

HEALTH & SAFETY POLICY

Safeguarding and Welfare Requirements: Safety & Suitability of Premises, Environment & Equipment

Providers must take reasonable steps to ensure the Health and safety of children, staff and others on the premises. The provider must promote the good health of children attending the setting.

POLICY STATEMENT

The health and safety of the children and adults at St Eval Pre-school is of paramount importance. It is our intention to ensure that we minimise the risk of accidents and ill health through carrying out regular risk assessments of the premises and equipment, and through creating a culture of 'thinking healthy' for children and adults. Consequently, the children will be able to thrive in a healthy and safe environment. We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Methods

We have a designated Health & Safety Coordinator. The coordinator is responsible for carrying out six monthly safety inspections on the premises and equipment. Liaising with the Manager to report and record all findings and discuss any recommendations for improvement. They are also responsible for ensuring that regular risk assessments are undertaken. The Designated coordinator is required to take regular training in order to fulfil the role adequately.

Designated Health & Safety Coordinator: [Amy Kent](#)

All staff acknowledge their responsibility to cooperate with the setting's Health and Safety Coordinator and Manager in relation to health and safety matters. A thorough explanation of the setting's health and safety policy and procedures is included as part of the induction of staff and voluntary helpers. Issues of safety are discussed regularly at committee and staff meetings. Parents are also informed of how they can contribute to maintaining the setting's safe environment through information in newsletters and through reading our policies and procedures.

The Health and Safety Law poster is situated in the kitchen & Employer's Liability Insurance Certificate is displayed on the notice board in the 'messy room'.

Safeguarding

Please refer to our Safeguarding Children Policy and Employment, Staffing and Training Policy for full details.

In summary:

- Only persons who have been checked for criminal records by an enhanced disclosure from the Data Barring Service have access to the children when dealing with personal intimate care situations, such as toileting

- All children are supervised at all times.
- Two adults are present at all times when children are on the premises
- St Eval Pre-school adheres to statutory requirements in relation to employment and adult to child ratios

Information and Complaints

Please refer to our Complaints Process (displayed on the notice board in the 'messy room') and Complaints Policy for full details - in summary:

- Concerns about a potential health and safety hazard should be discussed with the Manager, or any member of staff, in the first instance
- All concerns will be taken seriously and investigated
- If potential hazards still remain, or it is felt that adequate action has not been taken to remedy the situation, the concerned person has the right to make a formal complaint following the setting's Complaints Process and Complaints Policy

Premises and Security

Ensuring our Setting is safe and secure. Children are supervised at all times, balancing the children's developing needs for independence and privacy with their need for safety and security. In order to do this, we consider:

- The ages and stages of each individual child and the changing needs of each individual child as s/he develops
- The layout of the building and the outside play area
- The activities that are provided for the children
- Any particular areas highlighted in risk assessments
- Moving from indoors to outdoors
- When children go to the toilet
- When there are special events/activities
- During outings and visits, including walks in the local vicinity
- Children do not have unsupervised access to the kitchen or any areas storing hazardous materials
- There will always be at least two adults present when children are on the premises

Arrivals and Departures

Checking that the children arrive and leave the setting safely is a main focus point of our daily risk assessment. Accurate registers are maintained at all times for children on the premises. Registers taken once in the morning and once in the afternoon.

Collection

Children will not be released into the care of another adult without prior authorisation from an adult who holds parental responsibility for the child. When parents enrol their child to the setting they are asked to provide written confirmation of parental responsibility.

Door Security

From our risk assessments we are aware that the entrance/exit door (Pixie's classroom side), is a hazard that poses a potential risk to the safety of the children and adults within the building. Therefore, during the main arrival and departure times, the Manager, or a designated member of staff, is stationed at the door to ensure no unauthorised adult enters the setting and no child leaves unaccompanied. The following control measures are also in place to ensure safety at all times:



- Front door is kept locked during sessions
- Policies informing staff and parents of the registration and collection procedures
- Visitors' book - visitors are required to complete the book giving details of their name, the purpose of their visit and their arrival and departure times
- Staff check identification of unknown visitors and challenge any unidentified person

Environment

The outdoor area is fenced securely and the gate is kept closed, with the bolt on top securely in place, at all times. Our outdoor areas are checked by a member staff for any hazards, rubbish, animal excrement or unsafe items before it is used. The outdoor sandpit is covered when not in use. We check that children are suitably attired for outdoor activities; ensuring sun-cream is applied and hats are worn during the summer period. The outdoor areas are supervised at all times.

The layout of both the classrooms and outdoor areas allows children and adults to move freely and safely between activities. All equipment and resources provided for children is checked to ensure that it is developmentally appropriate. We ensure that all materials used are non-toxic. Malleable materials, for example play-dough, is checked before each use and replenished on a weekly basis, or before if necessary. Sand is checked daily and changed on a half-termly basis, or before if necessary. We encourage children to handle and store tools safely. Any faulty equipment is removed immediately for repair or to be discarded.

Fire doors are kept free from obstruction from the inside and outside, and fire exits are easily identifiable. Fire alarms and firefighting equipment are easily accessible and checked regularly and all Firefighting appliances conform to BSEN standards. A record is kept of any checks by the Fire Safety Officer and of servicing of fire safety equipment. Fire drills are carried out once every term and are recorded in the Emergency Evacuation Log (Please refer to our Emergency Evacuation Procedure and Fire Safety Policy for full details). Electrical appliances conform to safety requirements and are checked regularly by appropriately certified persons.

Water temperatures are regulated by thermometers to ensure there is no risk of scalding. There is a separate thermometer to regulate the water temperatures in the children's sinks.

Classroom displays are secured with the use of Blu-Tack or a staple gun; drawing pins are not used. A 'walking feet' rule is used inside the building to minimise the risk. Accidents and incidents are recorded and reported to the Manager, regular safety monitoring includes the checking of the 'accident and incident' log book.

We have a No Smoking Policy (please refer to our Smoking & Alcohol Policy for full details).

All adults, including parents, are made aware of the security measures in operation for the safe arrival and departure of the children. Children are appropriately dressed and protected to enable them to play outside in a variety of weather conditions.

Our staff implement the current guidelines of the 'Control of Substances Hazardous to Health Regulations (COSHH)'. COSHH Regulations poster displayed in kitchen area.

A record of all substances that may be hazardous to health is kept. All cleaning chemicals are kept in their original containers. Hazardous materials, cleaning materials and medicines are kept safely out of sight and reach of children. All members of staff are vigilant and use chemicals safely; wearing protective gloves when using cleaning chemicals.

Classrooms are bright and airy with natural lighting and adequate ventilation. Additional ventilation is made possible by opening windows, all of which are fitted with safety devices. Electrical sockets are covered when not in use. All equipment and resources are stored or stacked safely.

Hygiene

We seek information from Public Health England to ensure that we keep up to date with the latest recommendations.

We ensure that practices related to healthy living, hygiene and safety are covered with the children on a daily basis, through routines, planned activities and discussions.

- Tissues are made easily accessible to the children
- We ensure that children wash their hands with soap and water before eating or cooking, after playing outside and after touching plants or animals
- Our Health and Safety Coordinator regularly seeks to update her knowledge
- The premises are cleaned at the end of each day; toilet areas are thoroughly disinfected at least once a day
- Floor mops are colour-coded (blue = classrooms, red = toilets and green = kitchen) to minimise the risk of cross-contamination
- All used nappies and pull-ups are double bagged and disposed of in the sanitising bin.
- We have a rota to ensure that all resources, equipment and dressing-up clothes are cleaned termly
- Classroom tables are cleaned after each activity
- Kitchen surfaces are cleaned using an anti-bacterial spray before and after each use
- The nappy changing unit is cleaned using an anti-bacterial spray before and after each use; staff wear disposable gloves and aprons when dealing with bodily substances, which are bagged before being disposed of after each use
- Children and adults wash their hands with soap and water after each nappy change

Outings

We firmly believe that children benefit from being taken out of the setting to promote and enhance their learning experiences. This includes visit the local parks, meadow and green areas within the community.

We ensure that there are procedures in place to keep the children safe on all outings.

- Policies and procedures are in place to ensure the health and safety of children is maintained at all times during outings and visits
- A detailed risk assessment is undertaken prior to each outing/visit
- Venues will be visited beforehand by either the Manager, Senior Supervisor or Health & Safety Co-ordinator to ensure that it is safe and suitable destination. Consideration will be given on the need for appropriate privacy for toileting and medication administration.
- Parental consent is requested on registration for their child to be taken off premises on short local outings
- We also ask for written parental consent when taking the children on major outings, away from the community
- Parents will be advised on all details of the outing via email or by letter. Details will include times, dress and food if required. Parents will be given the opportunity to express any concerns or queries prior to the outing
- Children are assigned to an individual staff member to ensure each child is well supervised
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road. Each staff member will have a list of the children's names in their group and the Manager will have a list of each group.
- Adult : child ratios are higher for outings/visits than during normal session times to ensure children are accounted for at all times. These ratios will be decided following the preliminary



visit and risk assessment of venue. If necessary, parents/carer helpers will be sought before the day of the outing.

- Registers will be taken by the Manager and headcounts will be called regularly through-out the day by the group leaders
- Should a child become lost, we follow the guidelines outlined in our Missing Child Policy to deal with the situation
- Insurance details are logged and records are kept of vehicles used to transport children
- An appropriately trained first aider is present on all outings/visits

All outings are recorded in an Outings record book kept in the setting. The information recorded includes, date and time of outing, the venue, date and time the risk assessment took place, the names of the staff members assigned to each of the children and the time of our return back to the setting.

The Manager will take a mobile phone on our outings, with a list of emergency contact numbers. Staff will take supplies of tissues, wipes, nappies and medicines required for individual children. We also take a first-aid kit, snacks and water. We will re-apply sun-cream and ensure that they are dressed appropriately.

