



# Spinney Pre-School Health and Safety Policy

## **Statement of intent**

Spinney Pre School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

## **Methods**

The member of staff responsible for Health and Safety is Anne Rix. She is competent to carry out these responsibilities.

## **Risk assessment**

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

- Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

## **Daily safety sweeps and checks indoors and outdoors**

Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is becoming stiff and a practitioner has to stand on a chair in order to reach it to ensure it has closed properly.

## **Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

## **See Responsibility for Health and Safety Checks in the front of the Risk Assessment file**

## **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice 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.
- We have a no smoking policy including E-Cigarettes.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff/regular volunteers employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- 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/three adults must be present depending on the children present.
- Children who are resting are regularly checked.
- Children are encouraged not to wear any jewellery. If your child has pierced ears can they possibly wear small studs, unless relating to cultural practices.

### **Security**

- Systems are in place for the safe arrival and departure of children. The children's arrivals are recorded in the daily register.
- The arrival and departures of visitors are recorded in the register.
- 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 sessions.
- Premises are checked before locking up at the end of the day.
- We have a Ring Door bell

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

The Pre School will observe current legislation regarding food hygiene, registration and training. Any specific religious and cultural practices relating to food preparation and washing will be respected and followed to the best of our ability.

- Always wash hands using soap under running water before handling food.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Non-allergenic gloves are provided for use if skin complaints are present. e.g. Dermatitis
- Never smoke in the Pre School surroundings or in the main building, this also includes E Cigarettes.
- Never sneeze or cough over food.
- Use different cloths for kitchen and art areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Ensure waste is disposed of properly and out of reach of children. Keep a lid on the dustbin and wash hands after use.
- Tea towels and cloths are cleaned every day.
- All utensils will be kept clean and stored in dust-free place e.g. a closed cupboard or drawer. Cracked or chipped china will be disposed of.
- Children do not have access to 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 out of children's reach.
- Wet spills are mopped immediately
- When children take part in cooking activities, they:
  1. are supervised at all times
  2. are kept away from hot surfaces and hot water
  3. do not have unsupervised access to electrical equipment
- At least one person has an in-date Food Hygiene Certificate
- A clearly marked and appropriate stocked First Aid box is kept in the kitchen

### **Electrical Equipment**

- All electrical equipment conforms to safety requirements and is checked regularly.
- Our water heater and electrical cupboard is not accessible to the children.
- Fires, heaters, 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 from 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.
- All outdoor activities are supervised at all times.
- Children will have the opportunity to play in the fresh air through the year (either in the Pre Schools own outside area, or on outings to parks or other community play spaces).
- Wooden equipment is sanded and varnished as required.
- Broken climbing equipment or outdoor toys are removed and reported to the Supervisor.
- Children are supervised on climbing equipment.
- If paddling pools are used, a risk assessment is conducted.

## **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 regular cleaning routine for the setting, which includes play room, kitchen and toilets areas.
- We have a regular cleaning routine 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.
- We implement good hygiene practices by:
  - hands are washed after using the toilet
  - hands are washed before handling food
  - hands are washed after coughing and/or blowing noses
  - hand gel is readily available
  - cleaning tables between activities
  - checking toilets regularly
  - toilets will be cleaned with anti bacterial wipes and dettox spray
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate
  - providing sets of clean clothes
  - children with pierced ears not allowed to try on/or share each others earrings
  - providing a box of tissues for children to blow and wipe noses on when necessary. Soiled tissues are disposed of in the bin.
  - encouraging children to shield their mouths when coughing, then washing hands.
  - disposing of individual paper towels appropriately after use.
  - Rules related to bodily fluids following with particular care. All staff and volunteers are aware of how infections are followed, including HIV infection, can be transmitted.

## **Oral Health**

The setting provides care for children and promotes health through promoting oral health and hygiene, encouraging healthy eating, healthy snacks and tooth brushing.

- Fresh drinking water is available at all times and easily accessible.
- Sugary drinks are not served.
- Only water and milk are served with morning and afternoon snacks.
- Children are offered healthy nutritious snacks with no added sugar.
- Parents are discouraged from sending in confectionary as a snack or treat.

## **Cleaning and Clearing**

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves should always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using bleach diluted according to the manufacturer's instructions. Fabrics contaminated with bodily fluids thoroughly washed in hot water.
- Spare laundered pants and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

## **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 setting.
- Equipment conforms to all relevant safety regulations and is sound and well made.
- 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 and drink**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children on request.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Most snacks provided will be nutritious and pay due attention to children's dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet. Occasionally sweet foods may be offered to extend a particular theme/culture.

## **Missing child**

### **In the building**

- As soon as it is noticed that a child is missing, the member of staff informs the Supervisor/Deputy will initiate a search within the setting.
- If the child is found on-site, the Supervisor/Deputy will check on the welfare of the child and investigate the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The Supervisor/Deputy contacts the Chairperson to inform them of the situation and seek assistance.

### **Off-site (outing or walk)**

As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.

