

Owned and written by	Abigail Coupe	Date December 2023
Approved by		Date
Date for review		

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, 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: Safety

Our named Health & Safety Co-ordinators are Mark Taylor and Mandy Taylor.

Risk assessment:

- A full risk assessment is carried out termly.
- Daily checks are made for hazards indoors and outside, and in our activities and procedures. Our assessment covers:
 - Adults and children
 - Deciding which areas need attention, such as the fence and playground surface.
 - Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required

Insurance Cover

We have Public Liability & Employers' Insurance. The certificate is displayed on the notice board.

Awareness raising

- Our induction training 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 training covers matters of employee well-being, including safe lifting.
- 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.

- As necessary, health and safety training is provided. Health and safety is discussed regularly at staff meetings, keeping staff up to date with current legislation.
- The pre-school has a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Fire Safety

- We have a Fire Risk Assessment which is reviewed at least annually.
- We keep a copy of our Lock Down and Fire Drill procedures with this Health and Safety Policy, and also on our notice board.
- We carry out fire drills at least once each half term, varying the day and time so that all staff and children are involved.
- We have a no smoking policy within the building and in the grounds.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from BCC (DBS), have unsupervised access to the children, including helping them with toileting.
- Adults with a DBS can supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The children are entered onto a daily register as soon as they enter the building. On departure, a member of staff will mark the child off the register as each parent/carer collects their child. The child is then the responsibility of the parent/carer.
- If a child leaves the session early with their parent or carer, this is recorded immediately.
- Children will only be allowed to leave the Pre-school with adults who are authorised by the child's parents to collect their child, or by adults who know the child's password.
- At the beginning of the session the front door is secured closed & requires both a key & a 4 digit code to enter the building from outside.
- All visitors are entered into the visitor's book and identification is checked if appropriate.
- The personal possessions of staff are stored in the office during Pre-school sessions with telephones stored in a box in a locked cupboard
- We have procedures in place which we follow if a child is not collected from Pre-school – please refer to our Uncollected Child Policy.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Fire doors are not obstructed.
- A member of staff mans the open the door out onto the playground during collection time.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged. Any spills are cleaned up immediately.

Kitchen

- Children do not have unsupervised access to the kitchen.
- Cleaning materials and other dangerous materials are stored out of children's reach and in accordance with COSHH guidelines.
- 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.
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Electrical Equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Heaters, wires and leads are properly guarded.
- 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. We are in the process of fundraising for a higher fence.
- Our outside area is checked for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.

Methods: Health & Hygiene

- The building has a regular cleaner but daily checks are made to ensure the highest standards are maintained.
- 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 schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- We have a written policy and clear procedures on how we handle the changing of nappies. Please refer to our Continence Policy.
- 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 encouraging the children to dispose of them hygienically in the waste bins provided and then washing their hands.
- Providing dispensable soap and disposable towels for hand washing.
- Children are encouraged to wash hands after using the toilet, art activities, sand and water play, garden play and always before eating food.
- We have a low sink with a temperature regulator that is used by children after using the toilet. (Magic taps).
- We have a no smoking policy both in the main building, grounds and whilst wearing pre-school uniform.

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 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.

Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high and is determined upon children's age and stage of development.
- We encourage parents and carers to come on outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A first aid kit and any specialised medication will be carried, with information on special health requirements of children.
- The Pre-school mobile phone will be carried on all outings and one member of staff will take their telephone for emergency use only.

Animals

- Prior to a visit parents will be informed and any allergies highlighted.

- Animals visiting the Pre-school are free from disease, safe to be with children and do not pose a health risk
- Children will wash their hands after touching animals.

Fire Safety

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

- Fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are explained to new members of staff, volunteers and parents and practiced regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- We have a no smoking policy both in the building and in the grounds.

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.
- Our first aid kit:
 - Complies with the Health and Safety (First Aid) Regulations 1981.
 - Is regularly checked 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 Pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Our Accident Book:
 - Is kept safely and accessibly.
 - All staff and volunteers know where it is kept and how to complete it.
 - Is reviewed at least half termly to identify any potential or actual hazards.

Ofsted and Bedfordshire Safeguarding Children's Panel are notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

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 (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations). In the event of any death,

major injury, accident resulting in more than three days injury, disease or dangerous occurrence, we report to:

Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

Tel 0845 3009923

Or by completing the online form at www.riddor.gov.uk

We keep a record in our Accident Book of:

- The date & method of reporting
- Date of the incident
- Time & place of the incident
- Personal details of those involved
- A brief description of the incident
- Any treatment given
- The signature of the member of staff present
- Details of any witness
- Signature of the parent of any child involved

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 pre-school. (Sick Child Policy)

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- 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.

Records

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

- 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 and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors
- Accidents
- Incidents

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

Safety

- Risk assessments
- 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
- Sick children
- No smoking policy both in building and grounds. Staff are not permitted to smoke whilst wearing clothing they will then wear into the Preschool.

This policy was adopted by Bushmead Pre-School on X. Policies are updated when necessary and reviewed on a yearly basis.

- Mon - Fri 9am - 3pm

