



Health and Safety at Work Policy

Objective: Venture Outdoor Kindergarten will ensure that it does all that is reasonably practicable to achieve the highest standards of Health, Safety and Welfare in carrying out its activities.

Insurance cover: We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed clearly in all settings.

Venture Outdoor Kindergarten is committed to ensuring the Health, Safety and Welfare of its employees and, so far as is reasonably practicable, has established procedures and systems necessary to implement this commitment and to comply with statutory obligations on Health and Safety. Venture Outdoor Kindergarten is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety at Work Act 1974 and the Management of the Health and Safety at Work Act 1999.

Venture Outdoor Kindergarten recognise that a systematic approach to health and safety, based on risk assessment procedures will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents, incidents and illnesses.

Venture Outdoor Kindergarten is committed to:

Maintaining the workplace in a safe condition for all children, employees, volunteers and visitors,

Providing adequate facilities and arrangements for welfare at work,

Encouraging all members of the staff team to assess risk in the workplace,

Providing equipment which is safe,

Providing systems of working which are safe,

Ensuring that employees have access to the information, instructions, training and supervision necessary to ensure the health and safety of all children and employees,

Making full use of regular opportunities to embed and improve health and safety, such as during the induction, supervision and appraisal of staff, and at staff meetings,

Making children aware of health and safety issues through discussions, planned activities and routines,

Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices.

Responsibility:

Whilst Venture Outdoor Kindergarten will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves.

It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the Manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to the kindergarten manager.

Alternatively, an employee may, if they prefer, invoke a formal grievance procedure.

Disciplinary action may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

First Aid:

A First Aid box is located within the manager's rucksack. An additional First Aid box is kept at the Reading Rooms. All staff are required to have, or be working towards, a paediatric first aid qualification. At Kitley Farm a first aid box is located in the Staff Toilet Shed and for outings in the Leaders rucksack.

Accident Reporting & Investigation (RIDDOR):

All injuries, however small, sustained by a person at work must be reported to the Kindergarten Manager and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The manager will inspect the accident book on a regular basis and any necessary action will be taken to prevent a recurrence. The appropriate enforcing authority will be notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), where necessary.

Control of Substances Hazardous to Health (COSHH):

As an employer, Venture Outdoor Kindergarten have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health. It is our policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. It is the responsibility of employees to read the safety information on cleaning products and follow directions in order to keep themselves safe.

Covid-19

A separate policy is in place at the kindergarten in light of the Covid-19 pandemic. This can be found within the Safeguarding Policy, which must be read by all staff. Staff should also make themselves aware of the current government guidance for Early Years settings which can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Smoking:

Venture Outdoor Kindergarten operates a strict no smoking policy, this means that there is no smoking at any time on any part of the premises.

Staff members are entitled to a 20 minute break for more than 6 hours of work. If a member of staff wishes to smoke during these times they are required to leave the vicinity of the group and remain out of sight of the children. The no smoking policy also applies to parents, carers and visitors to the setting.

Related Venture Outdoor Kindergarten documents:

- Safeguarding Policy**
- Health and Hygiene Policy and Procedure**
- Toileting and Intimate Care Policy**
- Emergency Evacuation Procedure:**
- Administration of Medication Policy**
- Daily Risk Assessment**
- Hope Cove Risk Assessment**
- Garden and Reading Rooms Risk Assessment**
- Beach Risk Assessment**
- Woodland Risk Assessment**
- Tools Risk Assessment**
- Fire Safety**

Monitoring and review

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.
Reviewed August 2019.

Health and Safety at Work Policy 2.1

Reviewed August 2021.

Reviewed August 2023.