



Corylus Collective **Health and Safety Policy**

Corylus Collective 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.

Corylus Collective has appropriate insurance cover with Birnbeck Insurers, including employer's liability insurance and public liability insurance.

Each member of staff follows the company'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 Corylus Collective events
- 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 Director

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 Corylus Collective events. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Hannah Corps
- A copy of the current 'Health and Safety at Work' poster is displayed during events
- 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 the company'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

The Corylus Collective Director 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 Corylus Collective during opening hours
- All equipment belonging to Corylus Collective is safely and securely stored
- Children are only allowed in indoor spaces (e.g. pavilion on field or school classrooms) if properly supervised by an adult
- The Director's mobile phone number 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 the event premises during the session unless prior permission has been given by the parents (for example, to attend medical appointments or extra-curricular activities).

During events all staff monitor the entrances and exits to the premises (field/upper paddock gates) throughout the session.

All visitors to Corylus Collective events must sign the **Visitor Log** and give the reason for their visit. Children will be informed about any visitors on site and visitors will never be left alone with the children.

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

Resources and equipment

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

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at Corylus Collective 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 checked and cleaned throughout the day and soap is always available. Children and adults mostly dry their hands in the air or on disposable paper towels.
- Staff are trained in food hygiene and follow appropriate guidelines when required.
- 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.

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.

Related policies

See also our related policies: **Illness and Accidents**, **Emergency Evacuation**, **Safeguarding**, **Administering Medication**, **Risk Assessment**, **Manual Handling**, **Fire Safety**, and **Intimate Care**, **Visitor**.

This policy was adopted by: Corylus Collective	Date: Feb 25
To be reviewed: Feb 26	Signed: Hannah Corps

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.54-3.64].