

Health and Safety Policy

Statement of intent

Tisbury 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 minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

The member of staff responsible for health and safety is **Lisa Dunville**. 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 includes;

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked;

- 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 parent information 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 training is included, as necessary, in the annual training plans of the staff and is discussed at staff meetings.

We have a 'No Smoking' policy in accordance with the Nadder Centre.

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 disclosure from the Disclosure Barring Service 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.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises.

Adult's Safety

- Adults are provided with guidance about safe storage, movement and lifting.
- The sickness of staff and their involvement in accidents is recorded and reviewed termly to identify and issues that need to be addressed.
- We keep a COSHH register.
- We keep all cleaning chemicals in their original containers.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's departures are recorded if they leave early.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorized 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.

Doors and floors

- We take precautions to prevent children's fingers from being trapped in doors.
- Glass doors are made from toughened glass and all doors when opened in this position by hooks or wedges.
- All floor surfaces are washed or hovered daily to ensure that they remain clean and they are checked for damage regularly.

Kitchen

- Children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand washing and for washing up.
- Cleaning materials are stored out of sight
- When children take part in cooking activities, they are supervised at all times. They do not have access to hot surfaces and do not have unsupervised access to electrical equipment.

Gas/Electric equipment

- All electrical equipment conforms to safety requirements and is checked annually.

- Radiators, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of the hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all indoor areas.

Storage

- All resources and material which children select are stored safely.
- Equipment and resources are stored thoughtfully to prevent them accidentally falling.
- Children do not have access to outside storage areas.

Hygiene

- We seek information from Public Health England 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 setting, which includes the play room, kitchen, rest area, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities
 - Cleaning and checking toilets regularly
 - Wearing protective clothing – such as aprons and disposable gloves – as appropriate
 - Providing sets of clean clothing
 - Providing tissues and wipes

Outdoor Area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sandpit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; permission is sought from parents to apply sunscreen and hats are encouraged during the summer months.
- Outdoor activities are supervised at all times.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

- Any faulty equipment is removed from use and is repaired if possible. Where an item cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children who are sleeping are checked at regular intervals.
- If children fall asleep in-situ, it may be necessary to move or wake them to ensure their comfort.

Outings and Visits

- We have agreed procedures for the safe conduct of outings and all participating staff are made aware of these before an outing takes place.
- A risk assessment is carried out before an outing takes place.
- We will always seek consent from parents/carers before major outings.
- Our adult to child ratio is 1:3.
- The children are appropriately supervised to ensure that no child gets lost and that there is no unsupervised access to children.
- Where vehicles are used to transport children a record of named drivers and insurance details will be obtained and kept.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- The fire detection system is maintained by the Nadder Centre management staff and is checked in accordance with their policy. A smoke alarm is fitted which covers the entire setting.

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.
- Practiced regularly, at least once every six weeks.
- Records are kept of fire drill and the servicing of fire safety equipment.

First Aid and Medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) 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 the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily 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 written approval.

Our Accident File:

- Is kept safely and accessibly
- All staff and volunteers know where it is kept and how to complete it
- Is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

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.

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
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorized adults – if a child becomes ill at pre-school.

Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

Records

In accordance with the Statutory Framework for the Early Year Foundation Stages (2014) we keep records of:

- Adults authorized to collect children from pre-school
- 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
- Incidents

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Vehicle records including insurance
- List of named drivers
- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- No smoking

Legal framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations (1992 (As amended 2004))

Health and Safety (Display Screen Equipment) Regulations (1992)

This policy was adopted by Tisbury Pre-school Committee

On: (date) 25th November 2020

Signed on behalf of the provider:

Name of signatory:

Position:

This policy is due for review on: December 2021