

WORLINGHAM PRE-SCHOOL

HEALTH AND SAFETY

Included in the Health and Safety policy are individual policies for:

- **Safety**
- **Hygiene**
- **Closing the Pre-school in an emergency**
- **First Aid and Medication**
- **Accidents**
- **Illness**
- **Sick Child**
- **Outside Play**
- **Mobile Phone**
- **Cameras/computer tablets**
- **Website, Social Networking and Face Book**

Statement of Intent

The pre-school believes that the health and safety of children is of paramount importance. Our pre-school is a safe and healthy place for children, parents, carers, staff, and volunteers.

Aim

We aim to make children, parents, carers and staff aware of health and safety issues and to minimise hazards and risks to enable children to thrive in a healthy and safe environment.

The members of staff responsible for health and safety are **Angela Gurney**, (Manager) and **Gail Reynolds**.(Assistant Manager) They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. The pre-school displays the necessary health and safety poster and risk assessments in the pre-school kitchen.

Each policy is started on a separate sheet for easy access and removal from the folder, if required.

SAFETY

Risk assessment

A daily risk assessment process is carried out by staff, this includes:

Checking for hazards and risks inside and outside, and in our activities and procedures before the start of each session.

Deciding which areas need attention.

Developing an action plan that specifies the action required, the timescales for action, and the person responsible for the action.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance lobby.

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.

All staff and volunteers are provided with copies of all our policies and procedures and are asked to sign to show that they have read these.

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. Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents, carers and any other visitors.

Staff, students or volunteers who arrive at the setting clearly under the influence of illegal drugs, or alcohol, will be asked to leave immediately and disciplinary procedures implemented.

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

Children's safety

We have security policies and procedures in place regarding the safe arrival and departure of children. We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Services.

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.

Children will leave the group only with an authorized adult.

Adults safety

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.

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

Buildings safety

Windows

Low-level windows are made from materials that prevent accidental breakage or are made safe.

Windows are protected against accidental breakage or vandalism from people outside the building.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Fire doors remain clear and are not obstructed at any time.

Floors

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

Kitchen

Children do not have unsupervised access to the kitchen, microwave cooker, or any cupboard containing hazardous materials. Children are not allowed in the kitchen.

All surfaces are clean and non-porous.

There are separate facilities for hand washing and for washing up.

Cleaning materials and other dangerous materials are stored in a locked cupboard out of children's reach.

When children take part in cooking activities they are supervised at all times, kept away from hot water and surfaces, and do not have unsupervised access to electrical equipment.

Staff/volunteers/students during their break times must have any hot drink or food in the kitchen as these are not allowed outside or in the play room or carried through the play room while the children are in- attendance.

Electrical equipment

All electrical equipment conforms to safety requirements and is checked regularly. Any damaged items are repaired or discarded.

Our boiler/electrical switchgear/meter is not accessible to the children.

Fires, 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.

Natural 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.

Children's Activities

Before purchase or loan, equipment and resources are checked to ensure they are safe for the ages and stages of the children currently attending the setting.

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 and washable.

Sand is clean and suitable for children's play.

Physical play is constantly supervised.

Children are taught how to handle and store tools safely.

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

Animals

We ensure that any animals visiting the pre-school are free from disease and safe to be with children, and do not pose a health risk.

Children must wash their hands after contact with animals.

Outdoor footwear will be worn to visit farms, cleaned of any mud and debris and should not be worn indoors.

Food and Drink

We have a policy in place which clearly outlines any health and safety issues regarding food and drink.

Records

In accordance with the 'Statutory Framework for the Early Years Foundation Stage' (EYFS) we keep up to date records of:

Adults:

- 1) Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- 2) Names and addresses of all members of the committee.
- 3) All records relating to the staff's employment with the pre-school, including application forms, references, and results of checks undertaken.
- 4) Records of training undertaken by staff, including up-to-date certificates.

Children

- 1) Names, addresses, and telephone numbers of parents/carers and adults authorised to collect children from the pre-school.
- 2) The names, addresses, and telephone numbers of emergency contacts in case of children's illness or accident.
- 3) The allergies, dietary requirements, and illnesses of individual children.
- 4) The times of attendance of children, staff, volunteers, and visitors.
- 5) Accidents and medication administration records.
- 6) Consents for outings, administration of medication, emergency treatment.
- 7) Records of any incidents which have taken place while a child was at the pre-school.

