



Health and Safety Policy

Lavington Pre-school 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. The named person who has overall responsibility for Health and Safety is our Office Manager, Mrs Deb Faulkner

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 Mrs Deb Faulkner. She is competent to carry out these responsibilities. She has undertaken Health and Safety at Work training in 2021. We display the necessary health and safety poster in the office.

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
- Developing an action plan that specifies the action required, timescales for further action, person responsible for the action and any funding required.
- We maintain lists of health and safety issues which are checked:
Daily before the session begins.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board in the entrance hall.

Children's safety

- All staff employed and bank staff have been checked for criminal records by an enhanced disclosure form from the Disclosure and Barring Service (DBS). They also complete an annual Staff Suitability Disclosure Form.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- Systems are in place for the safe arrival and departure of children. (Arrival and Departure Policy)
- The times of the children's arrivals and departures are recorded on the daily register.
- The arrival and departure times of adults – staff, volunteers and visitors are recorded.
- Our system prevents unauthorised access to our premises.
- Our system prevents children from leaving our premises unattended.

Doors and Floors

- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have 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:
 - Cook in the main classroom
 - Are supervised at all times
 - Are kept away from hot surfaces and hot water
 - Do not have unsupervised access to electrical equipment.

Electrical equipment

- All electrical equipment conforms to safety requirements and is regularly PAT tested. The building has an Electrical Safety Check completed every 5 years.
- Our oiler/electrical switchgear/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. We have under floor heating so this is completely safe for the children.
- 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.

Outdoor area

- Our outdoor area is securely fenced and gates are kept closed.
- Our outdoor area is checked for safety and cleared of rubbish at the start of the day.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 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.

- We have a rota 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 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 children's clothes
 - Providing tissues and wet wipes
 - Ensuring sole use of towels
 - All soiled/wet nappies are placed in appropriate bin which is emptied regularly

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are age appropriate.
- The layout of the 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 removed/repaired/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 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 receive appropriate Food and Hygiene training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children.
- Snacks 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 children do not have access to food/drinks to which they are allergic.
- We must notify Ofsted of any food poisoning affecting 2 or more children looked after on the premises as soon as possible or within the 14 days.

First aid and medication

All members of staff are first aid trained or working towards a certificate. The first aid qualifications includes first aid training for infant 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 and re-stocked as necessary.
- Is easily accessible to adults.
- Is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment sought. Parents sign and date their written approval. Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident forms

- Are kept safely and accessibly.
- All staff know where they are kept and how to complete them.
- Are reviewed termly to identify any potential or actual hazards.

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 Regulations (RIDDOR)

Dealing with incidents

We meet or legal requirements for the safety of our employees by complying with RIDDOR. 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.
 - Break ins, burglary, theft of personal or the settings property
 - Fire, flood, gas leak or electrical failure.
 - Attack on a member of staff or parent on the premises or nearby.
 - Any racist incident involving a staff member or family on the premises.
 - Death of a child.
 - A terrorist attack or threat of one.
- In the Incident Book we record the date and time of incident, nature of the event, who was affected, what action taken, if it was reported to the police, 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. The incident is recorded when the threat is averted.
- The Incident Book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Administration of medication

- If a child is admitted with a life threatening illness, medication will be administered provided the child has an up to date care plan provided by the Health Visitor or GP and all staff are suitably trained.

- If a child has medicine prescribed by a GP, staff can administer according to instructions, once the parent has completed the PSLA Medication Administration Record form.

Sickness

- We do not provide care for children who are unwell, have a temperature, vomiting, diarrhoea or who have an infectious disease. Children should be kept away from pre-school for 48 hours from their last bout of vomiting or diarrhoea.
- Parents are notified if a child has an infectious disease such as chickenpox.
- Parents are notified if there is a case of headlice in the setting.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing up of any body fluids is carried out at all times. All soiled clothes are returned to the parents at the end of the session and all soiled nappies are disposed of in the correct bin which is emptied and taken away regularly.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear and in appropriate languages.

Records for adults

- Names and addresses of all staff.
- All records relating to the staff's employment with the setting including application forms, references, results of checks undertaken etc.

Records for children

- 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.
- Allergies, dietary requirements and illnesses of individual children.
- Times of attendance of children, staff, volunteers and visitors.
- Accidents and medicine administration records.
- Administration of medication, emergency treatment.
- Incidents.

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

Early Years Foundation Stage Standard 6: Safety

- Risk assessments
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.

Early Years Foundation Stage Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.

- Records of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident records.
- Sick children.
- No smoking.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Health and Safety Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Health and Safety Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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