



Health and Safety Policy and Procedures

Statement of intent

We believe that the health and safety of those in our care is of utmost importance. We endeavour to make sure that the pre-school is a safe place for all children, staff, parents, carers and visitors. In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

- To provide a safe, secure and healthy working environment for staff and children and students and visitors; and
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Staff roles and responsibilities

Manager/owner

- To ensure appropriate resources are available to enable correct implementation of health and safety requirements.
- Check documentation and procedures relating to Health and Safety;
- Implementing and updating of Health and Safety policies and procedures;
- This includes that the policies and procedures are effectively communicated to all staff;
- Ensuring risk assessments are relevant and is up to date, ensuring that staff are following procedures and completing the health and safety checklists daily;
- Reviewing these checklists and accident forms at least every half term;
- Involve and motivate pre-school staff in all matters concerning Health and safety;
- Provide adequate control of the health and safety risks arising from our work activities;
- Review risks and check that control measures remain adequate;
- Consult with all employees on all matters affecting their health and safety;
- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the team; and
- Prevent accidents/ill health and COVID-19 through good risk assessment processes and to create a culture of thinking safely where staff regularly bring forward any observations and concerns.

Health and safety Officer

- To be responsible for completing the daily health and safety checklists, ensuring that all staff are aware of Health procedures and that the correct procedures are being adhered to for the safety of everyone in the pre-school.
- Toys and equipment indoors and outdoors regularly checked and cleaned with disinfectant.

All staff

- To comply with the pre-school's policies and procedures at all times;
- To complete health and safety checks as required;
- Wash hands and use sanitiser more frequently to prevent the spread of COVID-19 and encourage children to wash their hands more often for at least 20 seconds;
- Clean and disinfect toys and equipment before and after use;
- Use appropriate clothing e.g. aprons, gloves where appropriate;
- Ensuring that all equipment is checked regularly and adhering to the correct procedures, reporting any defects to a senior member of staff promptly;
- Continue vigilance regarding health and safety issues and raising awareness among other staff, children, parents/carers and visitors; and
- Eliminate hazardous situations.

Staff Pregnancy

Staff members are required to notify the manager as soon as they are aware that they are pregnant and arrangements will be made by the manager to carry out a Pregnant Workers Risk Assessment, reasonable adjustments will be made if necessary.

Parents/carers and visitors

This document is made available to all parents/carers during their child's first sessions at the pre-school. Parents are asked to comply with the policies and procedures to ensure the safety of everyone at the pre-school. In particular, parents are requested to leave the child at the door where a staff member will receive the child and at departure follow the same rule by keeping the social distance.

Risk assessments and daily health and safety checks

Risk assessments are completed for:

- Fire safety
- COOSH
- Outing (specific sites)
- Pre-school General Operations

The General Operations risk assessment is completed by the manager. Outing risk assessments are completed by the senior staff for each site visited.

Daily Health and Safety checklists are completed by the Health and safety officer for all child accessible areas.

Any health and safety issues are relayed to manager for rectification.

Insurance cover

Public liability insurance and employers liability insurance is in place. The certificate is displayed on the parent's notice board.

Awareness raising

Our induction 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 covers matters including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff 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 safety is discussed regularly at staff meetings.

Smoking is not permitted on any part of the pre-school premises.

Children are made aware of health and safety issues through discussions, planned activities and routines.

We display the necessary health and safety poster in the main activity area.

Security

Systems are in place for the safer arrival and departure of children, staff, visitors and students. The times of the children's arrival and departure are recorded in the daily register. Our safety systems also prevent children leaving the pre-school unnoticed. Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given. The personal possessions of staff and volunteers are securely stored during sessions. Our security systems prevent unauthorised access to our premises. Visitors are required to show their identities (ID) before allowed onto the premises.

Windows

All windows are well secured preventing children from climbing through.

Doors

Safety guards are in place to prevent children from trapping their fingers in doors. Door handles are cleaned and disinfected often.

Floor

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

Kitchen

The kitchen door is always locked and closed to ensure children do not have unsupervised access to the area.

All surfaces are clean and non-porous and disinfected.

There are separate areas for hand washing and for washing up. Cleaning materials are kept in a separate room out of reach of children. When children take part in cooking activities, they are supervised at all times.

The children are kept away from hot water. The temperature of the water is controlled so that children are not scalded when washing their hands.

Electrical/gas equipment

Any use of electrical equipment is supervised at all times.

All electrical/gas equipment conforms to safety requirements.

Heaters, radiators, electric sockets, wire and leads are properly guarded and the children are trained not to touch them. There are sufficient sockets to prevent overloading.

Lighting and ventilation is adequate in all areas.

Storage

All resources and material which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Staff are made aware of the dangers of overstocking shelves.

