

HEALTH AND SAFETY POLICY

POLICY STATEMENT

The health and safety of the children and adults at St. Eval Pre-school is of paramount importance. We make our Pre-school a safe and healthy place for both the children and adults.

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 the 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 RIDDOR – Reporting Injuries, Diseases and Dangerous Occurrences for the reporting of any serious accidents or incidents. We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food.

Methods

We have a designated Health and Safety Coordinator. The coordinator is responsible for carrying out six-monthly safety inspections on the premises and equipment. Liaising with the Manager, reporting and recording any findings and opportunity to discuss any recommendations for improvement. They are also responsible for ensuring that regular risk assessments are undertaken.

We have public liability and employers' liability insurance. The certificate is displayed inside the main entrance of Pre-school.

Designated Health and 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 process for staff and volunteers. 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 on our Tapestry app and through reading our policies and procedures.

The 'health and safety law' poster is displayed in both the kitchen and the office.

Premises and Security

Ensuring that 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 outdoor areas
- 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
- During outings and 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 children arrive and leave the setting safely is a main focus point of our daily risk assessment. Coming in and out of the setting, children are counted in and out. Their name and time of arrival and departure is recorded on the 'signing-in' sheet.

Accurate registers are maintained throughout the day, registers taken both morning and afternoon and these are amended if children arrive or leave the setting early / late.

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, 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 a member of staff is stationed at the door to ensure that no unauthorised adult enters the setting and no child leaves unaccompanied. The manager, or in their absence, the Deputy Manager will always be within the vicinity to oversee the process.

The following control measures are also in place to ensure safety at all times:

- Main front door is kept locked during sessions
- Policies informing staff and parents of the registration and collection procedures
- Visitors Log – Visitors are required to complete the visitors log form, giving their name, the purpose of their visit and their arrival and departure times
- Staff check identification of unfamiliar visitors and challenge any unidentified person

Environment

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

Children are appropriately dressed and protected to enable them to play outside in a variety of weather conditions.

The layout of both the classroom 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 such as playdough, is checked each session before use and replenished frequently. Sand is checked daily and changed regularly. We encourage children to handle and store tools safely. Any faulty equipment is removed immediately to be repaired or discarded.

Fire doors are always kept free from obstruction from both the inside and out, and fire exits are identifiable. Fire alarms and fire fighting equipment are easily accessible and checked regularly. A record is kept of any checks by the Fire Safety Officer and of servicing any fire 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 more information. 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 water temperatures in the children's sinks.

Classroom displays are secured with the use of 'Blu Tac' or a staple gun; drawing pins are not used. We have a 'walking feet' rule for the children to use inside the classrooms, this is to minimise the risk of accidents.

Any accidents or incidents are reported to the Management team; Regular safety monitoring includes checking the chronological history of accidents and injuries to highlight any patterns.

We have a strict 'No Smoking' policy.

All adults, including parents, are made aware of the security measures in operation for the safe arrival and departure of the children.

Our staff implement the current guidelines of the 'Control of Substances Hazardous to Health Regulations – COSHH. A COSHH regulations poster is displayed in the adult toilet and cleaning room. 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 stored securely 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 away safely and securely.

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 group discussions.

- Tissues are made easily accessible to the children
- We ensure that children wash their hands with soap and water before eating or handling food, after playing outside and after touching plants or animals.
- Our Health & Safety Coordinator regularly seeks to update their knowledge
- The premises is cleaned at the end of each day; toilet areas are thoroughly disinfected
- Floor mops are colour- coded to minimise the risk of cross-contamination
- All used nappies are double-bagged and disposed of in a designated nappy-waste bin
- We have a rota to ensure that all resources, toys, equipment and dressing up items are cleaned termly
- Classroom tables are cleaned after each activity
- Kitchen surfaces are cleaned using an anti-bacterial cleaning spray before and after each use
- The nappy changing unit is cleaned using an anti-bacterial cleaning spray or wipe after each use. Staff wear disposable gloves and aprons when dealing with bodily substances, which are bagged before being disposed of at the end of each use

Outings

We firmly believe that children benefit from being taken out of the setting to promote and enhance their learning experiences. This includes visits to the local parks, meadow and surrounding 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 that health and safety of children is maintained at all times during outings and visits
- A detailed risk assessment is undertaken prior to each outing

- Venues will be visited beforehand by the Manager to ensure that it's safe and suitable. 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 would require written parental consent when taking children on major outings, away from the setting and community
- Parents will be advised on all details of the outing via email or via the communication app, Tapestry. Details will include times, dress code, 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 the safety of each child and that they are all well supervised
- Staff frequently count their designated children and ensure that hands are held when walking along a street or across a road. Each staff member will have a list of their group's names and the Manager will have a list of each group
- Adult: child ratios are enhanced for outings /visits than during normal session times, to ensure that children are accounted for at all times. These ratios will be decided following the preliminary visit and risk assessment of venue. If necessary, Parent / Carer helpers will be sought before the day of the outing.
- Registers will be taken by the Manager, and headcounts will be carried out regularly through-out the day by the group leaders
- Should a child become lost, we follow the guidelines outlined in the 'Missing child' policy to deal with the situation.
- An appropriately trained first-aider is present on all outings/visits.

The Manager will take a mobile phone on 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. When necessary, we will re-apply suncream and ensure that the children are dressed appropriately.

In the event of an emergency, e.g. if a child had 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 communication will be made with the parent / carer of the child.

Food and Drink

We maintain the highest possible food hygiene standards with regards to the purchase, storage and preparation of food.

We are registered as a food provider with the local authority Environmental Health Department.

Fresh drinking water is always made readily available to the children. All food and drink is stored appropriately. Chilled food is stored in the available fridges. Fridge/freezer temperature checks are taken and recorded daily, to ensure recommended temperatures (Fridge: 3 – 5 degrees, Freezer: -18 degrees or below), are constantly maintained. Food is regularly checked for expiry dates and dry goods are stored securely and not subject to contamination by pests, rodents or mould.

Packed lunch boxes are transferred to the fridge immediately upon child's arrival into the setting. Snack and lunch times, the children are encouraged to sit when eating and drinking. Adults act as positive role models, sitting and interacting with the children during these times.

Food preparation areas are cleaned before and after use. There are separate facilities for handwashing and washing up. All utensils, crockery and cutlery are stored appropriately. Waste food is disposed of daily and cleaning materials are kept out the reach of children.

Children do not have access to the kitchen and when they take part in cooking activities, they are always supervised and reminded of the importance of handwashing and simple hygiene rules. They are kept away from any hot surfaces or hot water and do not have access to electrical equipment, such as blenders.

Food Poisoning

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 Disease) Regulations 1985, the setting will report the matter to Ofsted.

