



HEALTH AND SAFETY POLICY

for

THE COLOUR CORNER LTD

The Colour Corner:

- Will take all reasonable steps to provide safe and healthy conditions for staff pupils and others
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and wellbeing include mental and emotional as well as physical health, safety and wellbeing.
- Accepts that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively by conducting risk assessments where necessary
- Expects all staff and children attending the setting to comply with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all staff
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and to modifying the policy where necessary in light of new legislation and other changing circumstances.
- Will review this health and safety policy document annually.

Will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the setting.

Will comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The Colour Corner Ltd has appropriate insurance cover, including public liability insurance.

Each member of staff will follow the setting's **Health and Safety** policy and is responsible for:



- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the setting
- 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.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the setting. The registered person will:

- Nominate a Health and Safety Officer. The designated health and safety officer is **KIMBERLEY BLAKEY**
- A copy of the current Health and Safety At work poster is displayed
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed annually
- Staff understand and follow health and safety procedures
- Resources are provided to meet health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, 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.
- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the equipment is safely and securely stored
- All equipment is checked daily to make sure it is in safe good working order
- Children are only allowed in the kitchen if properly supervised
- 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 in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.



Responsibilities for implementing and reviewing the setting's Health and Safety Policy

The Health and Safety Officer (K. Blakey) has collective responsibility for:

- Ensuring that the Health and Safety Policy is adopted and that arrangements are in place for the setting to implement it.
- Strategic health and safety planning and for annual review of health and safety performance.
- Ensuring that responsible staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff are familiar with, and comply with, the requirements of the setting's health and safety policy and that all new staff are inducted into the requirements of the health and safety policy
- suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Checking that the studio, equipment and substances are suitable for the purpose they are used using the HSE's Health and Safety checklist for classrooms document [Health and safety checklist for classrooms](#)

The principal means used for reviewing the health and safety policy will be:

- Annual audits of health and safety management within the setting
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.
- Evaluation of health and safety management to ensure that objectives are met and that best value provision is obtained

Emergency Planning and Response

It may be necessary to follow emergency procedures should one of the following occur:

- public health incidents (for example, a significant infectious disease incident)
- severe weather (for example, extreme heat, flooding, storms or snow)
- serious injury to a child, pupil, student, or member of staff (for example, transport accident)
- fire risk and any hazards
- significant damage to building (for example, fire or structural incident requiring temporary structural supports to the building or closure)



- criminal activity (for example, a bomb threat)
- loss of power or telecommunications
- disruption to normal services
- cyber incident or data breach
- the impact and lasting effects of a disaster in the local community

Emergency Procedure

In the event of an emergency the Responsible Person (K. Blakey) will follow the following procedure:

1. All children will be checked and accounted for using a register
2. Appropriate Emergency services will be contacted
3. All parents of the children at the setting will be contacted using contact details held
4. All children will assemble in the most appropriate safe place. Either inside the setting or via the main exit and assemble on the street outside if the risk is inside the building. If this is not possible children will exit the building via the downstairs basement door.
5. All children will remain with me as the Responsible Person until they are collected by parents or an arranged trusted individual/guardian.

Risk Assessment

The Colour Corner uses its risk assessment systems to ensure that the setting is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the Statutory Framework for the Early Years Foundation Stage (2023) the setting will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager (KIMBERLEY BLAKEY) to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Whenever there is any change to equipment or materials
- When there is any change to the setting's premises
- When the particular needs of a child necessitates this

The manager will decide which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will always be recorded in writing.

If changes are required to the setting's policies or procedures as a result of the risk assessment, the manager will update the relevant documents and inform all staff.

