

# HEALTH AND SAFETY POLICY

## Statement of Intent

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

## Aim

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

## Methods

All members of staff are responsible for health and safety. Health and safety training is updated at staff meetings and risk assessment procedures are regularly discussed. Training courses are available to further update knowledge and understanding.

## Risk Assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

- daily before the session begins;
- weekly; and
- termly – when a full risk assessment is carried out.

## Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the lobby.

# HEALTH AND SAFETY POLICY

## Raising Awareness

- 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.
- Records are kept of induction and any training courses attended by staff.
- 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 discussions, planned activities and routines.

## Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Whenever children are on the premises and the number falls below our child:adult ratio, at least 2 members of staff are present, of which one must be a qualified staff member.
- All children are supervised by adults at all times.

## 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.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during Pre-school sessions.

## Premises

- We take precautions to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven or damaged.

# HEALTH AND SAFETY POLICY

## Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- The fridge is checked for cleanliness and temperature control on a daily basis.
- 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 switchgear/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 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 are aware to monitor and deal with any sharp branches or poisonous plants which may be growing within reach of the children.
- We check that no herbicides and pesticides are used by gardeners employed by the Village Hall Committee.
- All outdoor activities are supervised at all times.

# HEALTH AND SAFETY POLICY

## Hygiene

- We check information from the Environmental Health Department and the Health Protection Agency (HPA) 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 rooms, kitchen, 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;
  - Checking toilets regularly;
  - Wearing protective clothing – such as aprons and disposable gloves – as appropriate;
  - Providing sets of clean clothes;
  - Providing tissues and wipes.

## Activities

- 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 damaged or dangerous items are discarded.
- All materials – including paint and glue – are non-toxic.
- Sand is clean and suitable for children's play.
- 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 safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the indoor play area and do not place hot drinks within reach of children. Staff on duty inside will ensure hot drinks are consumed in the kitchen area only. Staff on garden duty will remain stationary by the wall to consume hot drinks in a lidded beaker while remaining vigilant of the children as they play.

# HEALTH AND SAFETY POLICY

- Snack 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.

## Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to three children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorized access to children.

For those children remaining at Pre-school, the adult to child ration conforms to the requirements of the Statutory Framework for the Early Years Foundation Stage.

## Animals

- Animals visiting the Pre-school are free from disease, safe to be with children and do not pose a health risk.
- Children will not be allowed to handle or play unsupervised with animals.
- Practitioners ensure that all children wash their hands after handling animals or their equipment.
- Practitioners will take particular care when accepting reptiles into the Pre-school as all species carry salmonella.

## Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents if a child becomes ill at Pre-school. Parents are notified if children may have been in contact with infectious diseases at Pre-school, e.g. chickenpox.

Ofsted is notified of any infectious diseases which a qualified medical person or Health Protection Agency considers notifiable.

# HEALTH AND SAFETY POLICY

## Fire Safety

- The Pre-school leader (Manager/Deputy) is responsible for implementing the emergency procedure.
- The four fire doors are clearly marked, never obstructed and easily opened from inside.
- The exits are: - front door
  - side door of main hall
  - kitchen
  - middle room door leading to garden
- One member of staff on duty inside will carry out a final search of the toilet/kitchen areas to ensure all children have been evacuated.
- The two garden staff on duty are responsible for leading the children to safety via either of the garden exits- one to lead the children, the other to check all children have evacuated, before joining the group at the meeting point.
- The meeting point is the bottom of the pre-school car park.
- During an emergency, all adults and children should evacuate the building as quickly as possible and meet in the car park, where the register will be called.
- Firefighting 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; and
  - practiced and evaluated at least once every half a term
- Records are kept of fire drills and the servicing of fire safety equipment.

## First Aid and Medication

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 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;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults
- is kept out of the reach of children.

# HEALTH AND SAFETY POLICY

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. Medicine will only be administered with the written permission of the parent/carer. Written authorization should also provide details of dosages to be given and at what times.

In cases where children have allergies/illnesses which could be life threatening, it may be necessary for Pre-school staff to administer emergency treatment. In such cases, the pre-school will require full details of the allergy and administration instructions of the emergency treatment from the child's own GP.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it
- is reviewed half termly both by the Manager and a Committee member to identify any potential or actual hazards.

In accordance with the EYFS Statutory framework, Ofsted must be notified of any serious accident, illness or injury to, or death of, any child while in their care and of the action taken. Notification is to be made as soon as is practicable but must be within 14 days of the incident. The local child protection agency must also be notified.

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 local office of the Health and Safety Executive and HPA - Health Protection Agency:

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

Children's prescribed drugs are stored in their original containers, are clearly labeled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional or parent.

# HEALTH AND SAFETY POLICY

## Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, we keep records of:

- the names, addresses and telephone numbers of emergency contacts in care 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.

In addition, the following policies and documentation in relation to health and safety are in place.

### *Safety*

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

### *Health*

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sickness.
- No smoking.

## Safety of Adults

- Adults are provided with guidance about the safe storage, movement, and lifting of large pieces of equipment.
- Handling and moving equipment are discussed as part of the risk assessment process at staff meetings.
- All warning signs are clear.
- Staff involvement in accidents is recorded. The records are reviewed half termly to identify any issues which need to be addressed.



# HEALTH AND SAFETY POLICY

This Policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO

This policy was reviewed and amended as necessary at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO

This policy was reviewed and amended as necessary at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO