



Health and Safety Policy

Statement of Intent:

We believe that the health and safety of children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers.

Aim:

We aim to make children, parents 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.

Method:

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is Danni King and in her absence Samantha Stone.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- The Playleader and designated health and safety officer agrees that s/he is responsible to the management committee for the health and safety of all staff, workplaces and activities under his/her control.

To achieve this, the duties of the Playleader and/or designated health and safety officer include the following: -

- a) Develop strong, positive health and safety attitudes among staff reporting directly to them. Ensuring that a health and safety awareness culture is also developed with the children.
- b) Ensuring that all staff, probationers/students and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- c) Actively encouraging the participation in health and safety and welfare matters of all children.
- d) Making known to the management committee any identified training needs.
- e) Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control as detailed within this policy. Encouraging staff awareness of risk assessment to enable them to support the process of risk assessment in the setting, and to positively promote good health and safety practice.
- f) Taking effective action and/or immediately referring to the management committee any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- g) Ensuring that all work equipment items of portable electrical equipment (including new purchases) are entered on the Pre-School inventory before use, and that visual

inspection of all equipment takes place routinely. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).

- h) Checking the adequacy of fire precautions and procedures in accordance with the terms of this policy.
- i) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- j) Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility
- k) Develop a training plan that includes specific job instructions for new, or transferred employees.

Insurance Cover:

We have public liability insurance and employers' liability insurance. The certificates for public and employers liability insurance are displayed on our notice board and copies are available.

Risk Assessment

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the Pre-School.
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- Anything which a child may come into contact with during a session.
- Activities away from the Pre-School e.g. outings, we will consider the appropriate adult to child ratios
- Ensuring correct adult to child ratios are observed or exceeded in and out of setting
- Preparation of a global risk assessment being recorded in writing and this is reviewed twice a year
- Preparation of individual risk assessments for each risk/activity which are reviewed at least once a year or in the event of any significant change in circumstances or variation of operational arrangements.

We maintain lists of health and safety issues which are checked:

- Daily before the session begins
- As and when a new risk or change is identified
- Twice a year - when a full risk assessment is carried out and the written setting risk assessment reviewed and revised.

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 procedures 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.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the Pre-School.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside play area and outside by the entrance.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff employed are checked for criminal records by an enhanced disclosure from the Criminal Records Bureau/Disclosure Barring Service. In our Pre-School we make sure this is repeated every three years.
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the pre-school)
- We ensure that all members of staff employed have had full suitability checks before they start work in accordance with our Staff Recruitment policy.
- Staff cannot start work unsupervised until a satisfactory CRB/DBS check has been received.
- 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 must be present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- Staff supervise children individually when entering or leaving Pre-School.
- Our security systems prevent children from leaving our premises unnoticed.
- External doors are locked at all times and manned during arrival and collection times.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our security systems prevent unauthorised access to our premises.

Procedure for Checking the Identity of Visitors

- The procedure for checking the identity of visitors can be found, in full within our policy documentation, and a copy is also kept with the visitor log.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.
- Window locks are in place and are checked on daily basis.

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 unsupervised access to the kitchen.
- All staff involved in preparing and handling food will be confident to do so and will receive training in food hygiene.
- We ensure that our facilities are suitable for the hygienic preparation of food for children, including the use of suitable sterilisation equipment as necessary
- All staff follow the guidelines of *Safer Food Better Business* (obtainable from the Food Standards Agency).
- The Playleader and all persons responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see *Safer Food Better Business*).
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- 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 surfaces and hot water
 - do not have unsupervised 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.
- Radiators have appropriate radiator covers.
- 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 or any pet mess before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a puddle 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.

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 Pre-School which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has 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
 - ensuring toilets are cleaned regularly
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate
 - routinely cleaning the nappy mat with anti-bacterial cleaner after each nappy change
 - providing sets of clean clothes
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- 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 safety and hygiene regulations. (Regulation (EC) 853/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in Safer Food Better Business obtainable from the Food Standards Agency).
- All food and drink is stored appropriately.
- Adults do not carry hot drinks around the play area(s) and do not place hot drinks within reach of children. Hot drinks are made in non-spill lidded cups which are stored on high surfaces only, such as the piano, rear of the kitchen hatch or rear of the stage.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. These systems include obtaining information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded and acted upon.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the pre-school.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- Our adult to child ratio for outings is assessed in line with each individual risk assessment, and the needs of the children attending that outing. The ratios that we will adhere to will be clearly displayed on the risk assessment for that outing.

- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in the Pre-Schools diary stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Staff follow our Mobile Phones and Cameras Policy and procedures relating to outings
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.
- At least one person who holds a current 12 hour paediatric first aid qualification will be present on an outing.

Animals

- Animals visiting the Pre-School are free from disease and safe to be with children, and do not pose a health risk.
- Our Pre-School's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear, worn to visit farms or worn in areas where livestock are or have been present, is cleaned of mud and debris and should not be worn indoors.

Fire safety

- The Playleader and Pre-School staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from www.communities.gov.uk/publications/fire/regulatoryreformfire
- Guidance that applies to early years pre-schools is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
- The basis of the regulations is risk assessment. Managers will carry out a risk assessment. This will follow the guidance as set out above.
- We risk assess the building for fire safety and review this regularly.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and 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
 - explained to new members of staff, volunteers and parents
 - practised regularly at least once every six weeks
- Records are kept of emergency evacuation drills and the servicing of fire safety equipment.
- Fire Drills are carried out regularly (termly)

First aid and medication

- At least one member of staff with current 12 hour paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and follows recent 12 hour paediatric first aid training recommendations
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- Is kept safely and accessibly
- All staff and volunteers know where it is kept and how to complete it
- Is signed by the staff member dealing with the accident and the parent on collection of the child.
- Is reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any serious accident, injury, illness or death of a child whilst in their care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring or adult.

We will notify North Somerset Council's Assessment and Referral team of any serious accident or injury to, or death of, any child while in our care and will act on any advice given.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record or on the following website:
www.hse.gov.uk/riddor.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the pre-school's property
 - an intruder gaining unauthorised access to the premises
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent on the premises or near by
 - any racist incident involving a staff or family on the centre's premises
 - death of a child
 - a terrorist attack, or threat of one
- In the Incident Book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The Incident Book is not for recording issues of concern involving a child. This is recorded in the relevant page with the child name on it in the confidential safeguarding file, which is available to all staff.

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 to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed

Records

In accordance with the Early Years Foundation Stage Statutory Framework (Safeguarding and Welfare requirements) we keep records of:

Adults:

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- Emergency contact details for all staff
- The names and addresses of all members of the management committee
- All records relating to the staff's employment with the Pre-School, including application forms, references, results of checks undertaken etc.

Children:

- The names, addresses and telephone numbers of parents and 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, illnesses and special health requirements of individual children
- The times of attendance of children, staff, volunteers and visitors
- Accidents and medicine administration records
- Consents for outings, administration of medication, emergency treatment
- Incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

Employee Duties

All employees have a legal duty under Health and Safety legislation, in order to achieve this, their duties should include the following;

- a) Are responsible for their own Health and Safety
- b) Ensure that their actions will not put at risk the safety of other employee's pupils or visitors.
- c) Are alert to observe and correct, or report any unsafe practices or conditions.
- d) Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters
- e) Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
- f) Maintain an active interest in Health and Safety, including learning and following the safe operating procedures and Health and Safety rules
- g) Follow the established procedure if accidents occur.
- h) Ensuring that the Health and Safety culture developed within the setting is further developed with the children, by way of enforcement of health and safety rules.
- i) Ensuring that all students/probationers, volunteers etc. assigned to help, are aware of the general health and safety requirements of the setting and the detailed requirements for activities relevant to them.
- j) Implementing the health, safety and welfare procedures for children at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- k) Exercising effective supervision of children and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
- l) Being aware of the Risk Assessments and Seeking information on any special safety measures to be adopted in their own activity/play areas and ensure that they are adhered to.

- m) Reporting to the Playleader any defects in equipment or identified inadequacies in procedures.
- n) Integrating all relevant aspects of health and safety into the play process and EYFS curriculum, if necessary, giving special lessons - e.g. lessons regarding the use of equipment.
- o) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

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