In the event of an emergency, e.g. if a child had an accident / fell ill, the Manager will coordinate action as required. All staff and children will be gathered into one group whilst action is considered. First-aid will be administered if required and telephone contact will be made with the parents/carer of the child.

Medicines

Please refer to our Illness, Allergies, Medication and First Aid Policy for full details - in summary:

- At least one member of staff holding a current paediatric first aid certificate is on site at all times children are present
- Only prescribed medication, which is stored appropriately and securely, is administered to children
- If a child becomes unwell during attendance at the setting, we follow guidelines outlined in our Illness, Allergies, Medication and First Aid Policy

Illnesses and Injuries

Please refer to our Illness, Allergies, Medication and First Aid Policy for full details.

- Accident forms are fully completed for all accidents
- Our first aid kit complies with the Health and Safety (First-Aid) Regulations 1981
- At least one member of staff holding a current paediatric first aid certificate is on site at all times
- Written parental permission is requested at the time of the child's enrolment to the Pre-school to the seeking of any necessary emergency medical advice or treatment in the future
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult
- We adhere to legal requirements for the safety of employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)
- We keep an incident log book for recording incidents including those that are reportable to the Health & Safety Executive; these incidents include
 - Break in or any burglary
 - Fire, flood, gas leak or electrical failure
 - Attack on a member of staff or parent
 - Any racist incident
 - Death of a child
 - Terrorist attack



- Details of incidents are kept
- Details of insurance claims are recorded
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families

RIDDOR can be contacted in the following ways:

Tel: 0845 300 99 23

Online: www.hse.gov.uk/riddor/report

Food and Drink

Fresh drinking water is made readily available to the children at all times on a daily basis. All food and drink is stored appropriately. Chilled food is stored in the available fridges. Fridge/freezer temperature checks are taken and recorded on a daily basis to ensure recommended temperatures (fridge = 3°C - 5°C, freezer = -18°C or below) are constantly maintained.

Staff members attend training where necessary. Knowledge and information gained from the relevant training is cascaded to the remaining team members. The Manager and the Health and Safety Coordinator understand the principles of Hazard Analysis and Critical Control Point (HACCP), as set out in Safer Food Better Business (SFBB). The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

All staff follow the guidelines of Safer Food Better Business (SFBB). Daily opening and closing checks are made on the kitchen to ensure standards are consistently met. Systems, for example posters in the kitchen, are in place to ensure that children do not come into contact with food/drink to which they are allergic. Snack-times and lunchtimes are supervised to encourage children to sit down whilst eating or drinking. Adults act as positive role models by sitting and interacting with the children at these times.

Packed lunches are stored in the fridge immediately. Any un-refrigerated food is served to children within 4 hours of preparation at home. Waste food is disposed of daily.

When children take part in cooking activities, they are supervised at all times; they are reminded of the importance of hand washing and simple hygiene rules; they are kept away from hot surfaces and hot water; they do not have unsupervised access to electrical equipment such as blenders etc.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation. If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1985 the setting will report the matter to Ofsted.

Safe Recruitment

Please refer to our Safeguarding Children Policy and Employment, Staffing and Training Policy (including vetting, training and development, contingency plans) for full details.

Risk Assessment

Our setting believes that the health and safety of children is of paramount importance. We make St Eval Pre-school a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable children to thrive in a healthy and safe environment.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. Children need the opportunity to work out what is not safe and what to do when they approach a risk.

Our risk assessment process follows five steps as follows:

- Identification of a risk: where and what is it?
- Who is at risk: Childcare staff & support staff, children, parents & Committee members
- Assessment as to the level of risk – taking into account the likelihood of it happening and the impact if it did.
- Control measures to eliminate risk
- Monitoring and review

PROCEDURES

Routine safety checks of equipment and all areas of both inside and outside the building are carried out on a daily basis before the start of each session. Any potential problems or hazards are immediately reported to the Health and Safety Coordinator or Manager. Activities and the effectiveness of the supervision in the classrooms are continually assessed during sessions. Safety inspections are undertaken on a six monthly basis, or before if necessary. Contents of the safety inspection are reviewed annually. All findings are reported to the Manager. Any incident that caused, or could have potentially caused, injury is risk assessed immediately and action is taken to remedy the situation.

Our risk assessment process covers adults and children and includes determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors. We will check for and note hazards and risks indoors and outside, in relation to our premises and activities.

When assessing the level of risk, we will evaluate who might be affected, deciding which areas need attention and develop an action plan that specifies the action required, the time scales for the action, the person responsible and any funding that may be required.

We will maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Legal Framework

Management of Health & Safety at Work Regulations (1999)



All Policies to be reviewed annually.

Acceptance of Policy			
APPROVAL		AGREED	
Signature:		Signature:	
Name & Position:	Rachael Richards - Manager	Name & Position:	On behalf of the committee
Date:		Date:	
Review Record			
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	