

West Hallam Village Pre-School

Health and Safety Policy

Policy statement

Our 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, staff and volunteers 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 responsible for health and safety is the Pre-School Manager and is competent to carry out these responsibilities. The Manager has undertaken Health and Safety training and regularly updates their knowledge and understanding. We display the necessary Health and Safety poster on the wall in the main room.

Risk Assessment

Our risk assessment process includes:

- 1 Checking for hazards and risks inside and outside and in our activities and procedures. Our assessments cover adults and children.
- 2 Deciding which areas need attention.
- 3 Developing an action plan which specifies the action required, the timescale for action, the person responsible for the action and any funding required.
- 4 A full detailed setting risk assessment is carried out annually. Overview risk assessments of the setting are carried out at the start of every half term.
- 5 Specific topic risk assessments are carried out annually.
- 6 We carry out health and safety procedures daily before the session begins.

Control of Substances Hazardous to Health (COSHH)

- 1 Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- 2 We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- 3 Hazardous substances are stored safely and securely away from the children.
- 4 We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- 5 We keep all cleaning chemicals in their original containers.

- 6 We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use bleach and only use Anti-bacterial cleaning agents in the toilets, nappy changing area and food preparation/serving areas. Anti-bacterial sprays are not used when children are nearby.
- 7 Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- 8 All members of staff are vigilant and use chemicals safely.
- 9 Members of staff are supplied with protective gloves for when using cleaning chemicals.

Insurance cover

We have Public Liability Insurance and Employers Liability Insurance. The relevant certificates are displayed in the Pre-School Welcome Room.

Awareness raising

- 1 Our induction training for staff and volunteers includes a clear explanation of health and safety requirements, so that all adults are able to adhere to our policy and procedures as they 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.
- 2 We keep records of these induction training sessions and new staff and volunteers are asked to sign to say they have taken part.
- 3 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 and committee meetings where appropriate.
- 4 We have a no smoking policy.
- 5 Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- 1 Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service and are registered with Ofsted as child carers have unsupervised access to children, including helping them with toileting.
- 2 Staff are not allowed to apply sun cream to children.
- 3 All children are supervised by adults at all times.

Security

- 1 Systems are in place for the safe arrival and departure of children. The children's arrival and departure are recorded in our signing in book.
- 2 The arrival and departure times of adults, staff, volunteers and visitors are recorded in our signing in and out book.

- 3 A member of staff is at the door to record all arrivals immediately.
- 4 Our systems prevent unauthorised access to our premises as we have secure exit doors and security fencing with padlocked gates.
- 5 Our systems prevent children from leaving our premises unnoticed as we have secure exit doors and security fencing with padlocked gates.
- 6 The personal possessions of staff and volunteers are securely stored during the Pre-School sessions.

Doors

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

Windows

We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

Floors

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

A stair gate is in place at the foot of the stairs within the Pre-School area.

Kitchen

- 1 Children do not have unsupervised access to the kitchen.
- 2 All surfaces are clean.
- 3 There are separate facilities for hand washing and for washing up.
- 4 Cleaning materials and other dangerous materials are stored out of children's reach.

Electrical/gas equipment

- 1 All electrical/gas equipment conforms to safety requirements and is checked regularly.
- 2 Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- 3 Electrical sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- 4 We check storage heaters daily to make sure they are not covered.
- 5 There are sufficient sockets to prevent overloading.
- 6 The temperature of hot water is controlled to prevent scalds.
- 7 Lighting and ventilation is adequate in all areas including storage areas.

Storage

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

Outdoor area

- 1 Our outdoor area is securely fenced, and the gate is secure.
- 2 Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- 3 We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- 4 Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 5 Our outdoor sandpit is covered when not in use and cleaned regularly.
- 6 All outdoor activities are supervised at all times.
- 7 We check that children are suitably attired for the weather conditions and type of outdoor activities, ensuring that suncream is applied and hats are worn during the summer months.

