

## **13. Health and safety policy**

### **13.1 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, staff and volunteers.

### **13.2 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.

### **13.3 Methods**

The member of staff responsible for health and safety is the Julie Barber who has undertaken health and safety training which includes risk assessment and is required to maintain up to date knowledge and understanding of health and safety issues within a Pre-School environment.

### **13.4 Risk assessment**

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- 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 records of maintenance of the building/equipment, health and safety issues which show hazards and how they are minimized through a record system covering all equipment/activities which all staff/volunteers access. This happens:

- 1 Daily before the session/activity begins and after the session/activity ends.
- 2 ½ yearly maintenance/health and safety record is checked and recorded.
- 3 Yearly review of all risk assessments.
- 4 Periodic checks are also recorded and copies of certificates are obtained and filed which covers annual inspections e.g. gas, portable electric appliances, emergency fire alarm and emergency lighting, fire equipment and general electrics (three year check).

### **13.5 Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed on the Pre-School Notice Board.

### **13.6 Awareness raising**

Our induction training for staff, regular students 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 manual handling, safe use of equipment and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff, regular students and volunteers are asked to sign the records to confirm that they have taken part. Health and safety issues are made available to parents of new children through the Policies and Procedures Handbook and Welcome Pack so that they understand the part they play in the daily life of the pre-school.

Health and safety training is included in the annual training plans of staff and is also discussed termly at staff meetings.

We have a no smoking policy.

Children are made aware of health and safety issues through discussions, visual posters, planned activities and routines. Encouraging them to look for possibly hazards in their play environments and how they can stay safe.

### **13.7 Children's safety**

Only staff, regular students and regular volunteers who have been checked by an enhanced disclosure from the Disclosures and Barring Service and once suitable references have been received, can supervise the children.

Adults who have not been checked are not left alone with the children and are supervised by an authorised and experienced member of staff.

Adults do not normally supervise children on their own unless they are taking them to the toilet area.

All children are supervised by authorised staff at all times.

Whenever children are on the premises a minimum of at least two or three staff are present. Ratio's of authorised staff to children are always covered as set by Statutory frame work for early years 2017

### **13.8 Security**

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the daily register. The arrival and departure times of staff, volunteers and visitors are recorded. Visitors must record their visit in the visitors book.

Our systems prevent unauthorised access to our premises by having a booking diary in advance detailing other users in the building, other visitors to the building identification is always asked for; unknown visitors with no identification are given an explanation on refusal of entry. All

internal doors to the pre-school are locked when staff are attending the front entrance door to a known/unknown visitor.

Our systems prevent children from leaving our premises unnoticed by high level locks which are easily released in an emergency evacuation. Alarms are set on fire exit doors in the main hall.

### **13.9 Windows**

Windows are secured and fitted with a guard so that children cannot climb through them when they are open but are easily released in an emergency.

### **13.10 Doors**

We take precautions to prevent children's fingers from being trapped in doors by fitting door guards. We also talk to the children about using the doors carefully to avoid injury. Doors have high level locks for added security which are easily released in an emergency evacuation. Fire exit doors have alarms for added security. We explain to the children if they are activated they must stand still and listen to an adult for instructions.

### **13.11 Floors**

All surfaces are checked daily by staff to ensure there are no hazards and are clean.

### **13.12 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.
- 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; and
  - do not have unsupervised access to electrical equipment.

### **13.13 Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly by qualified engineers. This is the responsibility of the Walton Village Hall Trust.
- Our boiler/electrical/gas 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.
- Electrical heaters are checked daily to make sure they are not covered and the covers are present.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled by thermostat to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### **13.14 Storage**

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

or collapsing.

### **13.15 Outdoor Area**

- Our outdoor area is securely fenced and secured when the children are present.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Staff and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Our water play is closely supervised.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times.

### **13.16 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 furnishing

We implement good hygiene practices:

- cleaning tables between activities;
- checking toilets regularly;
- wearing disposable gloves/aprons when assisting a child in the toilet or changing a nappy, changing gloves for each child
- wearing disposable gloves/aprons when dealing with bodily fluids such as blood, vomit, urine, excrement
- all soiled nappies and cloths used when dealing with bodily fluids are disposed off in the outside bin
- we dispose of used gloves in the toilet area and wash hands afterwards with anti-bacterial wash
- provide clean clothing for children if needed
- provide suitable bags to return soiled clothes to parents
- use suitable cleaning materials/cloths in the correct areas
- provide sets of clean cloths daily and change through the routine
- provide tissues and wipes;
- encourage children to shield their mouths when coughing and use tissues and dispose of them hygienically, encouraging them to wash their hands afterwards with anti-bacterial wash
- encourage children to wash their hands before eating or after messy activities or handling pets/insects or items from the natural environment. Anti-bacterial handwash and paper towels are available daily.
- after hand washing we encourage children to tip the water from the bowl so the next child can use fresh water

### **13. 17 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, suitable for children's play and renewed every term.
- 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.
- Children are watched and/or encouraged to ensure they dry their hands between activities before using the computer. The keyboard is cleaned regularly.

### **13.18 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 have hot drinks in the play area(s)
- 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 and they are made aware of this.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic by the medical information display which all staff/volunteers/visitors are made aware of (also refer to **Policy No.5 Being Healthy and Active**).

