



## **Health and Safety Policy and Procedures**

### **Statement of intent**

We believe that the health and safety of those in our care is of utmost importance. We endeavour to make sure that the pre-school is a safe place for all children, staff, parents, carers and visitors.

### **Aim**

The pre-school aims to make children, parents/carers, staff and other visitors aware of the health and safety procedures and ensuring a safe environment.

### **Staff roles and responsibilities**

#### **Manager/owner**

- To ensure appropriate resources are available to enable correct implementation of health and safety requirements.
- Check documentation and procedures relating to Health and Safety.
- Implementing and updating of Health and Safety policies and procedures.
- This includes that the policies and procedures are effectively communicated to all staff.
- Ensuring risk assessments are relevant and is up to date, ensuring that staff are following procedures and completing the health and safety checklists daily.
- Reviewing these checklists and accident forms at least every half term.
- Continued vigilance regarding health and safety issues and raising awareness among staff, children, parents/carers and visitors.

#### **Health and safety Officer**

- To be responsible for completing the daily health and safety checklists, ensuring that all staff are aware of Health procedures and that the correct procedures are being adhered to for the safety of everyone in the pre-school.
- To make sure that equipment is in good working order and is checked on a regular basis.

#### **All staff**

- To comply with the pre-school's policies and procedures at all times.
- To complete health and safety checks as required.
- Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly. Continue vigilance regarding health and safety issues and raising awareness among other staff, children, parents/carers and visitors.

#### **Staff Pregnancy**

Staff members are required to notify the manager as soon as they are aware that they are pregnant and arrangements will be made by the manager to carry out a Pregnant Workers Risk Assessment, reasonable adjustments will be made if necessary.

### **Parents/carers and visitors**

This document is made available to all parents/carers during their child's first sessions at the pre-school. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the pre-school. In particular, parents are requested to enter and depart the building with care, remembering to close all doors carefully behind them. Visitors and parents attending for settling in sessions are requested to document their arrival and departure times in our visitor's book.

### **Risk assessments and daily health and safety checks**

Risk assessments are completed for:

- Fire safety
- COOSH
- Outing (specific sites)
- Pre-school General Operations

The General Operations risk assessment is completed by the manager. Outing risk assessments are completed by the senior staff for each site visited.

Daily Health and Safety checklists are completed by the Health and safety officer for all child accessible areas.

Any health and safety issues are relayed to manager for rectification.

### **Insurance cover**

Public liability insurance and employers liability insurance is in place. The certificate is displayed on the parent's notice board.

### **Awareness raising**

Our induction for staff 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 covers matters including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff 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 they play in the daily life of the pre-school as necessary, health and safety training is included in the annual training plans of staff and safety is discussed regularly at staff meetings.

Smoking is not permitted on any part of the pre-school premises.

Children are made aware of health and safety issues through discussions, planned activities and routines.

We display the necessary health and safety poster in the main activity area.

**Security**

Systems are in place for the safer arrival and departure of children, staff, visitors and students. The times of the children's arrival and departure are recorded in the daily register. All visitors and students sign the visitor's book. Our safety systems also prevent children leaving the pre-school unnoticed. Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given. The personal possessions of staff and volunteers are securely stored during sessions. Our security systems prevent unauthorised access to our premises. Visitors are required to show their identities (ID) before allowed onto the premises.

**Windows**

All windows are well secured preventing children from climbing through.

**Doors**

Safety guards are in place to prevent children from trapping their fingers in doors.

**Floor**

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

**Kitchen**

The kitchen door is always locked and closed to ensure children do not have unsupervised access to the area.

All surfaces are clean and non-porous

There are separate areas for hand washing and for washing up. Cleaning materials are kept in a separate room out of reach of children. When children take part in cooking activities they are supervised at all times.

The children are kept away from hot water. The temperature of the water is controlled so that children are not scalded when washing their hands.

Any use of electrical equipment is supervised at all times.

**Electrical/gas equipment**

All electrical/gas equipment conforms to safety requirements.

Heaters, radiators, electric sockets, wire and leads are properly guarded and the children are trained not to touch them. There are sufficient sockets to prevent overloading.

The temperature of hot water is thermostatically controlled to prevent scalds.

Lighting and ventilation is adequate in all areas.

**Storage**

All resources and material which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Staff are made aware of the dangers of overstocking shelves.

### **Outdoor area**

Outside areas are risk assessed for broken equipment, animal faeces, security (all gates and doors are shut), drains are covered and that the activities provided are safe to carry out in the space that is available, before taking the children outside.

All outdoor activities are supervised at all times.

### **Hygiene**

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the pre-school which includes kitchen, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment.

We implement good hygiene practices by:

- Cleaning tables between activities
- Checking toilets regularly
- 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 clear of foreign bodies; sand after play that has dropped on the floor is disposed of.
- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Wearing protective clothing such as aprons and gloves as appropriate
- Providing tissues and wipes

### **Activities**

Before purchase or loan, equipment and resources are checked to ensure that they conform to safety standards.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

All food and drink are stored appropriately and clearly labelled.

Adults do not carry hot drinks through the play areas 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 drink.

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 to.

### **Outings and visits**

We have agreed procedures for the safe conduct of outings; these are documented in our policy. Adult child ratios are maintained at all times. A risk assessment is carried out before an outing takes place.

A first aid kit and care items (nappies, wipes, sun cream etc) are taken on all trips. Parents always sign consent forms to authorise their children to participate in going on a trip or outing.

The children are appropriately supervised to ensure that no child goes missing and that there is no unauthorised access to the children. Children wear reflective clothes when on outings or trips. In case a child gets lost or missing, we follow the Missing Child Policy.

For those children remaining on the pre-school premises, the adult to child ratio conforms to the Early Years Foundation stage.

### **Fire safety**

Our fire safety assessment is the controlling document for fire safety issues. Fire safety policy document and fire evacuations procedures document are in place

### **First Aid and Medication**

At least one member of staff with a current paediatric first aid training certificate (relevant to babies and young children) is on the premises or on an outing at any one time.

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

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 reach of children
- There is a mini first aid kit for outings and trips

### **Accident Book**

An accident book is kept in the main hall. The accident book is kept safely and is accessible. All staffs know where it is kept and how to fill out and complete individual accident forms. The accident book is reviewed periodically to identify any potential or actual hazards.

A separate accident book for staff, parents and visitors is kept in the cupboard.

All staff are made aware of its location and are actively encouraged to inform the manager if they have an accident and to document it in the accident book.

Ofsted will be notified of any injury requiring treatment by a GP, or hospital or the death of a child or adult.

Any injury requiring a GP, or hospital treatment to a child or adult, parent or volunteer or visitor will be reported to the local office of the Health and Safety executive.

We meet our local requirements for safety of our employees by complying with RIDDOR (the Reporting of injury, Disease and Dangerous Occurrences Regulations)

**Prescribed Medication**

Prescribed medication is controlled by Medication Procedure. Children's prescribed medications are stored in their original containers, clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medicine. The administration is recorded accurately and parents' sign the record book to acknowledge the administration of a medicine.

**Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at the pre-school.

Ofsted will be notified of any infectious diseases, which a qualified medical person considers modifiable.

**Safety of adults**

Staffs are provided with guidance about manual handling, this includes lifting and carrying children as well as the safe storage, movement, lifting and erection of large piece of equipment. When adults need to reach up to store equipment they are provided safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues which need to be addressed.

**Records**

We keep the following records on each child's file:

- Contact details of all adults authorised to collect children from the pre-school.
- Names, addresses and telephone numbers of emergency contacts.
- Allergies, dietary requirements and all illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents, medication and incidents.