



Health & Safety Policy

Cognition Creative Learning CIC





Health & Safety Policy

Policy statement

Cognition Creative Learning considers health and safety to be of the utmost importance and complies with the Health & Safety at work Act 1974 and the Workplace (Health and Safety and Welfare) Regulations 1992. Cognition Creative Learning has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows Cognition Creative Learning's Health & Safety Policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending Cognition Creative Learning
- 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 manager
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures

Responsibility of Health and Safety Officer

- The designated Health & Safety Officers are **Sophie Calienda & Briony Cole**
- All members of staff and volunteers receive information on health and safety matters, and receive training where necessary
- The Healthy and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures



- Resources are provided to meet Cognition Creative Learning's health and safety responsibilities
- All accidents, incident and dangerous occurrences are properly reported and recorded. This includes 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.

Responsibility of the Directors

The Directors are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The rooms are used by and solely available to Cognition Creative Learning during opening hours
- All Cognition Creative Learning equipment is safely and securely stored
- A working telephone 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 and made safe in severe weather
- Daily environment checks are carried out

Security

Children are not allowed to leave Cognition Creative Learning premises during the session unless prior permission has been given by parents. Throughout the sessions staff monitor the entrances and exits to the premises and conduct periodic head counts of children.

All visitors to Cognition Creative Learning must sign in and give the reason for their visit.

Visitors will never be left alone with the children.

Fire Procedure



Staff will be familiar with the fire evacuation plan and this will be practised on a regular basis. These will be recorded electronically. Fire procedures will be displayed. All fire fighting equipment will be regularly inspected by a competent person as per the landlord (Gavin) and any appropriate action taken and followed up by Cognition Creative Learning to ensure regulations are being met.

Toys and Equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

Personal Hygiene

Staff and Directors at Cognition Creative Learning 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 cleaned daily and soap and hand drying facilities are always available in accordance with our **Covid 19 Policy**.
- Waste is disposed of safely in a lidded bin
- Cuts and abrasions (whether on children or staff) are kept covered as far as is practically possible.

Dealing with Bodily Fluids

In the event of an accident requiring first aid, first aid will be delivered in accordance with our **First Aid Policy and Intimate Care policy**. Spillages of bodily fluids (e.g. blood, vomit, urine and faeces) will be cleaned up immediately and safely disposed of in accordance with our **First Aid Policy, Intimate Care Policy and Covid 19 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 or Directors are on the premises at any time.

Related Policies

Please also refer to our related policies **Covid 19, First Aid, Safeguarding, Intimate Care Policy, Emergency Evacuation procedure, Risk Assessment**

This policy was adopted by	Cognition Creative Learning	(name of provider)
On	25th July 2020	(date)
Date to be reviewed	July 2021	(date)
Signed on behalf of the provider	Sophie Calienda	
Name of signatory	Sophie Calienda	
Role of signatory (e.g. chair, director or owner)	Director	