HYGIENE

We meet our legal requirements for the safety of our employees and children in our care by complying with COSHH (Control of Substances Hazardous to Health).

Parent/carers will have the opportunity to discuss health issues with pre-school staff and will have access to information available at the pre-school.

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 that includes play room, kitchen, toilets, and nappy changing area.

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 ensure the appropriate cleaner and implements are used for each cleaning task.

We implement good hygiene practices by;

- washing hands after using the toilet and before handling food
- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing, such as aprons and disposable gloves, as appropriate, when dealing with any bodily fluids
- providing clean sets of clothes, and wrapping soiled items in polythene bags
- providing tissues and wipes and encouraging to blow their noses when necessary and dispose of tissues hygienically.

CLOSING THE PRE-SCHOOL IN AN EMERGENCY

In very exceptional circumstances, the pre-school may need to be closed at very short notice due to an unexpected emergency. Such incidents could include;

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Serious assault on a member of staff by a member of public
- Serious accident or illness

In such circumstances the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at a pre-arranged venue, all adults and children accounted for, and the register taken. Staff will inform the School of the situation.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected and not allowed to leave without an authorized adult.

FIRST AID AND MEDICATION

At the time of starting at the pre-school, parent/carers written permission is sought for any first aid, or emergency medical treatment that may be necessary. Parent/carers sign and date their written approval.

There will always be at least two qualified first aiders on the premises or on an outing at any one time. The first aid qualification includes first aid training specifically for infants and young children. (Paediatric)

Our first aid kit complies with Health and Safety (First Aid) Regulations 1981, and is regularly checked by a designated member of staff **Sharon Crudgington Pre-School Assistant**. The first aid kit is kept clean, replenished and restocked as necessary, sterile items will remain sealed in their packages until needed.

The first aid kit is easily accessible to adults and is kept out of the reach of children.

Administration of medication

If at all possible the child's parents/carers should administer the medication, if this is not possible then:

- only prescribed medication may be administered. It must be in date and prescribed for the current condition.
- children taking prescribed medication must be well enough to attend the pre-school.
- children's prescribed drugs are stored in their original containers, are clearly labelled, and stored in a locked cupboard out of children's reach.
- parent/carers give prior written permission for the administration of medication on a Medicine Consent Form. This states the name of the child, name of parent/carer(s), date the medication starts, name of medication, prescribing doctor, the dose and times, or how and when the medication is to be administered.
- each administration of medicine is accurately recorded on the Medicine Consent Form and is signed by staff. Parent/carers sign and date the form to acknowledge the administration of a medicine.
- if the administration of prescribed medication requires specific medical knowledge, individual training is provided for all relevant members of staff by a health professional.
- with regards to life saving medication, such as insulin or adrenaline injections, or the use of nebulizers, the pre-school's position will be clarified by reference to the relevant insurance policy.

ACCIDENTS

Parent/carers must sign a consent form at registration into pre-school allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that parent/carers have been informed and are on their way to the hospital.

Accident procedure

Two members of staff should assess the situation and deal with the casualty.

A member of staff should gather the children and remove them (if possible) away from the scene, occupy the children by reading them a story etc.

A member of staff should ring emergency services and inform next of kin, then return to help with the children or the casualty, whichever need is greater.

After the accident a written report should be put in the accident book, and an investigation should be made into what happened.

Ofsted is notified by the chairperson of any injury requiring treatment by a general practitioner, or hospital doctor, or the death of a child or adult.

The accident book is kept safely; all staff and volunteers know where it is kept and how to complete it.

The accident book is reviewed at least once a half term to identify any potential or actual hazards.

N.B. If a child should arrive at pre-school with a significant injury, staff will ask the child for an explanation of the injury, if not satisfied with this explanation a log will be made in the Confidential Incident Record.