### **13.19 Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- 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 to one on all outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers, appropriate seating, and appropriate insurance cover.
- Where parents supply appropriate seating it is their responsibility to fit it into the vehicle their child will be travelling in.
- We always ensure when booking coach travel the vehicle has seatbelts and parents are advised on appropriate seating for their child.
- For those children remaining at pre-school, the adult to child ratio conforms to the requirements of Ofsted.

### **13.20 Animals**

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Our pre-school pets are free from disease, safe to be with children and do not pose a health risk.

- Children are encouraged to wash their hands after handling animals or pets.

### 13.21 Fire safety

- 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. This is the responsibility of the Walton Village Hall Trust.
- Our emergency evacuation procedures are approved by a Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once a month on different days to include all staff/children.
- Records are kept of fire drills by the Pre-school and the servicing of fire safety equipment by the Walton Hall Trust.

### 13.22 First Aid

All staff hold current early years first aid training certificates. The course includes first aid training for infants, young children and adults.

Our first aid kit:

- 1 Complies with the Health and Safety (First Aid) Regulations.
- 2 All stock is recorded in writing and is regularly checked by the Manager and re-stocked as necessary.
- 3 Is easily accessible to staff and out of reach of the children.

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

There are set procedures laid down when an accident occurs requiring urgent medical assistance. These procedures are written in the staff health and safety regulations adapted for the setting. It details who deals with the incident and supervision of the children (see **Policy No. 21 Serious Injury/Fatality**). All staff are made aware of the procedures when they first join and are given a copy of the health and safety regulations. These are reviewed and monitored annually as part of staff training and discussed termly with all staff and regular volunteers.

Our Accident Book

- 1 Is kept safely and accessibly;
- 2 All staff and volunteers know where it is kept and how to complete it; and
- 3 Is reviewed at least termly to identify any potential or actual hazards.

Any incident of a child arriving at pre-school with significant marks/injuries is recorded in the Handover record book. A member of staff will talk with the parent/carer regarding this matter. Parents/carers are advised through the newsletter to inform staff if their child has had a fall, accident or bang to the head prior to arriving at pre-school.

## Our Handover Book

- 1 Is kept safely and is secured on the premises
- 2 Blank recording sheets are kept at the pre-school
- 3 Information recorded is shared on a need to know basis in line with **Policy No.20 Safeguarding Children.**

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult. Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive. 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:

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

### 13.23 Sickness

If the children of Pre-School staff are unwell the children will not accompany their parents/carers to work at the Pre-School. Cuts or open sores whether staff, volunteers or children must be covered with a suitable dressing. Also refer to **Policy No. 23 Sickness and Medication.**

### 13.24 Safety of adults

- Staff, regular students and volunteers are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When staff need to reach up to store equipment they are provided with safe equipment to do so and written instructions.
- All warning signs are clear and in appropriate languages.
- Staff do not remain in the building after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

### 13.25 Records

In accordance with the Ofsted, we keep records of:

- Adults authorised to collect children from Pre-School
- The names, addresses and telephone numbers of emergency contacts to use when the named person was not available to collect their child or unexpected circumstances where the named person could not collect
- The allergies, dietary requirements and illnesses of individual children and staff
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and incidents.
- Written permission from parents on who is collecting their child from pre-school if they are unable to collect them.
- The allergies, dietary requirements and illnesses of individual children and staff.

- The times of attendance of children, staff, volunteers and visitors.
- Accidents and incidents.
- Written permission from parents on who is collecting their child from pre-school if they are unable to.

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

### *Safety*

- 1 Risk assessment.
- 2 Record of visitors.
- 3 Emergency evacuation procedures.
- 4 Operational procedures for outings.
- 5 Vehicle records including insurance.
- 6 List of named drivers for outings

### *Health*

- 1 Administration of medication.
- 2 Prior parental consent to administer medicine.
- 3 Record of the administration of medicines.
- 4 Prior parental consent for emergency treatment.
- 5 Accident Record Book.
- 6 Incident Book.
- 7 Handover Book
- 8 Safeguarding Children & Child Protection Book

The pre-school is aware they must notify Ofsted of any change in the facilities to be used for care that may affect the space and level of care available to children. The pre-school, is aware that without reasonable excuse if they fail to comply with this requirement they commit an offence.

## **13.26 Training / Education**

### *Induction*

This policy should form the basis of the Health and Safety induction for all new staff.

### *Formal Training*

The setting aims to ensure all staff can access basic training in First Aid, Food Hygiene & Manual Handling.

## **8.27 Control of substances hazardous to health**

Our staff implement the current guidelines of the control of substances hazardous to health regulations (COSHH)

We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, gardening chemicals if used and where they are stored. These documents are kept in a file which is to remain on the preschool adult white table.

- Hazardous substances are stored safely away from children
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes, skin or are ingested.
- We keep all cleaning chemicals in their original containers
- We keep the chemicals used in the setting to the minimum in order to ensure that health and safety and hygiene is maintained



- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All staff are vigilant and use chemicals safely
- Staff wear protective gloves and appropriate PPE.

**8.28 Epidemic and pandemic**

The preschool staff and committee will follow any guidance and/or legislation required at the time. Risk assessments will be written and followed as appropriate.

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in February 2021

Signed (Pre School Leader) ..... Date .....

Signed (Committee Chair) ..... Date .....