Hygiene

- 1 We regularly seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- 2 Our daily routines encourage the children to learn about personal hygiene. We have main sink units within the toilet area and additional portable sink units around the Pre-School setting, providing clean water for hand washing.
- 3 We have a daily cleaning routine for the Pre-School which includes the Welcome Room, Main Room, kitchen area, toilets and nappy changing area.
- 4 We have a termly schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- 5 The toilet area has a high standard of hygiene including hand washing and drying facilities. Nappies are disposed of in the outside bin.
- 6 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
 - Providing paper towels and liquid soap

Activities

- 1 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.
- 2 We keep a full inventory of all items in the setting for insurance purposes.
- 3 The layout of play equipment allows adults and children to move safely and freely between activities.
- 4 All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- 5 All materials, including paint and glue, are non-toxic.
- 6 Sand is clean and suitable for children's play.
- 7 Physical play is constantly supervised.
- 8 Children are taught to handle and store tools safely.
- 9 Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- 10 If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

Food and drink

- 1 Staff who prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations.
- 2 All food and drink is stored appropriately. Parents are requested to label clearly their child's lunchbox with their name to avoid confusion and to provide a suitable ice pack if their child is at Pre-School all day.
- 3 Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- 4 Snack times and lunch club are appropriately supervised and children do not walk about with food or drinks.
- 5 Fresh drinking water is available to the children at all times.
- 6 We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

We have agreed procedures for the safe conduct of outings.

- 1 Procedures to be followed on outings are contained within our Outings Policy.
- 2 A risk assessment is carried out before an outing takes place.
- 3 Parents sign to give consent for outings on their Information Form.
- 4 Our adult to child ratio follows the legal requirement.
- 5 The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

For those children remaining at Pre-School, our standard adult to child ratio is met.

Animals

Animals visiting the Pre-School will be kept in the outdoor area and will be free from disease, safe to be with children and not pose a health risk.

Fire safety

- 1 Fire doors are clearly marked, never obstructed and easily opened from inside.
- 2 Smoke detectors/alarms and firefighting equipment conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- 3 Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
Clearly displayed in the Pre-School.
Explained to new members of staff, volunteers and parents.
Practised regularly, at least once every half term.
- 4 Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and medication

At least one member of staff with a current First Aid certificate 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. All staff are qualified at the present time.

Our First Aid kit:

- 1 Complies with the Health and Safety (First Aid) Regulations 1981.
- 2 Is regularly checked by a designated member of staff and re-stocked as necessary.
- 3 Is easily accessible to adults.
- 4 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 Books: Child specific and Staff/Visitor specific

- 1 Are kept safely and accessible.
- 2 All staff and volunteers know where they are kept and how to complete them.
- 3 They are reviewed at least half termly to identify any potential or actual hazard.

Ofsted is notified of any injury requiring treatment where a child has been taken to a GP or hospital by a Supervisor, or if an ambulance has been called, or in the case of the death of a child or adult.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administrations of the medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. A separate risk assessment is required for each child needing medication.

Refer to our Administering Medicines Policy.

Illness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adult, if a child becomes ill at Pre-School.

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

Refer to our Illness Policy.

Safety of adults

- 1 Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- 2 When adults need to reach up to store equipment or to change displays, they are provided with safe equipment to do so.
- 3 All warning signs are clear and in appropriate languages.
- 4 Adults do not remain in the building on their own or leave on their own after dark.
- 5 The sickness of staff and their involvement in accidents is recorded. The records are reviewed every half term to identify any issues which need to be addressed.

Records

We keep records of:

- 1 Adults authorised to collect children from 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.
- 6 Incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident records
- Illness Policy
- No Smoking Policy

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted at a meeting of West Hallam Village Pre-School Committee.

Held on (date)

Signed on behalf of the Pre-School

Chairperson Karen Pilkington

Content amended: 1 October 2018 T008

Reviewed annually on: