

# Health and Safety Policy

## Statement of intent

South Milford Preschool 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. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

## Objectives

In order to achieve these aims we adhere to the following procedures

- Mel Riches & Trudy Saunders are responsible for health and safety at South Milford Preschool.
- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.

## *Risk assessments*

Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.

- Mel & Trudy provide a risk assessment for each area of the building and for specific activities when necessary. The risk assessments take into consideration the hazards and risks; the level of risk; who might be affected; any action required; time-scales for action and the person responsible for action. All staff/ volunteers are aware of risk assessments.
- Lists of health and safety issues are checked:
  - Daily, before the session begins.
  - Ongoing – a full risk assessment is carried out each year. This is a live document that is amended when needed, being reactive to the environment.
  - ROSPA - independent safety assessment of the play equipment and outdoor area. (annually)
- Weekly staff meetings always discuss any health and safety issues, accidents, near misses or dangers.

## *Building and Environment*

- The main responsibility of the building lies with the WI committee. It is the responsibility of the staff and parents to report any dangers, damage or disrepair of the premises.
- Safety inspections are carried out regularly and all electrical/gas equipment conforms to safety requirements.
- The boiler and meter cupboard are not accessible to children.
- Heaters, electric sockets, wires and leads are properly guarded and children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.

- Lighting and ventilation is adequate in all areas.
- All floor surfaces are checked daily to ensure they are clean and not damaged.
- We take precautions to prevent children's fingers being trapped in doors.
- A mobile phone is kept on the premises at all times.
- Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.
- Chairs are stacked safely and not too high.
- There are no trailing wires.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Radiators that the children play next to have protective covers.

### Manual handling

A risk assessment is in place for all manual handling operations, which includes lifting/ carrying children and lifting/ carrying furniture and equipment.

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Children at the setting should not be picked up or carried unless deemed necessary in a particular situation e.g. the child could be in danger.

### Kitchen

- The children are not allowed in the kitchen at any time.
- The kitchen barrier is always in use when children are accessing the outdoors.
- Correct food hygiene procedures are followed when preparing snacks.
- Surfaces are clean and non-porous.

When children take part in cooking activities, they:

- are supervised at all times
- are kept away from hot surfaces and hot water
- do not have unsupervised access to electrical equipment

Only the oven can be used with the children. The cooker hob must always be off. When the oven is not in use, it must be switched off at the mains plug.

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.
- All work surfaces are washed regularly with antibacterial agent.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily after use; ovens are cleaned regularly
- Tea towels / cleaning cloths are used once and are laundered daily.
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.

- Any repairs needed are recorded and reported to the manager.

#### *Children's bathrooms/changing areas*

- Changing mats are used at floor level in the separate toilet area and are cleaned and disinfected after every use.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- Changing mats are disinfected after each change.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural ventilation is used in the bathrooms.
- Children's toilets are cleaned twice daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are cleaned daily.
- Toilets not in use are checked to ensure the U-bend does not dry out and are flushed every week. Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- Cubicle doors and handles daily.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Disposable paper towels are used to clean toilets and sinks.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily. All bins are lined with plastic bags.
- Staff who clean toilets wear rubber gloves.
- Wet or soiled clothing is put in a plastic bag for parents to collect.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed, bleached and then rinsed again at the end of the session (no children present)
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.

#### *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. Children are asked to wash their hands on entry to preschool, after using the toilet, before and after eating, after playing outside and before going home.
- We have a daily cleaning routine which includes the hall, toilets, nappy changing area and cloakroom. Toilets are also checked by members of staff regularly throughout the session.
- We regularly clean and wash 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
- cleaning toilets regularly
- wearing protective clothing - such as aprons and disposable gloves - as appropriate
- providing sets of clean clothes
- providing tissues and wipes

#### *Control of substances hazardous to health*

- We implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.

- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, and where they are stored.
- Hazardous substances are stored safely away from the children.
- 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.
- We keep all cleaning chemicals in their original containers.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves and aprons when using cleaning chemicals.

#### *Outdoor Area*

- Our outdoor area is securely fenced.
- A safety check is carried out before the use of the outdoor area.
- 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.
- The WI outside door is hooked back safely.
- All gates have double sided locks.
- The children have free flow access in and out of the garden area. The kitchen is not accessible to the children and the barrier is put in place to ensure that children do not have access to the kitchen area. Children are taught about the safety of moving from one area to another.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times. If only one member of staff is outside then half the outdoor area is closed. The full outdoor area can only be opened if two members of staff are outside. Staff must continuously monitor the numbers of children outside and call upon other staff members when necessary to ensure a good ratio of adults;children. Staff must never leave children outdoors unattended. Particular supervision is given to energetic play.
- Staff working in the higher level garden area will have a radio to use if they have any problems or if a child wants to come back inside.

#### *Security*

- The outside doors are kept locked during the session and so prevent any unauthorised access onto the premises.
- Children are unable to leave the premises unnoticed.
- Children come into preschool via the side garden gate. They are greeted by a member of staff and come in independently into the hall area. Gates are shut after each child enters. The times of children's arrivals and departures are recorded.
- If a child is struggling to leave their parent, the family is invited in until the child has settled.
- Staff and visitors are responsible for their own coats and bags and these must be kept in the storage room during sessions.
- Visitors are requested to sign in and out of the visitor's book.
- Staff are required to ensure that doors are locked and lights and heaters are turned off at the end of each session.

#### *Drones*

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101.

- Children will be brought inside immediately.
- Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.

- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
  - the drone has hovered specifically over the outdoor area for any length of time
  - there is a likelihood that images of the children have been recorded
  - is spotted on more than one occasion
  - if the Police believe there is cause for concern

#### *Equipment and 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.
- 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. In climbing equipment, the number of children sometimes has to be restricted.
- 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.
- 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.

#### *Visiting Animals*

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls. When we have animals in the setting as visitors we follow the following procedures:

- Children are taught correct handling and care of the animal or creature and are supervised at all times.
- Children wash their hands and use antibacterial gel after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- We have a risk assessment in place, detailing any hazards and how safety and hygiene issues are addressed. If necessary, a specific risk-assessment may be in place for each individual animal. Owners are made aware of the risk assessment and can address any other issues relevant to them.

#### *Short trips, outings and excursions*

- Outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompany children on outings. There is a ratio of 1:2 for babies in buggies, some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/ volunteers will be supervised by members of staff.

- A mobile phone belonging to the setting, and a small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately
- Children 'high vis' vests.
- Staff have emergency contacts, medication and equipment needed for children.
- Risk assessment is completed prior to the outing. Existing risk assessments are reviewed/amended as required.
- Staff, parents and volunteers are fully briefed on the outing and the children they are accompanying.
- Children with specific needs have a separate risk assessment if necessary.

#### *Staff Safety and Welfare*

- Training and induction will be given to all staff on Health and Safety Procedures, fire procedures, infection control and child protection.
- Staff are required to be careful when setting out or clearing away apparatus to ensure no injury occurs to themselves, and to take all necessary care during sessions.
- A register of adults is completed each day.
- Please also refer to our Staff safety and home visits policy
- Please also refer to our No smoking, alcohol and drugs policy

#### *Fire Safety*

- The emergency fire drill is practised once every term and all children, staff, parents and volunteers must take part. It is practised on every day for a week to ensure all children have taken part in the fire drill.
- Fire procedures are written out and displayed at the pre-school. New members of staff, volunteers and parents are made aware of the emergency procedures.
- Records and assessments are kept of fire drills and the servicing of fire safety equipment.
- Fire doors are clearly marked, free from obstruction and open easily from the inside.
- There is a smoke detector and carbon monoxide detector in the hall and a heat detector in the kitchen area.
- There are fire-extinguishers in the hall.
- Please also refer to the Fire Safety Policy.

#### *Food and Drink*

- When a child is due to start preschool, parents/ carers will be asked of any known allergies or special dietary requirements. This information will be recorded and communicated to all staff and volunteers who need to be aware of them. We ensure that children do not have access to food/ drink to which they are allergic.
- All food and drink is stored appropriately.
- Snack times are supervised and children must remain seated whilst they eat.
- Children will have to wash their hands before and after eating.
- Fresh drinking water is available to the children at all times.
- Adults do not have hot drinks in the hall/ garden during the pre-school session.
- For further details, please refer to our allergens policy and our food and drink policy.

#### *Children's safety and welfare*

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the DBS. (please refer to DBS policy)
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults will be present.

- Volunteers/ students must be supervised by members of staff. They must not be involved in any personal care, take photos of children or have access to any children's records. (please refer to volunteer/ student policies)
- On open days parents/ carers must take full responsibility for their child. Parents must look after siblings when on a rota or visiting pre-school. Siblings are not the staff's responsibility.

### *Missing child*

If a child goes missing from the setting:

- As soon as it is noticed that a child is missing the key person/staff alerts the setting Manager.
- If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated person contacts their designated officer, to inform them of the situation and seek assistance.
- 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.
- For further details, please see our Missing Child Policy

### *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 procedures as they understand their shared responsibility for health and safety
- 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.

### *Records*

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

#### Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- the names and addresses of the WI Committee Members
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

#### Children

- the 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
- incidents

These records are kept on the premises in a locked cupboard. Please refer to the privacy policy for further information.

#### Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1992)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

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

- Risk assessment.
- Safeguarding and child protection policy
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Sun safety policy
- Missing child policy
- 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.

Please also refer to the following policies for further information:

- Allergies policy
- Positive behaviour policy
- Fire policy
- Health and administering medication policy
- Missing child policy
- No smoking, alcohol or drugs policy
- Staff code of conduct policy



- Staff induction process
- Staff safety and home visit policy
- Safeguarding and child protection policy

M Riches - July 2023

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