

DWL Health and Safety Policy

This policy is * pages long. Updated 16.07.2020

DWL considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

DWL has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows DWL's [Health and Safety policy](#) and is responsible for:

Maintaining a safe environment

Taking reasonable care for the health and safety of themselves and others attending DWL

Reporting all accidents and incidents which have caused injury or damage or may do so in the future

Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of DWL. The registered person will ensure that:

DWL's designated health and safety officer is Rachel Permutt. All staff receive information on health and safety matters, and receive training where necessary.

The Health and Safety policy and procedures are reviewed regularly.

Staff understand and follow health and safety procedures.

Resources are provided to meet DWL's health and safety responsibilities.

All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

DWL's manager is responsible for ensuring that at each session:

Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.

The premises are used by and solely available to DWL during opening hours.

All DWL's equipment is safely and securely stored.

A working telephone is available on the premises at all times.

Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.

External pathways are cleared in severe weather.

Daily environment checks are carried out in accordance with our Risk Assessment policy.

Security.

Children are not allowed to leave DWL premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During DWL sessions all entrances and exits to the premises are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to DWL must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Toys and equipment

All furniture and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at DWL maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

A generally clean environment is maintained at all times.

Toilets are cleaned daily and soap and hand drying facilities are always available.

Staff are trained in food hygiene and follow appropriate guidelines.

Waste is disposed of safely and all bins are kept covered.

Staff ensure that children wash their hands before handling food or drink and after using the toilet.

Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staff are to vacuum room at end of day and clean tables, chairs and door handles

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

A minimum of two members of staff are on duty at any time.