

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB

www.deboraelijah.com; pa@elijahsocialskills.co.uk; 0740 588 9912



Health and Safety Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

It is the Elijah Social Cognitive Skills Centre's (ESCSC) duty to safeguard and promote the safety of children and families in our care. We achieve this through having the following general health and security measures in place:

Security Systems

- All exits and entrances are kept locked.
- Fire exits, clearly marked, which can only be opened from the inside.
- People with no appointments are asked for identification prior to entering the building and asked to sign in.
- A staff member is responsible for supervising all deliveries/contractors whilst in the building and ensuring all contractors sign in and out of the building.

Visitors

- All visitors or other agencies will be asked for identification and to sign in.
- Visitors are asked to wear a 'visitors badge' whilst at the ESCSC. At no time will a visitor be allowed unsupervised access to ESCSC.
- Please note that the ESCSC reserves the right to refuse entry to anyone who is physically or verbally abusive or displaying aggressive behaviour. Visitors acting inappropriately will be asked via the intercom to leave the premises. If the behaviour persists, the police will be called.
- All visiting contractors will be asked to complete a contractor's agreement when working on the premises.

Security Personnel

- During busy times such as arrival and leaving times, additional security personnel may be present on the premises to ensure the security of children, parents/carers and staff at ESCSC.
- They will wear a visible jacket with an identification badge.

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Parents/carers duties

We ask parents/carers to adhere to our Health and Safety Policy by following these:

- Parents/carers do not hold the door open or let anyone into the ESCSC premises including other parents/carers/children.
- Parents/carers inform staff of any alternative adults who will be collecting a child and have clear arrangements in place to ensure the safe handover for a child, in line with our Arrivals and Departures Policy.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the main entrance hallway.

Raising Awareness

- Our induction training for staff and volunteers includes a clear explanation of health and safety principles in this policy so that all adults can adhere to these and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We explain health and safety issues to the parents/carers of newly enlisted children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff supervision.
- We operate a no-smoking policy on the ESCSC premises.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Windows

- Low-level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- All doors have Finger Guards installed.

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Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged. Any wet spills are mopped up immediately and clearly signed when wet.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- The ESCSC takes responsibility that all electrical/gas equipment conforms to safety requirements and is checked regularly by a professionally appointed company.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.
- All visible sockets have socket cover boxes which prevent children from accessing the socket, even when in use.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely closed off with no access to the main entrance doors/gates. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides and we aim to limit these in the ESCSC garden.
- We leave receptacles upturned to prevent the collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.

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- Our outdoor sand and wet play area are covered when not in use and are cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We always supervise outdoor activities and particularly children on climbing equipment.

Hygiene

- We seek information from Public Health England to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the rooms, kitchen, toilets and nappy changing areas (Upstairs toilet). Children do not have unsupervised access to the kitchen.
- We have a schedule for cleaning resources, equipment, and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.

We implement good hygiene practices by:

- Cleaning tables between activities
- Cleaning and checking toilets regularly
- Wearing protective clothing - such as aprons and disposable gloves - as appropriate
- Providing sets of clean clothes (provided by the parents)
- Providing tissues and wipes

Activities, resources, and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our furniture and equipment allows adults and children to move safely and freely between activities.
- All our furniture and equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.

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- We limit access to any unsafe area that requires external repair and ensure constant supervision of children if they are required to be near the unsafe area.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Any free play is constantly supervised.
- We teach children to handle and store equipment and games safely.
- If a child falls asleep, they won't be left unsupervised, and parents will be contacted.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- 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 CEO and the management team.

Jewellery and accessories

- Our staff are instructed to not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- Parents/carers must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- Our staff are also expected to maintain short nails to prevent injury and harm to children, when a touch of hand is required. Long artificial nails are prohibited and are seen as a hazard to the work we offer at ESCSC.
- All employees that have long hair (should-length or longer) are required to have work with tied up hair. This is to prevent distractions and obstructions in vision when working with children, and to minimise the chance of injury.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and assembly of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate language with universal images that can be understood by all.
- We ensure that adults do not remain in the building on their own.

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Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children in a locked cupboard.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using hazardous cleaning chemicals.

Stairs use

Children are always supervised and assisted, if required, when they are walking up and/or down the stairs.

The therapist reminds them of the safety steps required before going up/down the stairs:

- Hold the handrail
- Give enough space to people around you
- Take only one step at a time

For children who are still not confident in going up/down the stairs by themselves, an action plan with activities will be created to teach them to do it by themselves.

ESCSC Health and Safety Executive

The member of staff responsible for the health and safety principles in ESCSC are adhered to is Trayanka Tranulova, ttranulova.escsc@gmail.com

They have taken the required health and safety training and regularly update their knowledge and understanding.

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Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance.

Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.