Ensure safe handling use and storage of any substances.

Outdoor area

Outside areas are risk assessed for broken equipment, toys are cleaned, animal faeces are removed, security (all gates and doors are shut), drains are covered and that the activities provided are safe to carry out in the space that is available, before taking the children outside.

All outdoor activities are supervised at all times.

Hygiene

Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the pre-school which includes kitchen, toilets and nappy changing areas. We have a schedule for cleaning resources and equipment.

We implement good hygiene practices by:

- Cleaning tables between activities and washing toys after using them;
- Cleaning toilets and toilet seats regularly after a child has used the toilet and children are not allowed to go alone to the toilet;
- Ask children and staff to wash their hands most often to prevent the COVID-19;
- 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;
- Physical play is constantly supervised;
- Children are taught to handle and store tools safely;
- Wearing protective clothing such as aprons and gloves as appropriate;
- Providing tissues and wipes and it is staff responsibility not allow children to touch the tissues paper themselves and ask staff to help them; and
- Children are encouraged to develop good hygiene practices.

Activities

Before purchase or loan equipment, resources are checked to ensure that they conform to safety standards.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

All food and drink are stored appropriately and clearly labelled and lunch boxes clean before serving food

Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of children.

Snack and meal times are appropriately supervised and children do not walk about with food and drink.

Children bring their water bottles from home.

We operate systems to ensure that children do not have access to food/drinks to which they are allergic to.

Outings and visits

We have agreed procedures for the safe conduct of outings; these are documented in our policy. Adult child ratios 1:3 are maintained at all times. A risk assessment is carried out before an outing takes place.

A first aid kit and care items (nappies, wipes etc.) are taken on all trips. Parents always sign consent forms to authorise their children to participate in trips or outings.

The children are appropriately supervised to ensure that no child goes missing and that there is no unauthorised access to the children. Children wear reflective clothes when on outings or trips. In case a

child gets lost or missing, we follow the Missing Child Policy.

For those children remaining on the pre-school premises, the adult to child ratio conforms to the Early Years Foundation stage. No child is left unattended during outings. Pushchair and highchair harnesses are used at all times for the children that need them.

Fire safety

Our fire safety assessment is the controlling document for fire safety issues. Fire safety policy document and fire evacuations procedures are in place.

First Aid and Medication

At least one member of staff with a current paediatric first aid training certificate (relevant to babies and young children) is on the premises or on an outing at any one time.

At the time of admission to the pre-school, parents written permission for emergency medical advice or permission is sought. Parents sign and date their written authorisation.

First aid kit:

- Complies with the Health and safety (first Aid) regulations 1981;
- Regularly checked by a designated member of staff and re-stocked as necessary;
- Easily accessible to adults;
- Kept out of reach of children; and
- There is a mini first aid kit for outings and trips.

Accident Book

An accident book is kept in the main hall. The accident book is kept safely and is accessible. All staffs know where it is kept and how to fill out and complete individual accident forms. The accident book is reviewed periodically to identify any potential or actual hazards.

A separate accident book for staff, parents and visitors is kept in the cupboard.

All staff are made aware of its location and are actively encouraged to inform the manager if they have an accident and to document it in the accident book.

Ofsted will be notified of any injury requiring treatment by a GP, or hospital or the death of a child or adult.

Any injury requiring a GP, or hospital treatment to a child or adult, parent or volunteer or visitor will be reported to the local office of the Health and Safety executive.

We meet our local requirements for safety of our employees by complying with RIDDOR (the Reporting of injury, Disease and Dangerous Occurrences Regulations)

Prescribed Medication

Prescribed medication is controlled by Medication Procedure. Children's prescribed medications are stored in their original containers, clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medicine. The administration is recorded accurately and parents' sign the record book to acknowledge the administration of a medicine.

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 the pre-school. If a child or staff member has COVID-19 symptoms or temperature, he/she is not allowed to attend the preschool and for a child the self-isolation period will be seven days and for an adult it will be 14 days.

Ofsted will be notified of any infectious diseases, which a qualified medical person considers modifiable.

Safety of adults

Staffs are provided with guidance about manual handling, this includes lifting and carrying children as well as the safe storage, movement, lifting and erection of a large piece of equipment. When adults need to reach up to store equipment they are provided safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues which need to be addressed.

Record Keeping

We keep the following records on each child's file:

- Contact details of all adults authorised to collect children from the pre-school;
- Names, addresses and telephone numbers of emergency contacts;
- Allergies, dietary requirements and all illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents, medication and incidents; and
- We keep records of all staff and volunteers in a safe cabinet.

The named Health and Safety Officer is Toyin Tijani
The Deputy is Ishrat Shaheen

Updated on 25/05/2020