

## Health and safety policy

### Statement of intent

At the pre-school we believe 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

We have a member of staff responsible for health and safety policy and procedures within the pre-school. That person is competent to carry out these responsibilities. He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding. We display the necessary health and safety poster in the preschool.

### 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 checklist before the session begins;
- Termly overview assessment of each area
- Risk Assessments reviewed as appropriate or when an additional risk has been identified
- Accident/Incident record reviews are reviewed termly and appropriate action taken and recorded
- A full risk assessment is carried out annually.

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in Reception.

### Awareness & Safety

#### Policies and Procedures

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# play-to-learn

MONTESSORI NURSERIES AND PRE-SCHOOLS

- 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, the storage of potentially dangerous substances, risk assessments, health & safety and Safeguarding.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
- Health and safety awareness is promoted to parents and children via newsletters, emails and circle, Classroom time so that they understand the part played by Health & Safety 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 and being risk aware through discussions, planned activities and routines.

## **Children's safety** (see *Child Protection Policy*)

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.
- 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 must be present.

## **Security-** (see *separate Checking Visitors Policy*)

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- All adults - volunteers and visitors sign in our visitor's book and arrival and departure times are recorded.
- All staff record their arrival and departure times.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

## **Windows**

- 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.

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## Doors

- We take precautions to prevent children's fingers from being trapped in doors. All doors are fitted with Finger Safe protectors.

## 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.
- 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 equipment conforms to safety requirements and is checked regularly and PAT tested yearly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children. The boiler is serviced yearly.
- Fires, heaters, electric sockets, 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 is adequate in all areas including storage areas.

## 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.

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## 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.
- Our outdoor sand pit is covered as best as possible when not in use and is replenished and cleaned regularly and checked daily before use by the children.
- All outdoor activities are supervised at all times.

## Hygiene

- We regularly seek information from the Environmental Health Department and the Health and Safety Authority (HSA) 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 setting which includes classrooms, kitchen, rest area, toilets and nappy changing areas.
- We have a regular 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
- We have a separate area for nappy changing and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities and before and after snack and lunchtimes.
  - checking toilets regularly;
  - wearing protective clothing, aprons and disposable gloves
  - providing sets of clean clothes where necessary
  - providing tissues and wipes
  - providing disposable paper towels

## Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting and meet British regulations.
- The layout of Montessori and 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 or broken items are discarded.

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- 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 and an adult is always present in the room
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## **Food and drink** – (see separate *Food and Drink Policy*)

- Staff who prepare and handle food receive appropriate Food Hygiene training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults 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.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. Children who bring in packed lunches do not share their food with others.

## **Outings and visits** (see separate *Outings and Visits Policy*)

- We have agreed procedures for the safe conduct of outings.

## **Missing Child** (see separate *Missing Child Policy*)

- We have agreed procedures in the event of a missing child.

## **Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk and are registered under movement and holding orders.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk. They are checked by a vet annually.
- A risk assessment is carried out for each animal and actions taken as necessary.
- Children wash their hands with antibacterial gel after contact with animals.

## **Fire safety and Emergency Evacuation** (see separate *Fire and Evacuation Policy*)

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

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- 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 Equipment is serviced yearly by Anglia Fire Protection.

## First aid

At least one member of staff with current first aid training 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.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
  - is regularly checked by a designated member of staff ( Health & Safety Officer)and re-stocked as necessary;
  - is easily accessible to adults
  - is kept out of the reach of children.
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- Parents of children with specific medical or allergy needs are required to complete a separate healthcare form, permission to administer medicine and provide written evidence from a hospital/doctor of the care required.
  - Parents are required to keep the preschool fully informed of any changes to children's health.

## Administration of medication *(see separate Administering Medicine Policy)*

### Staff taking medication/other substances

- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

### Accident Book:

- is kept safely and accessibly
- all staff know where it is kept and how to complete it
- is reviewed at least half termly to identify any potential or actual hazards and relevant actions taken and risk assessments completed as necessary.

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Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is 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.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

## Our Incident Book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- 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 even 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 and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, 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 Safeguarding file under an individual child's section.

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## 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 or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- staff and their involvement in accidents/incidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

## Staff: Child Ratios

- Staffing arrangements must meet the needs of all children and ensure their safety
- The setting will ensure that children are adequately supervised and decide how to deploy staff to ensure the childrens needs are met.
- The adult to child ratio will meet the current guidelines
- Children must usually be within sight *and* hearing of staff and always within sight *or* hearing of staff.

**Smoking:** We operate a no smoking policy (*see separate Non Smoking Policy*)

## Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, 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 or of all members of the management committee;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

## Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- Names and addresses of all Trustees of the charity committee.
- 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;

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- accidents forms
- medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- Incidents forms

**In addition, the following procedures and documentation in relation to health and safety are in place:**

### **Legal Framework:**

The Children Act 1989 - s 47

The Protection of Children Act 1999

The Children Act 2004, 2006 (Every Child Matters)

Safeguarding Vulnerable Groups Act 2006

The Children (NI) Order

The Children (Scotland) Order

### **Guidance:**

#### **Health & Safety Executive (HSE)**

- Incident reporting in schools
- Riddor

#### **Health Protection Agency (HPA)**

- Infection Prevention and Communicable Disease Control for Early Years June 2011, Sept 2017

### **Statutory Framework for the Early Years Foundation Stage**

*Section 3: The Safeguard and Welfare Requirements 2017*

- Child Protection
- Suitable People
- Staff qualifications, training, support and skills
- Staff: child ratios
- Food and drink
- Accident or Injury
- Medicines
- Safety and Suitability of premises, environment and equipment
- Smoking
- Premises
- Risk assessment

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- Smoking
- Outings
- Information and records

**Working Together to Safeguard Children (revised 2006)**  
**SET Child Protection procedures 2011**

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