



Whiteley Preschool Health and Safety Policy

The health and safety of the children, staff and visitors at Whiteley Preschool is of paramount importance. Our aim is to make everyone aware of health and safety issues and to minimise the hazards and risks to the best of our ability, to enable the children to thrive in a healthy and safe environment.

The designated health and Safety officer for Whiteley Preschool is Gemma Hardy, she is competent to carry out these responsibilities and undertakes training every two years. She will regularly update her knowledge and understanding and keep staff up to date with relevant information.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the parent's notice board.

Legislation

The Management of Health and Safety at Work regulations 1999
The Health and Safety at Work etc Act 1974
The Regulatory Reform (Fire Safety) Order 2005 and other appropriate regulations
The Equality Act 2010
The Human Rights Act 1998
RIDDOR 2013
The Provisions and use of Work Equipment Regulations 1998
Regulatory Reform (Fire Safety) Order 2005
Health and Safety (Safety Signs and Signals) Regulation 1996
The Electricity at Work Regulations 1989
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health regulations 2002 (COSHH)
Health and Safety (Display Screen Equipment) Regulations 1992
The Manual Handling Regulations 1992
Health and Safety (First Aid) Regulations 1981
Infectious Disease (Notification) Act 1889
Planning guide for Early Years and childcare Settings (Covid-19)

Risk Assessment

Risk assessments identify hazards and levels of risk within the setting and who they may affect. They cover all areas and all activities within the setting for both children and adults. Daily health and safety checks are carried out. Health and Safety audits are carried out on a termly basis, including health and safety walk arounds. An annual review will be carried out by Gemma Hardy. All staff are responsible for carrying out adhoc risk assessments regarding activities within the setting, these will be reviewed by staff at necessary times. All staff are responsible for minimising risks within the setting.

Risk assessments for staff will be carried out when required. The welfare of staff at the setting is paramount to the management committee. All staff are aware of the systems of controls in place to aid infection control; parents are also made aware of these.

Awareness Raising

- Our induction training for staff, students and volunteers includes a clear explanation of health and safety issues so that all adults can understand their shared responsibility for health and safety and follow our policies. The induction training covers matters of employee well-being, including manual handling and fire safety training.
- Records are kept of induction training sessions and new staff; students 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 preschool.
- As necessary, health and safety training is undertaken annually; training needs are identified, and a training plan is put in place and reviewed regularly. Health and safety are on the agenda at every staff meeting. Staff are provided with an opportunity to add to the health and safety agenda before the staff meeting.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities, and routines. They are encouraged to take part in risk assessing their environment and activities.
- All staff are checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS). All staff are encouraged to join the update system.
- Adults do not normally supervise children on their own, however this may occur in some circumstances (refer to Lone Working Policy).
- Adults always supervise all children.
- Whenever children are on the premises at least two adults are present.
- Children are introduced to health and safety through planned activities and take part in conducting risk assessments throughout the setting.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of staff, children, volunteers, and visitors are recorded.
- Our systems prevent unauthorised access to our premises. Each playroom has key coded access, and no unrecognisable person is allowed access without identification and/or a pre-arranged appointment (refer to Intruder Policy).
- Our systems prevent children from leaving our premises unnoticed. Staffing ratios in the building are kept within the required guidelines and staff are vigilant to where children are.
- The personal possessions of staff are locked away in a cupboard during preschool session times (they have access to this during break times). Volunteers' possessions are securely stored during preschool sessions in a storage cupboard which is in view of all staff.
- The preschool works in conjunction with other agencies and settings in times of an emergency (refer to Gull Coppice Plan (community centre) and Lockdown Policy Staff/Parents).

Windows, Doors and Floors

- Low-level windows are made from materials that 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.
- We take precautions to prevent children's fingers from being trapped in doors.
- All floor 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.

- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach and in accordance with storage regulations.
- When children take part in cooking activities, they are always supervised. They are kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment.
- All staff have a Food Hygiene Certificate.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly by the staff at the Community Centre.
- 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 are adequate in all areas including storage areas.
- PAT Testing is carried out annually and details kept in the health and safety file.

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 Area

- Our outdoor area is securely fenced.
- 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.
- All outdoor activities are always supervised.
- When drainage is poor, and puddles form a higher ratio of staff to children is used if required.

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.
- The preschool resources are cleaned regularly, the kitchen, toilets and nappy changing areas are cleaned throughout the day.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- Hand washing facilities are now available in the main hall.
- When dealing with bodily fluids staff will wear disposable gloves and apron. Where there is a suspected case of coronavirus waste will be stored and disposed of according to the guidance from Public Health England.
- We implement good hygiene practices by:
 1. Cleaning tables between activities.
 2. Checking toilets regularly.
 3. Wearing protective clothing such as aprons and disposable gloves as appropriate.
 4. Providing sets of clean colour coded clothes.
 5. Providing tissues and wipes.
 6. Promoting the catch, it, bin it, kill it motto.

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 preschool.
- 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 activities.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly (every 10min).
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

Food and Drink

- Staff who prepare and handle food comply with the Food Standards Agency requirements. They will comply with current legislation regarding food hygiene regulations.
- All staff will wash their hands before handling food and wear appropriate protective equipment.
- No member of staff will be involved with food preparation if they are suffering with any infection, skin related trouble or contagious illness.
- All food and drink will be stored appropriately and labelled correctly. Food will be covered and refrigerated where needed. On rare occasions that hot food is served the temperatures of the food are checked before service to ensure food standards are met.
- Fresh fruit and vegetables will be washed thoroughly.
- Adults do not carry or have hot drinks through the play areas and do not place hot drinks within reach of children.
- Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. We are a no nuts setting.
- Cracked or chipped crockery will not be used.

Outings and Visits

- We have agreed procedures for the safe conduct of outings which all staff follow.
- An outings form is completed by staff members before leaving the setting.
- A risk assessment is carried out before an outing takes place.
- Ratio's will normally be higher than usual, if more staff are needed this will be identified on the risk assessment.
- Parents sign a general consent form when their child starts the setting for their child to be taken out on outings as part of daily activities at the preschool.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Children's emergency contact details and medical information are taken on all outings. Medicines for individual children and first aid kits are taken on each outing.
- A mobile is taken on all outings to enable staff on the outing to contact emergency services and the preschool if required.

For those children remaining at preschool, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

Animals

- Animals visiting the preschool are free from disease, safe to be with children and do not pose a health risk.
- To ensure a high standard of hygiene children will wash their hands after contact with animals.
- A risk assessment will be carried out when animals visit the setting.

Fire Safety

- Guidance that applies to early years settings is set out in: Fire Safety Risk Assessment – Educational Premises (SBN: 978 1 85112 819 8)
- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- 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:
 - Clearly displayed in the premises.
 - Explained to new members of staff, volunteers, and parents
 - Practised regularly at least once every 3 months.
- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid

At least 50% 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. First aid kits will be kept clean and replenished. Our first aid kits will:

- Comply with the Health and Safety (First Aid) Regulations 1981.
- Will be regularly checked by our designated member of staff, and replenished, as necessary.
- Are easily visible and accessible to adults.
- Are kept out of the reach of children.

At the time of admission to the preschool, parents' written permission for emergency medical advice or treatment is sought; parents sign and date their written approval.

Medication

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. Only prescribed medication will be administered with prior written consent from the parent. The medicine must be in date and have been prescribed for the current condition. The child must be well enough to attend the setting. The administration of each dose is accurately recorded, 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 (refer to Medication Policy).

Accident Forms and Book

- Are kept safely and accessibly.
- All staff and volunteers know where it is kept and how to complete it.
- Is reviewed termly to identify any potential or actual hazards or patterns.

Ofsted will be notified, when necessary, of any injuries or illness of a child at the setting.

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, if required. 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).

As a setting we will investigate all accidents.

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 became ill at preschool. We do not provide care for children who are un-well, have sickness and/or diarrhoea or a temperature (refer to Sickness Policy). We reserve the right to contact parents, should a child become unwell and send the child home.

Parents are notified of any infectious diseases. Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable. Children with headlice can attend the setting but they must be treated to prevent the return and spread of headlice.

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 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 which need to be addressed.
- Staff must inform the health and safety officer or manager if they recognise a danger to health and safety posed by a work activity.

Records

In accordance with the National Standards for Day Care, we keep records of:

- Adults authorised to collect children from preschool.
- 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.
- Incidents.
- Names and addresses of all staff.
- All employment details of staff, including application forms, interview questions and references.

Work Related Stress

The wellbeing of staff, students and volunteers at Whiteley Preschool is of paramount importance, the management are committed to ensuring the risks of work-related stresses are minimised as much as reasonably possible. They will do this by:

- Conducting risk assessments with regards to work-related stress.

- Promoting positive mental health in the workplace, including promoting active discussions with employees about mental health and wellbeing.
- Helping employees identify underlying causes and their prevention.
- Ensuring workloads are managed.
- Providing a working environment in which employees are supported, where positive relationships are promoted.
- Taking part in wellbeing initiatives such as Mental Health Awareness Week or World Mental Health Day.
- Ensure the risk to staff from parents and children is minimised.
- Providing staff with a clear statement of their roles and responsibilities within the setting.
- Ensuring employees are consulted about changes to the setting where necessary.

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

National Standard 6: Safety

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Vehicle records including insurance
- List of named drivers

National Standard 7: Health

- 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

Date: - 15th September 2016

Reviewed: 20th January 2014

Signed Chairperson