- One member of staff searches the immediate vicinity.
- If the child is not found, the Supervisor/Deputy calls the police and then contacts the Chairperson.
- The Supervisor/Deputy informs the parents.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The Supervisor/Deputy contacts the Chairperson, who attends the setting.

## **The investigation**

- Ofsted are informed as soon as possible (and at least within 14 days).
- The Designated Safeguarding Lead carries out a full investigation.
- The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead will speak with the parents together and explain the process of the investigation
- Staff do not discuss any missing child incident with the press

## **Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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
  - practised regularly.
- Records are kept of fire drills and Lockdown drills.

### **What will happen in the event of a Fire.**

- In the event of a fire the Pre-School Supervisor is responsible for the safe evacuation of the building.
- When the Alarm is raised, the children are to be lined up at the Fire door or the main exit whichever is appropriate.
- The Supervisor will collect the register from behind the adult's chair, where it is kept during Pre-School sessions.
- The Assistant/Deputy is responsible for checking the room, toilet area and outside area and collecting the mobile phone.
- The Supervisor will lead the children out while the Deputy will be at the rear while final checks are made and ensure all fire doors are closed.
- The children will be lead to the assembly point, which is the big playing field, next to the Pre School building.
- The register will be taken along with the names of any Parent/Carers/Students helpers.
- The priority is a safe evacuation of the children, staff and any adults on the premises. We will only return to the building when told to do so by the Fire Department or the Supervisor in the case of a Fire drill practise.

### **What will happen in the event of a Lockdown**

- In the event of the lockdown procedure being initiated: - see the Lockdown Policy and Procedure

## **First Aid**

3 members of staff and 2 supply member of staff are Paediatric First Aid trained and will be on the premises at all times or on an outing. 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 the Deputy Supervisor
- is easily accessible to adults
- 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.

Parents sign a consent form at registration 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 parents have been informed and are on their way to the hospital.

### **Paediatric First Aiders:**

- Mrs Anne Rix (Staff)
- Mrs Susan McCormick (Staff)
- Miss Phoebe Culleton (staff)
- Mrs Mandy Hughes (Supply Staff)
- Mrs Kerry Masters (Supply Staff)

### **Staff accident book**

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

### **Children's Accident/Incident forms**

- children's accident/incident forms are kept in their individual files
- all staff know how to complete them
- Parents/carers have to sign at the end of the session
- They are reviewed termly for any Injury/Incident patterns.

### **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 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 could have done.
- Any dangerous occurrence is recorded in our incident book. See below.

### **Our Incident Book**

- We have ready access to telephone numbers for emergency services, including local police. As we are responsible for the premises we aim to get contact numbers for electricity emergency services, carpenter and plumber.
- 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 the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood or electrical failure;
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one;
  - Lockdown
- 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 - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow our Lockdown Policy and Procedure and subsequently the advice of the emergency services with regard to evacuation and medical aid. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through sudden Infant Death, or any other means involving an older child, 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 the child's own file.

### **Information Source**

- Parents will have the opportunity to discuss health issues with the Pre School staff and will have access to information available to Pre School
- Pre School will maintain links with Health Visitors and gather information and advice from the local authority information services and/or other health agencies
- The Pre School are following guidelines that have been requested by Environmental Health and the Food Standards Agency

### **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.
- Adults do not remain in the building on their own or leave on their own after dark.
- Adults will wear flat / sensible footwear in the setting. This is to minimize the risks of slipping and tripping.

### **Records**

In accordance with the EYFS (Early Years Foundation Stage), we keep records of:

#### **Adults**

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- names and addresses of the Pre School Committee
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc. if applicable.

**Children**

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- 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/leaving of children, staff, volunteers and visitors
- accidents and medicine administration records
- consents for outings, administration of medication, emergency treatment
- incidents

**Also see Admissions Policy**

**Sun Protection**

At Spinney Pre-School we want the staff and children to enjoy the sun safely. We will work with staff and parents to achieve this. It is the responsibility of each Parent /Carer to apply sun cream to their child before bringing them to Pre School. We will actively encourage all children to wear a sun hat when playing outside. We have a shaded area across a small part of the play area. We will talk about the sun and its effects on us on a regular basis.

30 hour children will have their own sun cream reapplied in the afternoon prior to accessing the outdoor provision. In the event of a child not leaving their own sunscreen, we may ask you to return to setting to bring some back for your child. This is due to allergies and any allergic reactions from sun cream that your child is not use too.

**Extreme Weather**

In the event of inclement weather the Pre School Supervisor/Deputy and if possible Chair, will liase and after taking into consideration local conditions and advice, decide whether it is safe to open the Pre School. If the weather is bad the Pre School Supervisor will either contact yourselves via a telephone call or you could look on Facebook. Problems may occur when roads etc are blocked due to the bad weather and staff are unable to get into the setting.

Facebook: Spinneypreschool

**The wearing of open toe sandals**

It is important that you do not send your child into the setting with opened toed sandals or sling back shoes during the warm weather as these can be dangerous. It is very easy for a child to fall or trip over in them. The children spend time outdoors every day and their safety is our priority as they climb and play in our area.

**This Policy was adapted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**