**HEALTH AND SAFETY POLICY**

**This 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.**

**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.**

**The member of staff who oversees Health and Safety is JO REED, who is competent to carry out these responsibilities. She undertakes health and safety training and regularly up-dates her knowledge and understanding. We display the necessary health and safety poster in the desk area.**

**Everyone in the setting has a responsibility for health and safety issues. Any such issues should be reported to JO REED.**

# Risk Assessment

We make our setting a safe and healthy place, by assessing and minimising the hazards and risks.

* Identification of risk: where is it and what is it?
* Who is at risk: children, staff, visitors, volunteers etc?
* Assessing the level of risk; likelihood and possible impact
* Control measures to eliminate/reduce risk
* Monitoring and review

We maintain lists of health and safety issues which are checked:

* + daily before the session begins
  + termly – when full risk assessments are reviewed

# Insurance Cover

We have public liability and employers’ liability insurance. The certificates are displayed above the desk area.

# Awareness raising

* our induction training 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 training covers matters of employee well-being, including safe lifting
* records are kept of these induction training session and new staff are asked to sign the records to confirm that they have taken part
* any relevant 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. Full details of health and safety can be found in the policies.
* 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 operate a no-smoking policy
* children are made aware of health and safety issues through discussions, planned activities and routines.

# Safety of children

* we ensure all employed staff and volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. Only those staff who have up to date DBS certificates 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
* Authorised visitors will sign in and out on the visitor’s book. Relevant identification will be required to enter the room.

# Safety of adults

* Adults are provided with guidance about the safe storage, lifting and erection of large pieces of equipment.
* When adults need to reach up to store equipment, 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 that need to be addressed.
* 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 arrivals and departures are recorded
* 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
* The premises are checked before locking up at the end of each session
* Doors are locked from the inside during sessions to prevent unauthorised personnel entering the setting.
* Outside green gate padlocked shut

# Windows and Doors

* Doors are never obstructed and are easily opened from inside.
* We take precautions to prevent children’s fingers from being trapped in doors (i.e.

Awareness, education and door stops)

* Windows are made from materials that prevent accidental breakage.

# Floors

All floor surfaces are smooth and easily cleaned. They are checked daily to ensure they are not damaged or wet.

**Electrical equipment**

* all electrical equipment conforms to safety requirements and is checked regularly
* heaters, 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 hot water is controlled to prevent scalds
* lighting and ventilation is adequate in all areas including storage areas.

# Storage

* All resources and materials from which children select are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

# Hygiene

* our daily routines encourage the children to learn about personal hygiene
* we have a daily cleaning routine for the pre-school which includes play room, kitchen and toilets
* 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
* we implement good hygiene practices by:
  + cleaning tables between activities
  + checking toilets regularly
  + wearing protective clothing – such as disposable gloves – as appropriate
  + providing sets of clean clothes
  + providing tissues and wipes

# Kitchen hygiene

* a safety gate is used to enter the 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
* all utensils, crockery etc are clean and stored appropriately
* waste food is disposed of daily
* food preparation areas are cleaned before use as well as after use
* all staff have up to date food hygiene training.
* adults do not carry hot drinks through the play area 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
* 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 unsupervised access to electrical equipment, or sharp knives
  + understand the importance of hand washing and simple hygiene rules

# Reporting of food poisoning

* Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
* 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 setting leader 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 Diseases) Regulations 1988 the setting will report the matter to Ofsted.

# Activities and resources

* before purchase or loan, equipment and resources are checked to ensure that they are safe for all 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
* children are taught to handle and store tools safely
* physical play is constantly supervised
* children who are sleeping are regularly checked – sleeping child record form filled in – child checked every 10 minutes.
* children learn about health, safety and personal hygiene through the activities we provide and the routines we follow
* Large pieces of equipment are discarded only with the consent of the setting management and the chairperson

# Outdoor area

* our outdoor area is securely fenced
* our outdoor area is checked for safety and cleared of rubbish before it is used
* where water can form a pool on equipment, it is emptied before children start playing outside
* our outdoor sand pit is raked through before use
* all outdoor activities are supervised at all times
* our outdoor area is checked daily for growth of stinging nettles and mushrooms. These will then all be cleared.

# Fire safety

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

* The Academy keeps a copy of the fire safety risk assessment that applies to our building.
* We have a map of the building and fire exit points according to what part of the building we are in displayed in full sight.
* We notify the school when we are not on site.
* fire doors are clearly marked, never obstructed and easily opened from inside
* smoke detectors/alarms and firefighting 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 and volunteers
  + fire drills are held at least twice a term
  + records are kept of fire drills and the servicing of fire safety equipment

***Emergency Evacuation Procedure***

* + Familiarise children with the two different sounding alarms
  + Familiarise children with the evacuation procedures and the safe areas that we evacuate too
  + Ensure children, staff and parents know where the fire exits are
  + Ensure everyone is familiar with how children are led from the building/room to the assembly points
  + Person in charge will account for collecting appropriate communication devices, daily register, contact details for all children, staff and volunteers to assembly point
  + Person in charge will be accountable for all persons present
  + Designated person/s responsible for children with a PEEP
  + In the event of a real fire/evacuation, the person in charge is responsible for contacting or delegating the contact of the emergency services
  + Person in charge will delegate how parents will be contacted

After the evacuation drill, the record book must be completed with the following details:

* + Date and time of evacuation drill
  + Who was present
  + How long it took
  + Whether there were any problems that delayed evacuation
  + Any further action taken to improve the evacuation drill procedure

**Outings and visits**

We have a specific policy for this purpose: ‘Supervision of Children on Outings and Visits Policy’

**Animals**

* two dogs attend preschool daily – we have a specific policy for the dogs and a risk assessment
* we get consent from parents/carers prior to animals visiting the setting
* animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk

**First aid and medication**

All staff have a current first aid training certificate (relevant to infants and children). This is renewed every 3 years, with yearly refreshers.

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

Parents give prior written permission for the administration of medication. The administration is recorded accurately and the parent signs the record book to acknowledge the administration of a medicine. See Administering of Medication Policy.

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

**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 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 Book and Incident Book:**

We have a specific policy pertaining to these: ‘Recording and Reporting of Accidents and Incidents Policy’.

**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 pre-school.

Parents are asked to keep their children at home if they have an infection and to inform the pre-school, so they can alert other parents, and make careful observations of any child who seems unwell.

Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. If your child is deemed by the staff to be too ill, he/she will either be refused admission or you will be instructed to collect them from the pre-school immediately.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

OfSTED is notified of any infectious diseases which a qualified medical person considers notifiable.

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 pre-school 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 Diseases) Regulations 1988, the setting will report the matter to Ofsted.

For further information see ‘Managing Children with Allergies, or Who Are Sick or Infectious Policy’.

**EYFS key themes and commitments**

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping safe 1.4 Health and wellbeing | 2.2 Parents as partners 2.4 Key person | 3.3 The learning environment 3.4 The wider context |  |

**Legal framework**

* Management of Health and Safety at Work Regulations 1999
* Health and Safety at Work Act (1974)
* Electricity at Work Regulations 1989
* Manual Handling Operations Regulations 1992
* Regulatory Reform (Fire Safety) Order 2005

Date of next review: September 2024

Signed…………………………………. Position…………………………… Date…………….

Copies of the original signed document are available upon request.