



Health and safety procedures

General Responsibilities of staff and volunteers

The Bumblebee Children's Charity, in accepting its responsibilities, calls upon employees and volunteers to:

- take reasonable care of their own health and safety and of the health and safety of their fellow employees, residents, members and visitors to the Bumblebee Children's Charity premises who may be affected by their acts and omissions.
- ensure that all resources and materials from which children select are stored safely.
- all equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or walkways.
- Our outdoor area is securely fenced and is checked for safety and cleared of rubbish before it is used.
- report all health and safety concerns to the health and safety officer.
- co-operate with the staff or trustees in carrying out any duty or requirement imposed upon them including participating in evacuation drills and other health and safety procedures.
- not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare.
- assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation's premises.
- familiarise themselves with all aspects of the Organisation's Health and Safety policy, including departmental regulations.
- undertake the operation of any electrical, mechanical or other equipment only if specifically, authorised to do so.
- undertake maintenance of or repair of electrical or mechanical equipment only if specifically, authorised to do so.
- use protective clothing, safety guards and all other aids supplied by the Organisation for specific tasks.



- study and be familiar with Organisation regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- The health and safety officer is informed of any medications on the premises belonging to staff.
- Take precautions to prevent children's fingers from being trapped in doors.
- implement good hygiene practices by cleaning tables between activities; cleaning toilets regularly; wearing protective clothing - such as aprons and disposable gloves - as appropriate; providing tissues and wipes; and ensuring individual use of flannels at snack time.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping remain the responsibility of the parent/carer and are reminded to check the child regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

The Bumblebee Childrens Charity health and safety officer will:

- Ensure all staff and visitors to the site are aware of their responsibilities as set out above.
- Provide these procedures as part of any induction for new employees.
- ensure that items of personal electrical equipment used on the premises have first been tested and are safe to use. This is for insurance purposes.
- Ensure all electrical / oil equipment conforms to safety requirements and is checked regularly.
- That there are sufficient sockets available to prevent overloading.
- Ensure that the boiler / electrical switch cupboard is not accessible to the children and fire, heaters electric sockets wires and leads are properly guarded and the children are taught not to touch.



- Ensure that the temperature of the hot water is controlled to prevent scalds and warning signs are in place.
- Ensure all floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- ensure that any prescription medication for the use of staff members should be stored with their personal items in the locked supervised office.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- Ensure that the public liability insurance and employers liability insurance is current and certificates are displayed on the notice board.
- Ensuring the container is locked at the end of each day.
- The outside decking has warning notice due to slip hazard in winter months.
- The outdoor area is free of poisonous plants.
- seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest hygiene recommendations.
- Ensure we have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas and a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner

The Charity reserves the right to discipline employees contravening any of the sections above.