Risk assessment to Specific activities

There are a number of activities which require individual risk assessment to evaluate the level of risk to children attending the setting. These are outlined below:

Activity	Risk level	Steps taken to manage and	Person responsible
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		reduce risk	for carrying out and implementing risk assessment
Using scissors: Cutting paper or other materials	Low	Scissors provided to children in the studio are child safety scissors suitable for children. They are stored in a named drawer and all children are briefed on using scissors correctly and safely i.e. only when sitting at the table.	K. Blakey
Using pencils	Low	Pencils are stored in a named drawer. Children are briefed on using pencils correctly, never running in the studio and always carrying pencils and crayons correctly and safely i.e. not with the lead pointing out.	K. Blakey
Sitting on stools	Low	When attending the studio children are briefed about sitting on the stools sensibly i.e. not kneeling or swinging on the stool, and reminding them that the stools do not have a back. Children under the age of 6 do not sit at the higher stools at the large art table but instead are seated at a lower table with plastic chairs with a back.	K. Blakey
Washing hands	Low	Children are permitted to access the hand washing basins in the kitchen area. This is connected to the main room so children are still able to be monitored. The temperature is kept at a suitable temperature.	K. Blakey
Using art related materials such as paint / glue	Low	Children are supervised at all times when using any materials and equipment. They are briefed on the safe and sensible use of materials i.e. not putting in their mouths.	K. Blakey
Use of the hot glue gun	Low	Children under the age of 9 are forbidden to use the hot glue guns,	K. Blakey



		these are only to be operated by children over 9 years and always under supervision. The glue guns are stored in a safe place not accessible by children. When the glue guns are plugged in children are made aware that they are on and therefore hot. They are to keep a safe distance away as monitored by the person in charge. Children are never to be left unsupervised when the glue guns are plugged in.	
Using the settings toilet facilities	Low	Children are free to use the toilet facilities whenever they need to. This means that they are not visible to the adult in charge for that duration of time. Children are reminded to use this facility sensibly and only when required thus reducing the time they are not visible to the adult in charge.	K. Blakey

Lone Working

At The Colour Corner, the safety and welfare of our staff and the children in our care is paramount. When one member of staff is on duty, we will follow the procedures set out in this policy.

Preparation and planning

A full risk assessment for lone working must be carried out before lone working is approved.

Our insurers have confirmed that our setting is covered in situations when only one member of staff is on duty providing the correct staff to child ratio is adhered to at all times.

Suitable staff

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- current 12 hour paediatric first aid certificate
- child protection training
- competent use of English
- the necessary skills and experience to supervise the children alone
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.



Working practices

When a member of staff is working alone, they must still keep all children “within sight or hearing at all times” as required by EYFS 2023. Therefore all essential resources must be readily to hand and not kept in a separate part of the building. For example:

- child records
- emergency contact details
- first aid kit
- mobile phone
- any forms that may be required during a session, eg accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- spills box / cleaning products / sick bowl

Daily Checks

Before the children arrive at the premises each day, a daily environmental check will be carried out and a visual inspection of the studio and all the equipment. Environment checks will be reviewed regularly to ensure that any hazards are removed and repairs are conducted in a timely manner. During the course of the sessions staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of the session, they will need to make the area safe (e.g. by cordoning it off) The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the accident from recurring.

Recording dangerous events

The manager will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected a child the record will be kept on file. The setting will monitor Incident and Accident records to see whether any pattern to the occurrences can be identified.

Children attending the Setting

All children attending sessions at The Colour Corner are expected to:

- Follow studio rules and procedures
- Taking care of themselves and others.
- Using equipment and substances in the manner in which they are instructed.
- Reporting anything they believe to be dangerous to the Responsible Person (K. Blakey)

Security

Children are not allowed to leave the premises during the session unless prior permission has been given by the parents and they are collected by parents or other adult with permission from parents.



During sessions all external doors are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

Visitors

All visitors must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be reviewed annually by the Health and Safety officer (K. Blakey), in consultation with staff and parents.

Equipment

All furniture and equipment are kept clean, well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff 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.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

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. No more than 8 children will attend sessions.

Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**



This policy was adopted by: The Colour Corner Ltd.	Date: 1/9/26
To be reviewed: 1/9/27	Signed: K. Blakey

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65]*.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Health [3.45-3.47]*