

PRE-SCHOOL AT ST SAVIOURS

Health and safety policy

Health and Safety officers: Jeanette Samuel and Sally Martin

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 and risks to enable the children to thrive in a healthy and safe environment.

Methods

The members of staff responsible for health and safety are Jeanette Samuel and Sally Martin. We display the necessary health and safety poster in the main entrance 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 that 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;
- weekly; and
- termly - when a full risk assessment is carried out.
- Pandemic Risk Assessment (Corona Virus)

Insurance cover

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

As a registered provider we would inform Ofsted of any significant changes to the premises where practicable in advance of the changes taking place but in the event within 14 days of this occurring.

During a Pandemic (including Corona Virus see separate policy)

- Parents/carers/visitors are not allowed into the building to reduce the risk of spreading the virus.
- Staff and children wash their hands on arrival and departure. They also wash their hands frequently (in line with Government Guidance) during the session for example after using the bathroom, before eating, after wiping noses etc.
- No items from home will be accepted into Pre School except a coat, hat, gloves and a bag containing spare clothes/nappies
- Children will be dropped off and collected, via the back door.
- Parents will enter the site by the front and leave via the back gate to maintain social distancing
- Toys/equipment will be used on a rota system to enable time for them to be cleaned thoroughly.
- Tables and other surfaces will be cleaned before and after use and periodically during each session.
- Toilets and sinks will be cleaned during the session.
- Children will be taught about social distancing and activities will discourage close contact with each other as much as possible.
- Toys and equipment will only be used if they are able to be cleaned appropriately.
- Parents/Carers/Staff should follow social distancing rules wherever possible.
- Children who display symptoms of Corona Virus must self-isolate for 10 days before returning to school.

Raising Awareness

- 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. Also, staff are informed of good hygiene practices. We talk to the children regularly about good hygiene practices, such as hand washing, nose wiping etc. This is done individually and through discussions at circle time. All children wash their hands before snack time and before lunch.
- All staff are given a copy of the Health and Safety policy and ask to read it and sign to say they have understood its content.
- 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's safety

- We ensure all staff employed have been checked for criminal records we do this by obtaining a DBS or check their DBS if they are registered for the Up Date Service, references, full employment history, qualifications, interviews and identity checks.
- 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 are present. Please refer to our Safeguarding Children Policy.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. A visitor's book is used for all visitors entering and leaving the premises.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises. (See answering the door policy).
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Window safety is the responsibility of the church.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- Floors are checked for any hazards.
- 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.
- 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;

- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.
- The kitchen is registered with Environmental Health and we currently have a Level 5 rating (March 2020).

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly. Servicing certificates are held by the church.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.
- Electrical equipment is PAT tested.

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 and the gates are locked.
- 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised 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 respect cultural and religious practices, by speaking to parents regularly and following any guidelines for these differences.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, toilets and nappy changing areas.
- 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 implement good hygiene practices by:
 - Providing colour coded cloths for washing up, cleaning tables etc and two separate mops/buckets for cleaning bodily fluid spillages and other cleaning.
 - 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, wipes and paper towels (except for parents that have opted out of the 'Additional Charge for care items')
- For changing nappies we follow our Nappy Changing Procedure (see separate procedure)
- Regular weekly checks are carried out to ensure all cleaning materials are accessible to staff.
- We use posters, signs, newsletters and staff meetings to promote good hygiene practices.
- Bodily fluids/blood spillages are cleaned up using a bleach solution/antibacterial wipes.
- Our cleaning routines are carried out on a staff rota basis this ensures that the cleaning does not interrupt children's activities and does not take staff away from working directly with the children.

Storage/COSHH

- All equipment/resources are stored safely and securely.
- Cleaning products are stored in a cupboard in the kitchen.

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 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.
- There is a sufficient quantity of equipment and resources for the number of children attending the setting.

- Our resources cover all areas of children's learning and development. This is monitored through our planning and observations.
- We provide suitable furniture for both adults and children.

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 are stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- Any specific dietary requirements are a matter for agreement between the pre-school and the parents.
- No food containing nuts are given to the children.
- Suitable drink containers are provided by parents and will be available throughout the session.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- We provide healthy snacks and drinks.
- Snacks and drink are provided for a child. (except for a child whose parent has opted out of the 'Additional Charge for care items'.
- As a registered provider we would notify Ofsted of any food poisoning affecting two or more children looked after on the premises. We would notify them as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on The Enrolment form for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- 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.
- Outings are recorded in an outings record book (back of register) stating:
 - the date and time of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return

- Staff take essential records of the children on the outing, a mobile phone, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- In accordance to ratio but with a minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Missing child

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the Partner who comes down to the setting as soon as possible.

