

Meppershall Pre-School

Health and Safety Policy

Statement of intent

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.

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.

Methods

Julia Roberts is our nominated person who has overall responsibility for issues concerning health and safety. She is capable to carry out these responsibilities. She regularly updates her knowledge and understanding. We display the necessary health and safety poster in the main hall.

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 begins;
- termly; and
- an annual risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the Pre-School notice board. The Pre-school Committee ensures that the settings insurance is up-to-date.

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. 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.

Records are kept of induction 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 they play in the daily life of the pre-school.

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 the Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

All children are supervised by adults at all times and whenever children are on the premises at least two adults are present.

Security

The main front door is locked once all children have arrived and parents have left and alarms are placed on internal main doors to ensure children cannot leave unnoticed. Fire doors are

still accessible and easily used from both the main hall and the back room. 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. Anyone visiting the building is escorted by a member of staff at all times and are not permitted entry to the children's toilets. Our systems prevent children from leaving our premises unnoticed. We have a risk assessment in this area.

The personal possessions of staff and volunteers are securely stored during pre-school sessions.

Windows and Doors

The windows are made from materials which prevent accidental breakage or are made safe. Windows are protected from accidental breakage or vandalism from people outside the building.

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

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.

All surfaces are clean and non-porous and there 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;
- kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

If there is any problems with the cleanliness of the premises the Pre-school leader will discuss this with the village hall chairperson and/or cleaner and ensure it is rectified prior to the session. The Pre-school Leader holds the phone number of those responsible for the hall in case of an emergency.

Electrical/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly by the village hall committee.

Electrical equipment owned by the Pre-school e.g. computer, laminator is tested annually and a P.A.T certificate is obtained.

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.

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.

The store cupboard door is kept closed when not in use during a session.

Outdoor area

Our outdoor area is securely fenced and the gate is secured with a chain and coded padlock, providing quick and easy access for adults whilst keeping the area secure.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

All outdoor activities are supervised at all times.

Hygiene

We regularly seek information from the Environmental Health Department and the Health

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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 hall, bar area, kitchen and toilets, the cleaner is employed by the village hall committee.

We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

The toilet area has a high standard of hygiene including sinks for hand washing and paper towels for drying hands.

We implement good hygiene practices by:

-cleaning tables between activities;

-checking toilets regularly

-wearing protective clothing - such as aprons and disposable gloves - as appropriate;

-providing sets of clean clothes;

-providing tissues and wipes;

Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

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. Sand is used for weekly periods, at the end of the week it is discarded.

Physical play is constantly supervised. We follow the guidelines for physical activity set out in the Healthy Under 5's Guidance- standard 12. Guidance is available in the Policy folder.

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. We pass on any new information to Parents of national health initiatives via posters, leaflets and newsletters as well as introducing them into activities at the setting.

Outings and visits

We have agreed procedures for the safe conduct of outings.

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, one adult to two children under 4 years, one adult to four children four years old (at the Leaders discretion).

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.

Coaches that are fitted with seat belts will be used for any trips.

At least one member of staff will carry a mobile phone.

A register of children will always be carried along with a first aid kit, accident forms, change of child's clothes and any other toileting needs.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the Statutory framework.

Animals

The Pre-school do not have any pets of their own.

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

Children are asked to wash their hands after handling and caring for an animal.

Animal behaviour is unpredictable and children's awareness of this is raised if the children are in contact with them. Small groups would be selected to see the animal and touching would be limited to one child at a time to limit distress and disruption to the animal.

Fire safety - Please also see Fire and Emergency Evacuation Procedure

Fire doors are clearly marked, never obstructed and easily opened from inside.

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 half term.

Records are kept of fire drills and the servicing of fire safety equipment.

In case of fire all children and staff evacuate to Meppershall Village Stores (along the High Street)

Unexpected Closure

In the case of closure due to a critical incident or an incident beyond the Pre-schools control, if the children are present they will be evacuated to Meppershall Village Stores. If the children are not yet present, Parents will be notified by text or telephone by a staff or Committee member as soon as is possible.

First aid – Please also see Child Accident Procedure

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.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and

- is regularly checked by the nominated person 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 Forms:

- are kept safely and accessibly;
- all staff know where they are kept and how to complete them; and
- they are 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 and Safety Executive by email on hseriddor@hse.gsi.gov.uk.

Fatal Incidents are reported immediately to HSE Incident Contact Centre – 0845 300 9923

Emergency contact details are checked termly to ensure details are current.

Sun Cream

Sun creams and lotions will only be applied if a consent form has been signed by a parent/carer. Sun cream is available for the parents to apply before each session.

Sickness - Please also see Unwell Child Procedure

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.

We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

If a child appears unwell while at the setting, their temperature will be checked regularly. If the temperature rises to 38° C or above, the parent/carer will be phoned to inform them their child is unwell and needs to be picked up.

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school 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.

Children with head lice are not excluded, but **must** be treated to remedy the condition.

Children and families are not excluded because of HIV.

If a member of staff becomes ill during a session, adequate staff cover will be organised enabling the staff member to go home. If they require assistance, contact will be made with the necessary person (relative or other staff contact) who will be able to assist the staff member to travel home.

If a child or staff member has a communicable disease, (other than HIV or Hepatitis B) they should not attend the setting until they are no longer infectious.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, we will inform the Health Protection Agency (HPA) and will act on any advice given by the HPA and inform Ofsted of any action taken within 14 days.

We will notify Ofsted, within 14 days, of any food poisoning affecting two or more children looked after on the premises.

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

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.

A separate accident book is available for accidents to adults. The procedure for an adult having an accident is the same as for a child.

All warning signs are clear and in appropriate languages.

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.