# Health and Safety Policy

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

## 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

The member of staff responsible for health and safety is Annie Goss, Pre-school Leader. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the kitchen.

## Risk assessment

Our risk assessment process covers adults and children and includes:

* checking for hazards and risks indoors and outside, and in our activities and procedures.
* 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.

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

* daily before the session begins;
* termly, when a full risk assessment is carried out.

## Insurance cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the pre-school notice board.

## 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 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 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 DBS check and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
* 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 are 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. Parents are advised that they must inform the pre-school if an alternative person is collecting the child and this is 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 pre-school sessions.

## Windows

* Low level windows are made from materials which prevent accidental breakage or are made safe.

## Doors

* We take precautions to prevent children's fingers from being trapped in doors.

## Floors

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

## 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.

## Electrical and 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.

Any potential hazards or faulty equipment should be dealt with immediately to ensure safety of children and reported immediately to the Health and Safety Committee member.

## 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 and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* Where water can form a pool on equipment, it is emptied before children start playing outside.
* Our outdoor sand pit is covered when not in use and is cleaned regularly.
* All outdoor activities are supervised at all times.

## 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 the play room, kitchen, rest area, 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 as necessary;
	+ providing tissues and wipes; and
	+ ensuring that towels frequently changed and laundered.

## 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.
* Children who are sleeping are checked regularly.

## 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 only drink hot drinks in the kitchen or office and do not leave hot drinks unattended anywhere in the pre-school.
* 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.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

## Animals

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

## 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.
* 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
	+ practised regularly at least once every six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment.

## First aid

* At least one member of staff with a current paediatric first aid training certificate is on the premises or on an outing at any one time. We will ensure that First aid training is approved by the local authority.
* 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 for the needs of children;
* is easily accessible to adults; and
* 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.
* Administration of first aid is recorded.

**Identifying, reporting and dealing with accidents**

* Our Accident Book:
* is kept safely and accessibly;
* all staff and volunteers know where it is kept and how to complete it; and
* is reviewed at least half termly to identify any potential or actual hazards.
* Ofsted and local child protection agencies are notified of any serious illnesses, injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult (tel 08456 404040) and in any event within 14 days of the incident.
* 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 (tel 0845 345 0055)
* 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:
* 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).

**Medicines**

* *Please see our Medicines Policy for full details.*

## Illness

* Our procedure for ill or infectious children is discussed with parents. We will discuss with parents procedures for contacting parents (or other authorised adults) if a child becomes ill or suffers minor injuries while at pre-school.
* In the event of vomiting, a child should not return to pre-school for 48 hours.
* We will follow Public Health England Advice when determining whether and for how long a child should be kept off pre school due to illness.
* We check symptoms and disease with our local GP or Health Visitor
* Ofsted is notified of any notifiable diseases identified as such in the Public Health (Infectious Diseases) Regulations 1988.

## Safety of adults

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* Adults who remain in the building on their own or leave on their own after dark do so at their own risk.
* 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 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; and
* incidents.
* In addition, the following policies and documentation in relation to health and safety are in place:
* Risk assessments – indoor and outdoor
* Record of visitors
* Fire safety procedures
* Fire safety records and certificates
* Legionellosis Risk Assessment
* Outings and Visits Policy
* Medicines Policy and Record
* Prior parental consent to administer medicine
* Prior parental consent for emergency treatment
* Accident record book
* No Smoking Policy

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 18th September 2015 |
| This policy was last reviewed on: | 29 June 2016 |
| Date of next review: | 29 June 2017 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory: | Chair |