The investigation

- The Partners carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed. **OFSTED Piccadilly Gate, Store Street, Manchester, M1 2WD Telephone 0300 123 1231 enquiries@ofsted.gov.uk www.ofsted.gov.uk**
- The Insurance Department at the Pre-School Learning Alliance is informed.

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.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

The computer:

- Children should be able to see the screen without straining their necks; ideally they should be looking straight ahead or slightly down at the screen, not up.
- Children should be able to put their feet flat on the ground, if not make sure they have a block or step available so they are able to position themselves comfortably.
- Make sure the table/trolley the computer is on has room for children to move the mouse and touch the keyboard.
- All leads should be out of the way (tucked behind the computer) and that extension leads are not stretched across children's play spaces.

Fire safety

Our designated Fire Officer is Sharon Sumpter

Deputy Fire Officer is Sally Martin

In the event of a fire drill or a real fire all staff members are aware of their role under a rota system.

- All staff are given a copy of the fire procedure and asked to read it and sign to say they have understood it.
- 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; and
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire drills are carried out half termly over a week so that all children and staff attend at least one drill per half term. This is then noted and evaluated in our 'Fire Log' Book.

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. All staff are paediatric first aid trained. During the pandemic a three month extension has been authorised by the Government for any First Aid renewals.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 2013;
- 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.

On line EpiPen training is carried out by all staff.

A first aid box is kept in the main hall cupboard and an additional one is kept outside. 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.

Our accident book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is 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 doctor, if this leads to a stay in hospital of more than 24 hours, or the death of a child or adult.

When there are any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

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 in our Incident Book. See below.

Our Incident Book

- 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 near by;
 - 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.
- 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 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. 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 the child's own file.

Sickness

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 while in the setting.

- We use notices, signs, posters and staff meetings for promoting good hygiene practices.
- We have a list of notifiable diseases displayed in the main entrance hall.
- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. Pre-School at St Saviours reserve the right not to accept a child into the setting if we feel they are still contagious. This is to ensure that we do not put other children; staff and adults at risk. If children have had sickness and/or diarrhoea, we do not accept them back in the setting for 48 hours after the last incident of illness.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice 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, using bleach, separate cleaning equipment and staff wearing gloves to clean up any spillages.
- Staff suffering from sickness and diarrhoea are told not to work.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable. Ofsted would be notified of any food poisoning affecting two or more children looked after on our premises, any child having meningitis or the outbreak on the premises of any Notifiable Disease Identified as such in the Public Health (control of Diseases) Act 2010.

Sun Protection

- Parents are regularly reminded through newsletters, posters and information letters when the child starts at the setting that sun screen must be applied to the child by them before they start the session.
- Parents are asked to send in a sun hat for their child each day, we have a number of our own hats to ensure that every child wears a hat outside when it is sunny.
- Parents are advised of suitable clothing eg, t-shirts with sleeves. This is done through newsletters and information sheets.
- When the weather is particularly sunny and hot the children only have access to the garden for a limited time.
- Shaded areas are provided for the children to carry out activities.

- Written permission is gained to allow us to apply sun tan cream to exposed skin only after an activity that has reduced the protection of the sun tan cream they are wearing such as water play.
- Parents of children who stay all day are asked to provide suntan cream in a named bottle, to enable us to apply it to a child after lunch for the afternoon session. All exposed skin will have sun cream applied.
- **(Please see our disclaimer)**

Disclaimer

It is the responsibility of each child's parent or main carer to apply suntan cream to their child before they attend Pre-School At St Saviours.

Pre-School at St Saviours will not be held responsible for the consequences of any child being exposed to the sun without wearing suntan cream whilst in their care.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. All staff and permanent volunteers undergo online Manual Handling Training.
- 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.
- Adults do not remain in the building on their own or leave on their own after dark.
- 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

In accordance with the EYFS, 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 owners;
- all records relating to the staff's employment with the setting, including application forms, references, results of DBS 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

- incidents.
- We abide by GDPR (May 2018)

In addition, the following procedures 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 record.
- Sick children.
- No smoking.
- Privacy Notice

Signed on behalf of the Partnership

August 2020

Jeanette Samuel - Partner