



HEALTH AND SAFETY POLICY

11/1/19



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Introduction to policy

This policy is available on request from the Scarning Pre School's office. We also inform parents and carers about this policy when their children join our setting.

The managers should ensure that the Health and Safety policy is:

- Publicly available for parents and carers to view online on our Scarning Pre School website.
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.

PRODUCTION AND REVISION OF POLICY

Scarning Pre School's committee and managers provide the staff with the opportunity to contribute to the administration policies. We consult staff on proposed changes to the policies and seek their opinions, knowledge and views on how arrangements could be further strengthened.

As a setting we follow the guidance from the DfE by:

- Providing policies to parents via the Pre School website and paper copies, which are kept in the office and are available on request
- Available to all staff in a communal folder in the staff room and make them aware that they are available to view on our website.
- taking feedback from staff and outside agencies throughout the year to inform revisions of the policy and practice and when new legislation arises

This policy is reviewed by the Committee on an annual basis.

This policy was last reviewed and agreed by the settings committee on

Signature Chairperson Date:



Health and safety general standards

Policy statement

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.

- 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.
- Our committee and management are responsible for health and safety. They are competent to carry out these responsibilities
- Staff undertake health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster in: **The Staff Room**

Our named person for Health and Safety: **Donna Wales**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: **The Entrance hall**

Procedures

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. The induction training covers matters of employee well-being, including the safe 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 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 operate a no smoking and vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.



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.
- Adults employed by the preschool 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.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- All cleaning chemicals are in their original containers and kept in a secure cupboard in the locked cleaner's room.

Windows and Doors

- 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.
- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

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.
- 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.
- Electrical equipment is PAT tested yearly.

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.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form in 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 have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, 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:
 - 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
 - ensuring individual use of paper and towels.



Activities 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 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 who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

- We inform parents who provide food for their children about the storage facilities available in the setting.
- We give parents who provide food for their children information about suitable containers for food.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For children who drink milk, we provide pasteurised semi skimmed milk.
- Staff attend and produce on completion their Qualification CIEH in food hygiene.

Packed lunches

When children bring packed lunches, we:

- encourage perishable contents of packed lunches to contain an ice pack to keep food cool
- inform parents of our policy on healthy eating
- encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts such as yoghurt or crème fraiche



- discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits
- ensure staff sit with the children while they eat their lunch so that the mealtime is a social occasion

Supervision of children on visits to main school

Policy statement

Children benefit from being taken out of the setting to go on visits to the main school, for activities that enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on visits; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- A risk assessment is carried out before visits take place.
- Staff take a mobile phone on visits.
- A minimum of two staff should accompany children on visits and a minimum of two should remain behind with the rest of the children.

No-smoking / Vaping

Policy statement

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoor and outdoor.

Procedures

- All staff, parents and volunteers are made aware of our no-smoking/vaping policy.
- The no-smoking/vaping policy is stated in our information brochure for parents.
- Staff who smoke/vape do not do so during working hours. Unless on a break and off the premises. They are informed of this on induction.
- Staff who smoke/vape during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.



Fire safety and emergency evacuation

Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by the manager.
- All staff receive training in evacuating the building in the case of a fire or fire drills.
- 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 weekly.
- Records are kept of fire drills and the servicing of fire safety equipment
- 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
 - practised regularly at least once every half term

Emergency evacuation procedure

Every setting is different, and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

- On hearing the fire alarm children immediately line up at the door and are then led from the building to the assembly point in the Primary School's playground.
- The first aid box and child medication box are taken by the room senior. The manager then does a final sweep of the building to check no one has remained / been left behind and collects the evacuation bag and mobile phone. They then join everyone at the assembly point.
- A member of staff takes the register for all children, staff, volunteers and visitors so everyone is accounted for.
- We aim for the building to be cleared and checked in a maximum of 3 minutes.
- The manager or deputy manager will ring emergency services in the event of a real fire. In this instance:



- Parents are contacted as soon as possible by telephone. A list of emergency contact telephone numbers are included in the fire evacuation bag, and a list of all allergies and medical conditions that affect the children in our setting.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.

Any further action taken to improve the drill procedure

First aid

Policy statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. The majority of staff are first aid trained. The first aid qualification includes first aid training for infants and young children.

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items.

- triangular bandages (ideally at least one should be sterile) - x 5
- sterile dressings:
 - Medium (formerly Large No 9) – HSE 1 - x 4
 - Large (formerly Extra-Large No 3) – HSE 2 - x 2
- composite pack containing 20 assorted (individually-wrapped) plasters 1
- sterile eye pads (with bandage or attachment) e.g. No 16 dressing x6
- container or 6 safety pins 1
- guidance card as recommended by HSE 1

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves
- a children's thermometer

The first aid box is easily accessible to adults and is kept out of the reach of children in the kitchen.



- Un-prescribed medication is given to children on completion of a permission note and medication form i.e. Calpol.
- 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. This allows staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary.
- This is on the understanding that parents have been informed and are on their way to the hospital.
- The first aid boxes are checked and signed monthly.

Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are recorded separately.

Procedures

Our Accident Forms:

- Are kept safely and accessibly.
- They are easily accessible to all staff, who know how to complete them.
- Placed in a folder in a secure locked cabinet in the manager's office.
- Reviewed at least half termly to identify any potential or actual hazards.

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
- 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

Our incident book

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.



- These incidents include:
 - break in, burglary, theft of personal or the setting's property
 - an intruder gaining unauthorised access to the premises
 - fire, flood, gas leak or electrical failure
 - attack on a member of staff or parent on the premises or nearby
 - any racist incident involving staff or family on the premises
 - death of a child
 - a terrorist attack, or threat of one

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.

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, and staff will take charge of the children. 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 on a pre-existing accident/ incident form or a referral form and placed in the secure folder. Please see our safeguarding policy for our procedure.



Risk assessment

Policy statement

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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. The Scarning Pre School risk assessment processes follow five steps as follows:

- Identification of risk: where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or is there a better solution?

Procedures

- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks, indoors and outdoors, and for specific activities are completed daily.
 - assessing the level of risk and who might be affected.
 - deciding which areas need attention.
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
 - where more than five staff and volunteers are employed the risk, assessment is written and is reviewed regularly.
 - we maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.



Emergency closure policy

Statement of intent

Scarning Breakfast Club, Pre School and After School Club will endeavour to be open from 7.30 am to 4.15 pm, Monday to Friday during term time without disruption. Where disruption is unavoidable, all involved at Scarning Pre School will be kept informed and Scarning Pre School will reopen at the earliest opportunity.

Aim

In the unlikely event that Scarning Pre School has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved at Scarning Pre School have a clear understanding of the procedures which will take place.

Methods

An emergency / short notice closure will be implemented in the following, but not limited to, circumstances:

- when the building is unusable through accidental or malicious damage
- flooding
- bad weather
- breakdown of the heating system
- when the building is unusable due to essential maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- when an outbreak of illness within Scarning Pre School community requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines
- when illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children
- when an emergency occurs during the Pre School session which requires Scarning Pre School to close early
- when Scarning Primary School has to close

In the event of any of the above incidents occurring which requires Scarning Pre School not to open on a given session, the manager, deputy or office staff will make contact with the families of the affected children for that session in advance of the day where practical. This will be by the Scarning Primary school text service, email and/or Facebook.



The chairperson and manager will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Emergency closure after a session has started

In the event of an emergency closure after the session has started, parents and carers will be informed by telephone and/or text service that they are required to collect their child as soon as possible.

If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected. If too few staff are well enough to stay on the premises, members of the committee will be contacted and asked to stay on until the other children have been collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current fire drill procedures. Contact information for all the children will be taken out of the building alongside the daily register.

Once the building is evacuated, the manager / deputy or office staff will ensure the relevant authorities/emergency services are called.

The children will then be taken to the primary school, if safe to do so, or to the school muster points on a safe playground, until such time as they can all be collected by parents and carers. Manager / deputy or office staff will contact the parents and carers of the children present. All staff will remain with the children during this time.

Should any of the above occur, fee's will still have to be paid up to a maximum of 5 working days and regrettably will not be refunded



Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Where possible, adults do not 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.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Children are not left alone with adult who has not got a DBS.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff are in lockers in the staff room. Staff have access to these during their breaks.
- All gates are bolted and padlocked during sessions.



Animals in the setting

Policy Statement

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.

Procedures

Animals in the setting

- We take into account the views of parents and children when selecting an animal or creature to visit the setting.
- We carry out a risk assessment with the owner accounting for any hygiene or safety risks posed by the animal or creature.
- The owner will provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered at the right times.
- We view the owner's pet insurance, records of vaccinations and other regular health requirements, such as de-worming where appropriate.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of the owner.
- A risk assessment is carried out detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Staff Pets in the setting

- We take account of the views of parents and children when selecting an animal or creature that will visit the setting.
- We carry out a risk assessment with the owner accounting for any hygiene or safety risks posed by the animal.
- The owner provides suitable housing for the animal and ensures this is cleaned out regularly and is kept safely.
- The owner ensures the correct food and water is offered at the right times.



- The owner will provide proof of appropriate pet care health insurance for us to check the insurance is in place.
- The owner will provide proof that all vaccinations and other regular health measures, such as de-worming are up-to-date and recorded.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- A file is kept on regular animal visitors to ensure that vaccinations, worming etc are kept up to date.

Legal framework included in Health and Safety policy

- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Management of Health and Safety at Work (Amendment) Regulations 2006
- Health and Safety at Work Act 2013
- Electricity at Work Regulations 2011
- Control of Substances Hazardous to Health Regulations(COSHH)(2017)
- Manual Handling Operations Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992 (update 2013)
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (first aid) regulations (1981) amended (2018)

Signatures

This policy was adopted by Scarning Pre School on _____ (date)

Signed:

Role of signatory:

This policy to be reviewed

on: _____ (date)

This organisation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.