

HEALTH & SAFETY POLICY

Statement of Intent

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

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.

New Millside Pre-school is a Rights Respecting Early Years Setting and has the UN Convention on the Rights of Child at the heart of its core values. We prepare the community to recognise the universality of children's rights and to support the rights of other locally and globally and ensure we have strong arrangements for protecting children from all forms of abuse and harassment. This refers to Article 24 – United Nations Convention on the Rights of the Child – Every child has a right to the best possible health.

Methods

The member of staff responsible for health and safety is **Jenny Riordan and Nazia Shaheen**. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health & 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; and
- 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;

- Daily before the session;
- Weekly; and
- 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 noticeboard in the main hall.

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 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 health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- 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 Capita and are registered with Ofsted as child carers 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, including toileting.
- Whenever children are on the premises at least two adults are present.
- No-one will be admitted to the pre-school without a prior appointment

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorised 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.
- All records are kept in a lockable filing cabinet.
- The camera will be kept in the office and all photos removed once printed, photo's are not stored on a hard drive.
- Photos and videos are removed from the tablets once they have been uploaded to Tapestry.
- The pre-school mobile is not used to take photographs.

Windows

- Windows are secured so that children cannot climb through them.

Doors

- Our doors are fitted with 'Fingersafe' guard protection.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen – the door is closed.
- All surfaces are clean and non-porous.
- These are separate facilities for hand-washing and for washing up.
- 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; and
 - Do not have unsupervised access to electrical equipment.

Electrical & Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Electric 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 hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely.
- 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 it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 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.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority 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 pre-school, which includes the main room, kitchen & toilets. The centre is cleaned every evening by a cleaning company employed by our landlords.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies in the nappy bin provided.
- Any soiled cloths, single use gloves and aprons from bodily fluids i.e. blood, sickness, faeces or vomit are double bagged and disposed of in the provided nappy bins. Staff wear gloves & aprons at all times.
- Soiled clothing is rinsed and double bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - providing sets of clean clothes;
 - providing tissues and wipes

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
- 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.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.



Food & Drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with – food safety & hygiene regulations.
- All food & drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) 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 drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic

Outings & Visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the National Standards for Sessional Care.

Animals

Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.

Fire Safety

- Our Fire Warden is Nazia Shaheen.
- 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 premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly – at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid & 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 & Safety (First Aid) Regulations 1981;
- Is regularly checked by our Health & Safety Officers and re-stocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the 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 Book:

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it; and
- 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 & 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 Health & Safety Executive.

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- 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.
- We are happy to accept children with minor coughs and colds, but cannot care for children who are very unwell, infectious or running a high temperature.
- If your child has had diarrhoea or sickness in the last 48 hours, they should not be brought into pre-school for 2 full days after the last sickness/diarrhoea, but we should be notified – this follows the guidelines set out by the local Health Protection Unit (HPU) and using the guidance provided (in office)
- If a child becomes ill whilst in our care, we will make them as comfortable as possible, isolate them from the other children if necessary and re-assure them. We will contact the parent/carer immediately and continue to care for the child until you arrive.
- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

PRE-EXISTING CONDITIONS

It is very important that parent/carers inform us of any pre-existing conditions, accidents or incidents prior to their child attending their allocated session so that we can provide the appropriate care needed.

In the case of serious accidents such as broken limbs, head injuries, seizures please provide the after-care instructions given to you by the medical professional in charge of your child's care so we can make necessary adjustments in session if necessary. In the case of significant adjustments being required to keep your child safe such as individual support we will require advanced notice so that we can put this in place.

We endeavour to make sure your child can return to preschool as soon as possible if they have been unwell or had an injury requiring medical intervention and we will follow medical advice/NHS guidelines in these instances.

In the case of head injuries, the guidance for parents and guardians is as follows :

Following a head injury, you should keep your child under adult supervision for the next 24 hours. If any concern arises that he/she is developing a problem, please seek advice from the Emergency Department or, if necessary, make arrangements to bring him/her back to hospital.

The signs that you should look out for are:

- If your child becomes unusually sleepy or is hard to wake up
- Headache all the time, despite painkillers.
- Repeated vomiting
- Weakness of arms or legs, e.g. unable to hold things
- Difficulty in seeing, walking, or acts clumsy and uncoordinated.
- Confusion (not knowing where he/she is, getting things muddled up).
- Fluid or blood coming from ear or nose.
- Fits (convulsions or seizures)
- Any other abnormal behaviour.

Your child should be allowed to sleep as normal. We would encourage you to arrange to observe him/her on a couple of occasions overnight to check:

- Does he/she appear to be breathing normally?
- Is he/she sleeping in a normal posture?
- Does he/she make the expected response when you rouse him/her gently? (e.g. pulling up sheets, cuddling teddy-bear)
- If you cannot satisfy yourself that your child is sleeping normally, he/she should be wakened fully to be checked.

If your child has had a head injury and you have been advised to follow the NHS guidelines for concussion it is our policy to ask you to keep your child home for 24 hours so that they can be monitored effectively for the above symptoms.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

- In accordance with the National Standards for Sessional Care, we keep records of;
- Adults authorised to collect children from 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;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents; and
- Incidents.

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

National Standard 6: Safety

- Risk assessment.
- Record of visitors.



- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.

National Standard 6: Health

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.

Coronavirus (Covid-19):- Health & Safety Policy and Procedure for Covid-19, please see Appendix A

In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.

