewed annually or sooner if necessary to ensure compliance with current regulations and best practices.
- Feedback from staff, parents, and regulatory bodies is used to improve health and safety procedures.