

## **HEALTH AND SAFETY POLICY**

### **Statement of intent**

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 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 member of staff responsible for health and safety is Alissia Holmes who is competent to carry out these responsibilities and have undertaken health and safety training and regularly update their knowledge and understanding.

We have public liability insurance and employer's liability insurance in place, which are on display in the main room with the necessary health and safety poster.

### *Risk Assessment*

Alissia Holmes is responsible for carrying out the risk assessment.

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- deciding the level of risk and who might be affected
- 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 checks (**see Appendix B**), which are checked:

- daily before the session begins;
- termly; and
- annually - when a full risk assessment is carried out.

The Health and Safety Lead is responsible for undertaking an annual Environmental Risk Assessment to comply with our pre-school insurance requirements.

### *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. 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. 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 operate a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### *Safety of adults*

Our pre-school staff is provided with training about the safe storage, movement, lifting and erection of large pieces of equipment. When staff need to reach up to store or retrieve equipment they are provided with safe equipment to do so.

Adults do not remain in the building alone 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, which need to be addressed.

### *Safety of children*

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. Adults do not normally supervise children on their own. A minimum of two adults is present when children are on the premises and children are supervised by adults at all times.

### *Security*

Systems are in place for the safe arrival and departure of children. Access to our setting during pre-school hours requires a member of staff to unlock the entrance door or gate to the outdoor play area. Our systems prevent unauthorised access to our premises and children from leaving our premises unnoticed.

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

### *Windows*

Low level 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. 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*

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### *Kitchen*

Our children do not have unsupervised 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. 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. Our boiler/ electrical switch gear/ 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.

### *Outdoor play*

Our outdoor area is securely fenced and checked for safety and cleared of rubbish before it is used. The area is risk assessed by a member of staff and any action required is taken before children are allowed to use the space.

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.

All children must wear/ bring suitable clothing for outdoor play, depending on the season. On sunny days parents/ carers are requested to apply sun cream before their child's session at our pre-school and to send their child with a hat. For children attending all day sessions sun cream needs to be re-applied. Parents should supply sun cream, clearly labelled with their child's name, and sign a consent form authorising staff to re-apply sun-cream at lunch time if necessary.

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 and everyone in the setting must wash their hands after using the toilet and before consuming any food. We have a daily cleaning routine for the pre-school, which include the playroom, kitchen, toilets and entrance 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:

- 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, encouraging children to blow/ wipe their noses when necessary and dispose of soiled tissues appropriately.

### *Activities, Equipment and Resources*

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.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

Children who are sleeping are checked regularly.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### *Food and drink*

In our setting we serve snacks and children's own packed lunches. We aim to maintain the highest possible food hygiene standards with regards to the purchase, storage, preparation and serving of food.

We use reliable suppliers for the food we purchase. Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pest, rodents or mould.

Packed lunches are stored in a cool place; unrefrigerated food is served to children within 4 hours of preparation at home. Parents/ carers are asked to use a cool bag with icepack for their child's packed lunch.

Food preparation areas are cleaned before and after use. All surfaces are clean and non-porous. We have separate facilities for hand washing and washing-up. All food and drink is stored appropriately. Waste food is disposed of daily.

Cleaning materials and other dangerous materials are stored out of children's reach. Our children do not have unsupervised access to the kitchen.

Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.

Fresh drinking water is available to the children at all times. Children are served with a snack (fruit or vegetable) and a drink (water, milk) half way through their session. Snacks are prepared by staff and shared between children to ensure they have a choice of snack.

Snack and meal times are appropriately supervised and children do not walk about with food and drinks. We ensure children sit together at tables to eat their snack/ lunch so that mealtime is a social occasion.

We operate systems to ensure that children do not have access to food/ drinks to which they are allergic.

When cooking/ baking with children as an activity staff will

- Provide healthy nutritious food;
- Promote and extend the children's understanding of a healthy diet;
- Ensure children have no unsupervised access to the kitchen and electrical equipment such as blenders etc.;
- Ensure children are supervised at all times;
- Teach the importance of hand-washing and simple hygiene;
- Ensure children are kept away from hot water and hot surfaces.

Reporting of food poisoning:

Food poisoning can occur for several reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of diarrhoea and sickness are reportable.

Where children and/ or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the office manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation. If the food poisoning is identified as a notifiable disease under the Public Health (infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

### *Outings and visits*

We have agreed procedures for the safe conduct of outings. Procedures to be followed on outings are contained within our operational plan.

A risk assessment is carried out before an outing takes place. Consent forms for outings are part of the Enrolment form and parents/ carers are asked to sign these or make the preschool leaders aware of their concerns regarding outings so that provisions can be made for their child.

Our adult to child ratio is high, normally one adult to two children. 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, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

### *Animals*

Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk. Staff will ensure that all children wash their hands after any contact with animals.

### *Fire safety*

Roundabout pre-School has appointed a fire Marshall who has received the sufficient training. The basis of fire safety is risk assessment and working in partnership with the school. An annual Fire risk assessment will be written and follows the guidance as set out in the Fire Safety Risk Assessment – Educational Document.

Fire doors are clearly marked, never obstructed and easily opened from inside. There are adequate systems and equipment for the detection and control of fire. Smoke detectors/alarms and firefighting 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, parents and carers; and
- practised regularly at least once every six weeks.

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

The Health and Safety Lead keeps a copy of the record of the servicing of fire safety equipment and electrical equipment provided and owned by Leeds Education. The Health and Safety Lead also ensures that any electrical equipment owned by the pre-school is electrically tested once a year.

Any issues or concerns regarding the health and safety of the premises/equipment hired will be raised by the Health and Safety Lead, the pre-school leaders or the Committee with Leeds Education and will ensure remedial action is taken within reasonable timescales.

#### *First aid and medication*

All staff at Roundabout have a full paediatric First Aid training every three years. New staff will receive their paediatric first aid within six months of employment. The Health and Safety Lead ensures that the first aid kit is kept clean, replenished and replaced as required.

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 pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

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 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.

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 local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

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 administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

#### *Children who are sick or infectious*

If children appear unwell during the session staff follow the procedure for contacting parents or another adult designated by the parent according to the child's Enrolment form. In case of an emergency we will call an ambulance and the parents/ carers will be informed at the earliest opportunity.

Parents are asked to have their child examined by a doctor before continuing sessions at our pre-school. We reserve the right to refuse admittance to children who have a temperature, sickness and diarrhoea or contagious infections/diseases.

- Where children have been prescribed antibiotics, parents/carers are asked to keep them at home for 48 hours before returning to the setting.
- If a child has sickness or diarrhoea, parents/carers are asked to keep them at home for 48 hours after the last episode before returning to the setting.
- Parents are asked to keep their child at home if they have an infection and to inform the pre-school as to the nature of the infection. This will allow us to alert other parents as necessary and to make careful observations of any child who seems unwell.
- Children with head lice are not excluded, although we ask parents to keep their child at home until the first course of treatment has been successfully applied.
- On identifying head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

- Parents will be notified if there is an infectious disease outbreak such as chickenpox.

#### Reporting of 'notifiable diseases'

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations, 1988, the GP will report this to the Health Protection Agency. When the pre-school becomes aware, or is formally informed of the notifiable disease, the pre-school leader informs Ofsted and act on any advice given by the Health Protection Agency.

#### **LEGAL FRAMEWORK**

- Health and Safety at Work Act (1974)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995).

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