

## Health and Safety Policy

Sunbeams operates under an extensive Health and Safety policy that includes the following sub categories.

Accidents/ incidents

Transportation of children

COSHH

Electrical Safety

Environment and workplace

Fire Precautions

Food Safety

Lifting and manual handling

Stress management

A sample of the policy is published below. Please ask in the setting to read the whole policy.

### **Accidents/Incidents**

#### Prevention and reporting

All employees are responsible for the correct use of all property, equipment and for reporting of any faults or hazards to management.

Every effort should be made to avoid accidents occurring. The following lists provide an indication of areas that require attention:

Beware of wet floors- caution sign should be in use where this could cause a slip hazard.

Beware of trip hazards- excessive toys out on floor, maintain a clear route through all rooms.

Equipment should be stored in a safe manner.

Beware of the dangers of reaching to a high level. This should be done using appropriate equipment. Step ladders should be properly adjusted and secured, if using more than three lower steps the ladder should be supported by a second person.

Correct methods must be used for lifting and moving heavy objects.

Fire doors must not be wedged or blocked by equipment.

#### Accident/ Incident records

Sunbeams have a responsibility to keep a record of accidents/ incidents for employees, volunteers, students and the children.

All accidents/ incidents resulting in an injury are written in the accident or incident book with the following details:

Name of staff/ child

Date, time and location of the accident or incident.

What happened, what injury was sustained and what first aid treatment was required.

Name of the person who dealt with incident/ accident. Only qualified first aiders should administer first aid where possible.

Signed by the person who dealt with the incident.

If a child has an accident/ incident, it should be reported to the parent on the day it happened. The parent should be asked to sign the report and be given a copy. If this is not done, staff should phone parents to inform and report signed at next opportunity. The report should be noted to say parents informed verbally with date and time of phone call. If there is any doubt as to whether the accident/ incident may require medical attention, parents will be phoned to collect the child and decide for themselves if it requires further attention.