

7. Health and Safety Policy



Statement of intent

Yaddlethorpe Pre-school believes that the health and safety of the children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Our 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.

Method

The member of staff responsible for health and safety is **Tracey Wood**. She regularly up-dates her knowledge and understanding in all matters concerning health and safety. We display the necessary health and safety poster in the **main hall**.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outdoors, and in our activities and procedures;
- our assessment covers adults and children;
- deciding which areas need attention;
- developing an action plan that specifies the action required, the timescales for action, the persons responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily, weekly and termly.

Insurance cover

The Village Hall has public liability insurance and we have employers' liability insurance. The certificate for public liability insurance is displayed in the **building foyer**.

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 responsibilities for health and safety. The induction covers matters of employee well being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of the induction training and new staff and volunteers are asked to sign the record to confirm they have received the information.
- Health and safety issues are discussed regularly at staff meetings and training is arranged for staff members where needed.
- Our health and safety policy is made available to parents at all times.
- Children are made aware of health and safety issues through discussions planned activities and routines. Health and safety issues are explained in developmentally appropriate ways to the children.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure by the criminal records bureau.
- 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 must be present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures, and the signatures of the person bringing and collecting the children are recorded.
- The arrival and departure times and signatures of staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised persons from entering the premises.
- Our system prevents anybody including children from leaving the premises unnoticed.
- The personal possessions of staff and volunteers are stored safely

Floors

- All surfaces are checked regularly through the day to ensure they are clean and safe.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- 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;
 - do not have un supervised access to electrical equipment.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly.
- Electrical sockets are guarded and children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Circuit breakers are used for all electrical equipment which is for the children's used.
- The temperature of hot water is controlled to prevent scalding.
- Lighting and ventilation is adequate in all areas including store rooms.

Storage

- 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 each session.
- Where water can form a pool on equipment, it is emptied away before children start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- We encourage children to learn about hygiene as part of our daily routine – washing hands after using the toilet and before snack.
- We have a daily routine for cleaning the pre-school, which includes the play room, kitchen and toilets.
- We have a cleaning routine for cleaning toys, equipment and dressing-up clothes.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practice by:
 - cleaning tables between activities or when necessary;
 - checking toilets regularly;
 - wearing protective clothing – aprons and disposable gloves as appropriate;
 - providing clean clothes where needed;
 - providing tissues and wet wipes.

Activities

- The layout of equipment and activities allows adults and children to move freely around the room.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are discarded, repaired or replaced.
- All materials including paint and glue are non-toxic.
- Sand is regularly checked for cleanliness.
- Physical play is constantly supervised.
 - Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle snacks receive appropriate training and understand, and comply with food safety and hygiene regulations.
- All snacks and drinks are stored appropriately.
- Adults do not carry hot drinks through the play room and do not place hot drinks within children's reach.
- Snack time and lunch time are appropriately supervised and children do not walk about with food and drink.
- Fresh drinking water is available to all children at all times.
- We operate systems to ensure children's packed lunches are not mixed up or shared to avoid any allergic reactions.

Food Safety

- When preparing snack
 - Hands will be washed with warm running water and liquid soap and dried with disposable paper towels
 - Long hair will be tied back
 - A clean apron will be worn
 - Cuts and/or sores will be covered with a brightly coloured waterproof dressing
 - Preparation surfaces and utensils will be cleaned and sanitised
 - Fruit and vegetables will be washed before preparation
 - 'use by' and 'best before' dates will be checked on all foods and drinks to be served
- Cleaning
 - Soiled beakers and bowls will be washed in hot water with detergent, rinsed and sanitised
 - Disposable cloths will be used and thrown away after each use
 - Surfaces will be cleaned and sanitised before and after food preparation
- Pest control
 - Doors, wall and cupboards will be checked on a regular basis for signs of possible pest damage
 - In the event of signs of pests being discovered the area will be thoroughly cleaned/repaired and pest control measures will be put in place. Any contaminated food products will be discarded
- Storage
 - Fresh produce such as milk and cheese will be stored in a refrigerator with the temperature set at 5°C. The temperature will be checked daily. In the event that the fridge temperature is above 8°C any affected produce will be discarded
 - All open and prepared food will be covered with cling film before storing
- Stock control
 - All food products will be checked weekly for 'best before date'. Stock will be rotated as necessary

Outing and visits

- Parents sign a general consent on the child's personal details form for their child to be taken out off the premises as part of the daily activities and routines.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- For trips to a large open venue parents must attend and take full responsibility for their own child.

- Our adult to child ratio is high and is assessed for each outing.
- Named children are assigned to staff members or volunteer to ensure each child is individually supervised and to ensure no child gets lost or left behind, and that there is no unauthorised access to the children.
- Outings are recorded in an outings record book stating:
 - the date of the outing
 - the venue and mode of transport
 - names of staff and volunteers and the children they have assigned to them
 - time of return
- Staff take a mobile phone with them on outings and supplies of tissues, wet wipes, spare clothes, first aid pack and drinking water. The amount of equipment will vary and is consistent with the venue, number of children and how long we will be out.
- A minimum of two staff will accompany children on outings while a minimum of two staff will remain with any children not taking part in the outing.

