

4.1 Health and Safety Policy

Statement of intent

This pre-school believes that the health and safety of the children is of paramount importance. We make our pre-school a safe and healthy place for children, parents/carers, staff and volunteers.

Our aim

We aim to make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The member(s) of staff responsible for health and safety is(are)

Heidi Kennedy and Denise Thurgood

They are competent to carry out these responsibilities:

Risk assessment (see Risk Assessment Policy) Overseen by Maryann Sycamore

Our risk assessment process includes:

- Checking out hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis. Our assessment covers adults and children.
- An annual risk assessment is also carried out.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in our Operational Folder and on our notice board.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy 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.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
- As necessary, health and safety training is included in annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussion, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adults-volunteers and visitors- are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during the pre-school sessions.

Windows

- Windows are protected from accidental breakage or vandalism from people outside.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate hand-washing and washing up facilities. Staff use the staff toilet hand washing facilities.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they are supervised at all times, are kept away from hot water and do not have access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.

- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times. Always a minimum of 2 staff.
- We require parents to provide suitable outdoor clothing for their children, including, but not restricted to, coats, boots, hats, sun hats and sun protection cream (See separate Sun cream Policy). Where appropriate we have a limited supply of these for use in an emergency.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 play room, kitchen, rest area, toilets and nappy changing areas. We ensure that resources and equipment, dressing-up clothes and furnishings are cleaned when necessary.
- The toilet areas have a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;

- providing sets of clean clothes;
- providing tissues and wipes; and
- ensuring sole use of towels.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand-and comply with-food hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh water is available to the children at all times, upon request.
- We operate a system to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.

- Parents always sign consent forms before outings. Staff will also discuss the outing with parents/carers beforehand to allay worries the parent/carer may have and ensure they are fully aware of the content of the outing.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children. At least one of the staff members will hold a First Aid certificate
- The children are appropriately supervised to ensure no child gets lost and there is no unauthorised access to children.
- A member of staff will carry a fully charged mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children.

Animals

- Animals visiting the pre-school must be free from disease, safe to be with children and do not pose a health risk. This will be individually assessed.

Fire safety

- Fire doors are clearly marked, never obstructed and are easily opened from inside.
- Fire-fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises. They are explained to new members of staff, volunteers and parents. They are practised regularly at least each half term. Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

- All members of our staff are first aid trained (all booked on course Sept 2016) and hold First Aid certificates. At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on a planned outing at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;

- is regularly checked by our designated member of staff (Rose Hart) and re-stocked as necessary, we include tweezers that are used for minor splinters;
- is easily accessible to adults; and
- is kept out of reach of children.

At the time of admission to the park pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents/carers. All other staff remain with the other children, moving them as far away as possible.

The other children are kept calm and involved in an activity, although staff are ready to give comfort and answer questions if necessary. The injured person will be transported to hospital by the emergency services and only accompanied by a member of staff if ratios allow.

Our Accident Book:

- is kept safely and accessibly;
- uses one page per accident/incident to promote confidentiality;
- all staff and volunteers know where it is kept and how to complete it;
- is shown to all parents/carers upon collection where any accident involves their child and they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given; and
- is reviewed at least half termly to identify and potential or actual hazards.

OFSTED is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult by the pre-school managers.

Any injury requiring GP or hospital treatment to a child, parent or volunteer or visitor is reported to the local office of the Health and Safety Executive by the pre-school managers.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). The pre-school reports to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a GP or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is based on guidance from the Health Protection Agency. This includes procedures for contacting

parents/carers- or other authorised adults-if a child becomes ill at pre-school. A list of common illnesses and their exclusion periods is displayed on the parent's notice board for reference purposes. The exclusion period in the case of sickness and/or diarrhoea is 48 hours after the last occurrence of the illness.

If a child becomes unwell during the session, the parent/carer will be contacted. For infection control

purposes the child may then be seated apart from the other children but a member of staff familiar to them will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

Ofsted is notified of any infectious diseases which are included on the notifiable diseases list. Advice is then sought from the relevant bodies regarding informing the other families at the pre-school.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.

The sickness of staff and their involvement in accidents is recorded. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

We keep records of:

- adults authorised to collect children from pre-school;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- Incidents.

Smoking, drugs and alcohol

- As a public building the pre-school premises are non-smoking. Visitors to the building and staff are asked not to smoke on the premises and/or the perimeter of the building.
- The welfare of the children is of paramount importance to the pre-school, and as such the use of drugs and alcohol at the pre-school premises is not allowed. Any staff who report for work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992