Dealing with incidents

We meet our 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 treatment by a general practitioner or hospital
- any dangerous occurrences, this may be an event that causes injury or fatalities, or an event that does not cause an accident but may have done, such as a gas leak
- any dangerous occurrence that is recorded in our incident book.

Incident Book

We keep an incident book for recording incidents, including those that are reportable to the Health and Safety executive as above.

These incidents include;

- break-in, burglary, theft of personal or pre-schools property
- fire, flood, gas leak or electrical failure
- attack on member of staff or parent/carer on the premises or near by

- any racist incident involving staff or family on the pre-school premises
- death of a child
- 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 affected, what was done about it, whether it was reported to the police and, if so, a crime number. Any follow-up or insurance should also be reported.

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. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called and the advice of these services are followed.

The incident book is not for recording issues of concern involving a child. This is recorded in a different file and when signed off will be filed in child's file..

SICK CHILD

A member of staff should remain with the child at all times.

Another member of staff should ring the parent/carer to ask them to collect the child.

If the parent/carer cannot be contacted, the reserve contact should be contacted.

Continue to try to make contact until successful.

In the case of needing to attend the Accident and Emergency department, and if no contact can be made, then a note must be left at both parent/carer and reserve contacts addresses stating where the child has been taken. A member of staff is to accompany the child until an authorized adult arrives.

The child should remain at home until they are better for at least 24 hours, or according to the times set out in the 'Guidance on Communicable Diseases' (Health Protection Agency).

ILLNESS

Our policy for the exclusion of ill or infectious children is made aware to parent/carers. This includes procedures for contacting parent/carers, or other authorized adults, if a child becomes ill while at the pre-school.

We do not provide care for children who are unwell, have a temperature, sickness and/or diarrhoea, or who have an infectious disease. If a child becomes unwell outside setting hours, pre-school should be informed and the minimum exclusion periods outlined in 'Guidance on Communicable Diseases' (Health Protection Agency) will then apply.

Parent/carers are asked to inform pre-school as to the nature of any infection, this allows pre-school to alert other parents/carers, and to make careful observations on any other child who appears unwell.

If a member of staff becomes unwell, similar restrictions on their return will apply. Staff suffering from sickness and/or diarrhoea should not be present at pre-school.

If children of pre-school staff are unwell, they must not accompany this member of staff to work.

Children with head lice are not excluded, but must be treated at home to remedy the condition. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the pre-school.

Parents and carers are notified if there is a case of head lice in pre-school and advice and guidance on treating head lice will be provided.

HIV (Human Immunodeficiency Virus) may affect children attending pre-school. Staff may or may not be informed about it.

Children or families are not excluded because of HIV.

Good hygiene practices concerning the clearing of any spilled bodily fluids are carried out at all times.

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

When a child is absent for a period of two sessions without notification, we will endeavour to contact the child's home to ascertain the reason for the absence.

OUTSIDE PLAY

Our outdoor area is securely fenced, children are not able to leave the area unsupervised.

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.

Our outdoor sand pits are put in the shed when not in use and is cleaned regularly.

All outdoor activities are supervised at all times, with staff ratios being adhered to.

Staff will ensure there is enough space for physical activity.

Staff will collect asthma inhalers before the start of each activity and take them with the relevant children to the outside area.

Staff will ensure that children have appropriate clothing and footwear for the weather conditions.

Staff will ensure that children warm-up and exercise in a safe way i.e. not over-stretching.

Children will not be allowed to become too hot, over exert themselves, or become dehydrated.

To avoid choking, no sweets, or gum is to be eaten or chewed during physical activities.

Staff will allow time for children to cool down and relax after physical activities.

Sun Protection

The staff understand the dangers posed to children and to themselves by over exposure to the sun.

In hot weather, parent/carers are encouraged to apply/provide sunscreen for their children. Parent/carers are asked to provide a hat for outside play, staff will encourage children to wear their hat.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the Consent form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

SEE OUR ONLINE SAFETY POLICY FOR MOBILES, CAMERAS, COMPUTER TABLETS, WEBSITE, FACE BOOK

This policy was adopted at a meeting of Worlingham Pre-school

Held on 6th November 2019

Signed _____

On behalf of the Management Committee/Proprietor

Role of Signatory _____

Review Date November 2020