

Stanton Drew & Pensford Pre-school & Forest Club

Health & Safety Policy

Statement of intent

This setting 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.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards to enable the children to thrive in a healthy and safe environment, whilst encouraging appropriate risk taking.

Methods

The member of staff with overall responsibility for health and safety is Melissa Diaz who is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding. We encourage all adults involved with the setting to have regard for health & safety.

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 that specifies the action required the timescales for action, the person responsible for the action and any funding required.

We carry out risk assessments in several ways according to risk level.

- daily before the session begins, monitoring throughout session
- Forest club, outings and trips
- Yearly - when a full risk assessment is carried out.

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Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance on the preschool display board.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. The induction 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 issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting
- 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 are actively encouraged to contribute to our golden rules and support each other with remembering these and how they keep us safe.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the disclosure and barring system.
- Statutory adult to child ratios are viewed as a minimum and staff numbers are often higher
- All children are supervised by adults according to their individual needs to promote safety whilst encouraging independence
- Whenever children are on the premises at least two adults must be present.

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Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded along with details of who will be collecting
- 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.

Kitchen

- Children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous
- There are facilities for hand-washing and for washing up
- Cleaning materials and other dangerous materials are stored out of children's reach in accordance with COSHH regulations.
- 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 by the hall committee.
- Our boiler/electrical switchgear/meter 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.

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- Lighting and ventilation are 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.

Outside play area

- Our outside play area is securely enclosed with the use of barriers
- Our outside play area is risk assessed for safety before it is used, each session
- A staff member is present during outdoor activities 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 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.
- We implement good hygiene practices by:
 - cleaning tables and chairs upon arrival to the hall, before and after snacks, before and after lunch and at the end of the day
 - High touch surface points such as door handles, light switches and hand sanitising station are cleaned after snacks and at the end of session
 - checking toilets regularly
 - wearing protective clothing - such as aprons and disposable gloves as and when necessary
 - Providing sets of clean clothes when needed
 - Providing tissues and wipes.

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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
- 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 appropriately 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.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children
- Staff take the preschool mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Parents are consulted to confirm of any allergies or fears

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- During outdoor sessions children are reminded of safety around animals, such as dogs or horses, we approach areas quietly and listen to adults.

Fire safety

- 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
 - practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

At least one member of staff with current first aid training 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; and
- is kept out of the reach of children.

At the time of admission to the setting, 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.

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Please see our administration of medication policy for more details on giving medication.

Our accident record:

- is kept safely on individual sheets and filed in the child's records
- all staff know where blanks are kept and how to complete them.

Ofsted is notified of any serious accident, illness or injury requiring treatment whilst in their care by a hospital doctor, or the death of a child or adult. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident occurring.

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; and
- 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, such as a gas leak
- Any dangerous occurrence is recorded on an incident sheet.

Our Incident record

- We use incident sheets 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
 - fire, flood, gas leak or electrical failure
 - attack on member of staff or parent on the premises or nearby
 - any racist incident involving a staff or family on the centre's premises
 - death of a child, and
 - a terrorist attack or threat of one.

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- On the incident sheet 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 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 is followed.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. In the case of sickness & diarrhoea this is until 48hrs after the last attack.

This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease
- Children with head lice are not excluded, but must be treated to remedy the condition
- A letter on how to detect and treat head lice is sent out if there is a case of head lice in the setting
- Parents are notified if there is an infectious disease, such as chicken pox
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it
- Children or families are not excluded because of HIV
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times
- Staff suffering from sickness and diarrhoea do not attend work until 48hrs after the last attack
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

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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, they are provided with safe equipment to do so
- All warning signs are clear
- 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.

Records

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 all members of the management committee
- all records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

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 of children, staff, volunteers and visitors
- accidents and medicine administration records
- consents for outings, administration of medication, emergency treatment; and
- incident forms

In addition, the following procedures and documentation in relation to health and safety are in place:

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Safety

- Risk assessments
- Accident, incident & existing injury record
- Record of visitors
- Fire safety procedures, records and certificates
- Operational procedures for outings.

Health

- Administration of medication, records & consent to administer medicine
- Prior parental consent for emergency treatment
- Food & drink policy.

Forest club session

Our weekly forest club sessions are an extension of the preschool sessions and all preschool policies and procedures are followed. Additional risk assessments, policies, procedures have been put in place to ensure the safety and well-being of all those involved.

To ensure safety whilst travelling to our outdoor site higher adult to child ratios are applied, these are reviewed according to the individuals attending.

Children under 3 are not permitted to this session due to the levels of physical activity throughout the session and the attention levels needed for walking safely to the area.

These policies and procedures were adopted at a Committee meeting of Stanton Drew and Pensford Pre-school.

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Held on (date)	Monitoring and reviewing
Date to be reviewed (date)	April 2024
Signed on behalf of the committee	
Name & role of signatory	
Signed on behalf of the pre-school	Melissa Diaz
Name & role of signatory	Melissa Diaz– Preschool leader