

Coldstream ELC

Health and Safety Policy

Date: September 2024

Review Date: January 2026

1. Purpose

The aim of this policy is to ensure a **healthy, safe, and secure environment** for children, staff, and visitors at Coldstream ELC. It provides guidance on staff responsibilities, equipment management, and compliance with Scottish Borders Council (SBC) and Care Inspectorate standards.

2. Staffing and Ratios

- Minimum staff-to-child ratios follow Care Inspectorate requirements:
 - **2-year-olds:** 1 staff member to 5 children
 - **3 years and older:** 1 staff member to 8 children
 - All staff are approved through **Disclosure Scotland checks**.
 - All staff are fully qualified in accordance with SBC guidelines.
 - Staffing includes:
 - Required number of Early Years Practitioners
 - **Early Years Officer (EYO): Mrs Wright**
 - Staff co-operate fully with Health and Safety initiatives and are expected to take responsible care of their own and children's health and safety.
 - The ELC operates a **No Smoking policy** in all buildings and grounds.
 - Staff undertake an **annual Continuing Professional Development (CPD) review**.
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3. Equipment and Facilities

- All equipment, including play equipment, is **regularly inspected** for wear and tear.
- Damaged items are promptly **repaired or removed**.
- Furniture and equipment are maintained to a high standard of cleanliness:
 - Cleaning staff follow the **SBC cleaning schedule**
 - End-of-year thorough cleaning of all furniture and equipment
- Electrical equipment:
 - Checked and approved by SBC

- Handled with care; faults reported to the janitor
 - Electrical sockets accessible to children are switched off and children instructed not to touch.
 - Trailing cables are avoided
 - Cleaning materials are **kept out of reach of children**.
 - Communication and technology:
 - Landline available in ELC
 - Networked computers for staff have internet access **protected by RM Computer Services**
 - Staff implement SBC policy and guidance for **safe internet use**
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4. Staff Responsibilities

- Take reasonable care for their own health and safety.
 - Follow ELC policies and procedures regarding safe use of equipment, hygiene, and environmental safety.
 - Report any hazards, incidents, or unsafe practices immediately to the EYO or senior staff.
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5. Compliance and Review

- Health and safety practices follow **SBC guidance**, national standards, and the Care Inspectorate framework.
- The policy is reviewed regularly to ensure ongoing compliance, safety, and best practice.

SLT Signature: *Catherine Douglas*

Date: 05.01.2026