



## **HEALTH & SAFETY POLICY**

### **Statement of Intent**

This setting believes that the health and safety of children is of paramount importance. We make our setting 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.

### **Methods**

The member of staff responsible for health and safety is Sarah Wallis. She is competent to carry out these responsibilities, having carried out CIEH Risk Assessment Level 2. The overall Risk Assessments are reviewed regularly by the Trustees of Charitable Incorporated Organisation, (CIO). We display the necessary health and safety poster in the lobby area.

### **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 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 the Lobby.

## **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.
- 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 setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed at regular staff meetings and during the support meetings process.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. Members of staff are also signed up to the Update Service and annual DBS checks are undertaken to ensure that all information is up-to-date and no criminal records have been added.
- 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.
- 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 sessions.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.

## **Floors**

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

## **Kitchen**

- Children do not have unsupervised access to the kitchen area.
- 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;
  - wash their hands before and after the cooking activity.
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

## **Electrical equipment**

- All electrical equipment conforms to safety requirements and is checked regularly by a PAT Test.
- Our electrical meter cupboard is not accessible to the children.
- 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, especially the resources cupboard.

## **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.

## **Hygiene**

- We keep up-to-date with the latest recommendations with regard to good hygiene practices.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes kitchen and toilets.
- 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.
- 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**

- 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 setting.
- 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.
- We provide opportunities to promote children's understanding of oral health through exciting activities, discussions, books and oral health packs containing a two-minute timer, child sized appropriate toothbrush and an interesting factsheet so that parents can reinforce the learning at home.

### **Outings and visits**

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place which identifies the steps to be taken to remove, minimise and manage those risks and hazards.
- The Risk Assessment also considers the appropriate adult to child ratios to maintain their safety.
- Any vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

### **Mobile Phones**

- Staff are not permitted to use their phones during session times. Phones are locked away in a cupboard securely throughout the session.
- Staff are permitted to make personal calls during the lunchtime break between sessions.
- In the event of an emergency, staff are permitted to keep their phones switched on. However, staff must speak to their supervisor first and ensure phones are kept in the kitchen out of reach.
- Staff are not permitted to use their mobile phones to take images of the children.
- All visitors attending the Pre-school are not permitted to take mobile phones into the main room. They are asked to keep their phones safely in the Office.

### **Animals**

- Permission to bring animals into the setting is required from the Head Teacher of the primary school before visiting the setting as the school has a policy of no animals on the campus.

### **Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.

- Smoke detectors 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;
  - clearly displayed on the premises;
  - explained to new members of staff, volunteers and parents; and
  - Practised regularly at least once every 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 current first aid training is on the premises or 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 person and re-stocked as necessary.
- Is easily accessible to adults
- Is kept out of the reach of children.

At the time of admission to the setting, 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.

### **Accident or injury**

- We keep a written record of accidents or injuries and first aid treatment.
- We inform parents/carers of any accident or injury sustained by a child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
- All staff are trained on how to record an accident or injury.
- Accident Forms are held completed using the EY Log Platform. Parents are asked to sign and return to the setting their acknowledgement electronically that they are aware of the accident which has occurred. At the end of the day, staff check to see that all accidents have been completed by parents. If they are still pending review, the staff advise the parents of the accident and ask them to log-in to their EY Log account to complete the process.
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- They reviewed at least half termly to identify any potential or actual hazards.

Ofsted must be informed within 14 days of any serious accident, injury, or death of a child in the provision's care. This information should also be shared with the Local Authority Designated Officer (LADO) within 24 hours of the incident. The setting must also act on any advice given by these agencies. [www.safechildren-cios.co.uk](http://www.safechildren-cios.co.uk)

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 [www.hse.gov.uk](http://www.hse.gov.uk)

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with the 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 and
- 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 notifiable disease as identified by a medical practitioner.
- Any dangerous occurrence is recorded in our Incident Book.

### **Our incident book**

- We keep incident records, including those that are reportable to the Health and Safety Executive as above, on our EY Log Platform
- These incidents include:
  - Any physical intervention by staff to avert immediate danger to another child or member of staff, is recorded on the EY Log Platform. Parents are informed on the same day and asked to sign it electronically in acknowledgement.
  - Any incident whereby a child is hurt by another child at the setting such as being bitten. This is recorded as an incident on the EY Log Platform and published to the parents who are asked to acknowledge it. An accident form is also completed for the injured child and cross-referenced with the incident. We do not disclose the name of either child in our reports.
  - break in, burglary, theft of personal or the setting's property;
  - 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, and
  - 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 reported.
  - In the unlikely event of a terrorist attack such as a bomb threat, we follow the advice of the emergency services with regard to the safe evacuation of the premises. Our registration book holds the emergency contact details for all children on our roll. Our standard Fire Safety Policy will be followed and staff record the incident when the threat is averted.
  - In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed. Ofsted are notified as soon as reasonably practicable but at least within 14 days of the incident.

### **Safety of adults**

- Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate language.
- We operate Alone Working Policy to ensure safe remain safe whilst on the premises.
- 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 Welfare Requirements of the Early Years Foundation Stage Framework, we keep records of;

#### **ADULTS**

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- Names and addresses of all the trustees of the Charitable Incorporated Organisation.
- All records relating to staff's employment with the setting, including application forms, references, results of checks undertaken etc.



## CHILDREN

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting.
- 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 medicine administration records.
- Consents for outings, administration of medication, emergency treatment.
- Incidents.

In the event of a medical emergency such as your child contracting measles, parents should ring the Pre-School on 01872 275349 to alert a member of staff, so that an outbreak can be contained.

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.
- Administration of medication.
- Prior parental consent to administer medicine.
- Prior parental consent for emergency treatment.
- Accident records.
- Sick children.
- No smoking.

Signed for and behalf of the pre-school

Trustee ..... (Sarah Wallis)  
Threemilestone Preschool CIO