A missing child

If a child goes missing from the pre-school

- A member of staff will search the immediate vicinity.
- If the child is not found immediately the parents will be informed and as many staff as possible will search the surrounding area.
- After 10 minutes the police will be informed.

If a child goes missing from an outing where parents are not attending and responsible for their own child:

- as soon as it is noticed that a child is missing staff members are asked to gather the children designated to them and a head count is carried out to ensure that no other child is missing;
- a staff member searches the immediate vicinity;
- parents are informed and the child is reported missing to the police;
- in an indoor venue the staff contact the venue's security who will handle a search of the premises;
- the rest of the group are taken straight back to pre-school;
- the incident is reported to the chairperson of the management committee.

The investigation

- The chairperson of the management committee carries out a full investigation taking written statements from all staff and volunteers present on the outing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff cooperate fully.
- The incident is recorded under RIDDOR arrangements and is recorded.
- Ofsted is informed.

Animals

- Animals visiting the pre-school are free from disease and safe to be with children.
- Children wash their hands after contact with animals.

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 main play room;
 - explained to new members of staff, volunteers and parents;
 - practised regularly at least once every half term.
- Records are kept of fire drills.

First aid and medication

At least one member of staff with a current first aid certificate is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary.
- Is accessible to adults;
- is kept out of 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 approval.

Our accident book

- is kept accessible;
- all staff know where it is kept and how to complete it; and
- is reviewed half termly to identify any potential or actual hazards.

In the case of any serious accident requiring hospital treatment or a death of a child or adult we inform Ofsted and the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

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 Health and Safety Executive:

- any accident to a member of staff requiring hospital treatment;
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- any dangerous occurrence is recorded in our incident book.

Our incident book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.
- These incidents include:
 - break in, burglary, theft of personal or the pre-schools property;
 - fire, flood, gas leak or electrical failure;
 - attack on a member of staff or parent on the premises or near by;
 - any racist incident involving staff or families;
 - death of a child or adult on the premises;
 - a terrorist attack or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was effected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up or insurance claim made.
- 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.
- In the unlikely event of a death at pre-school the emergency services are called and their advice is followed.

Administration of medicines

Medication will only be administered at the discretion of the supervisor, and then:

- only prescribed medication will be administered. It must be in date and prescribed for the current condition;

- children taking prescribed medication must be well enough to attend pre-school;
- children's prescribed medications are stored in their original containers, are clearly labelled and are inaccessible to children.
- parents must complete a medication form stating the medication to be administered, the dose, the time needed and who can administer the medication. Parents must sign this form.
- medication is administered by a practitioner with a current first aid qualification, and is checked by a second member of staff. Administration is then recorded and signed by both staff members on the form which is then given to parents to sign to acknowledge that they have been informed of the administration.

In the case of administering life saving medication such as insulin / adrenalin injections, epipens or nebulisers and inhalers the position will be clarified by reference to the insurance company. If specialist knowledge is required the staff will receive training from a qualified health professional.

Sickness

- If a child becomes ill he /she will be separated to a quiet area with a member of staff and made comfortable. Parents / carers will be called. If no contact can be made we will attempt to contact the emergency number as on the child's personal details form. The child's condition will be monitored throughout. If it is though necessary emergency services will be called.
- Parents are asked to keep their children at home if they have any infections and to inform us of the infection. This will allow us to inform the other parents to be look out for signs and symptoms in their own children.
- Parents are asked not to bring their child to pre-school if they have vomited or had diarrhoea in the last 48 hours
- Cuts and open wounds, whether on adults or children must be covered with a sticking plaster or other dressing.
- Children with headlice are not excluded and information about the treatment of headlice will be handed out if any cases are reported.
- Any spills of bodily fluids will be wiped up immediately and flushed down the toilet. Disposable gloves will always be used when dealing with bodily fluids. The floor and other affected surfaces will be disinfected using chlorine or iodine bleach diluted to the manufacturer's instructions. Contaminated fabrics will be washed in hot water and detergent.

Application of suncream

In the interest of safety and hygiene, sun block will not be applied to any child by Pre-school staff.

Parents wanting to apply sun block to their child throughout the day are welcome to do so at any time but must not leave the sun block in the child's bag.

Safety of adults

- Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach or store equipment in high places they are provided with suitable steps.
- The sickness of staff and their involvement in accidents is recorded and reviewed to identify any issues that may need addressing.

Records

In accordance with the National Standards for Day Care, we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with children or who have substantial access to them;
- names and addresses of all management committee members;
- all records relating to the staff's employment, including application forms, references, results of checks undertaken, etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect the children from the 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;
- accidents and administration of medication;
- consents for outings and photographs to be taken and used.

In addition, the following procedures and documentation in relation to health and safety are in place:

Early Years Foundation Stage Statutory Framework

- ❖ Risk assessment
- ❖ Record of visitors
- ❖ Fire safety procedure
- ❖ Fire safety records and certificates
- ❖ Operational procedures for outings
- ❖ Administration of medication
- ❖ Prior parental consent to administer medication
- ❖ Prior parental consent for emergency treatment
- ❖ Accident record
- ❖ Sick children
- ❖ No smoking

