



**Stepping Stones Opportunity Group**  
**The District Specialist Centre**

**Health and Safety at Work Act 1974**

**Health and Safety policy statement for**

**Stepping Stones**

**West Wiltshire Opportunity Group for Children with Special Needs**

**GENERAL STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems for all our employees and children who attend the group and to provide such information, training and supervision needed for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date and reviewed each year.

Date Last reviewed November 2017

**RESPONSIBILITIES**

Overall and final responsibility for health and safety at Stepping Stones is that of the Management committee

Ms D Wickham is responsible for this policy being carried out at the premises at Longfield Children's Centre, Broadcloth Lane, Trowbridge.

Barbara Jansen will be responsible as her deputy.

All employees have the responsibility to co operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Induction training for staff, students and volunteers includes a clear explanation of Health and safety issues. As necessary Health and Safety training is included in training plans and discussed at staff meetings.

Health and Safety issues are explained to the parents of new children so that they can understand and support our practice.

Children are made aware of Health and Safety through planned activities, modelled behavior and routines.

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

Procedures for Promoting Safe Practice are outlined in our Code of Conduct for Staff/Volunteers.



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**GENERAL ARRANGEMENTS**

Stepping Stones operates a No Smoking Policy within the building and grounds. Staff and parents/carers escorting children outside the setting on planned Stepping Stones business are not permitted to smoke.

Cleaning policy provides guidelines for implementation for good hygiene practice  
Policy in the event of a Fire or accident observes safe practices  
The First Aid box is located in the Caterpillar Playroom.

Judy Hennessey is responsible for the up-dating of the First Aid box

All playroom Staff are Trained/Qualified First Aiders as appropriate.

The Medication Policy regulates administration and storage of drug procedures

The Accident/Incident record book is located in the Caterpillar Playroom.

The Injuries on Arrival record book is located in the Caterpillar Playroom.

The Food and Drinks policy indicates safe storage of food and awareness of food allergies.

An Emergency Closure Policy is in place should an unplanned event require Stepping Stones to close.

Notices of Fire safety procedures located throughout the building

**GENERAL FIRE SAFETY**

Fire Alarm call points are situated in the -

Playroom by door to garden  
Ground floor corridor by Fire Exit  
First floor landing by stairs

Fire Extinguishers can be found in the -

Caterpillar Playroom by exit to corridor  
Ground floor corridor by Fire Exit/ Main entrance  
First floor landing by windows  
Parents room by door  
First floor corridor by Children's Centre office

- A fire blankets are located in both kitchen areas
- The maintenance company is Haven.

**HAZARDS**

- Hazard sheets supplied with substances purchased that are subject to the chemicals (Hazard Information and Packaging) Regulations 1993 are held in the office.
- The Nappy changing and toilet training policy clearly states hygiene and disposal procedures



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- All Electrical Equipment should be visually checked each time it is used and any faults be reported to the office immediately.
- Risk Assessments of the physical environment are carried out at regular intervals.
- Manual Handling policy provides clear guidelines for safe storage, moving and lifting
- Staff safety policy clearly indicates procedures for staff when working alone or outside the building.
- Use of car policy provides for safe usage of vehicles for business purposes

**Recording and Reporting of Accidents and Incidents:**

- All Accidents/incidents must be recorded in the accident/incident report file kept in the Caterpillar room.  
Details recorded must include –  
date, time and place of accident/incident,  
child/adult details name,  
where it took place and  
details of any injury/incident including area of body affected  
Treatment/action taken  
Further action required

In the event of accident/injury to a child, parents/carers must sign to confirm they are aware and have been informed.

- An audit of accidents/incidents will be reviewed annually.
- We follow the guidelines of the Reporting Injuries, Diseases and dangerous Occurrences (RIDDOR) for reporting of any of the following:

Deaths, Major Injuries, Accidents resulting in over 3 days injury, dangerous Occurrences eg an event that causes injury or fatalities or any event that does not cause an accident but could have done eg gas leak.

Contact information: Telephone 0345 300 9923

Incident Contact Centre  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Safeguarding matters or behavioral incidents are not regarded as Health and Safety incidents and there are separate procedures for these.

All serious incidents are also recorded in our Incident book which is stored in the filing cabinet in the Caterpillar room.