



## Health and Safety Procedures

### Statement of Intent

Haselbury Plucknett Pre-school is part of Haselbury School and therefore follows the model policy and advice laid out by Somerset County Council. This is displayed on the school website. Haselbury Plucknett Pre-School believes that the health and safety of children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers. The following procedures we have adopted specifically within the pre-school setting.

### We aim to:

Make children, parents, governors and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

### Methods

The Headteacher has overall responsibility for Health and Safety on site. Within the pre-school the member of staff responsible for health and safety is Anna Drew, who is competent to carry out these responsibilities. Anna has undertaken health and safety training and regularly updates her knowledge and understanding. We display various necessary health and safety information in the entrance foyer.

### 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.
- Risk assessments should be created by staff with experience in the chosen activity and shared with all pre-school staff. Many of these assessments are produced using EEC software.
- Deciding which areas need attention and;
- Developing an action plan which specifies the action required, the time scale for action, the person responsible for the action and any support required.
- Daily checks are performed inside and outside the building, any potential hazards identified and dealt with appropriately.
- A full risk assessment is carried out annually.

## **Insurance Cover**

We have public liability insurance and employer's liability insurance. The certificate and Schedule is displayed in the office.

## **Raising Awareness**

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 and the 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 they play in the daily life of the Pre-School.

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 through discussions, planned activities and routines.

## **Children's Safety**

Only persons who have been checked with Disclosure and Barring Service (DBS) by an enhanced disclosure and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

If staff have a concern about a child they should report their concerns to the Designated Safeguarding Leader straight away as detailed in our Safeguarding Policy.

Adults do not normally supervise children on their own, however at nappy changing and small group time an adult will be supervising children on their own within the setting/ratios of other nearby staff.

All children are supervised by adults at all times.

Whenever children are on the premises at least two, suitably qualified adults are present.

## **Security**

Systems are in place for the safe arrival and departure of children. The times of the children's arrival and departures are recorded. This is achieved by the parents signing in and the children self registering and we as staff call a register at 9:30am.

The arrival and departure times of adults, staff volunteers and visitors are recorded.

Our systems prevent unauthorized access to our premises.

Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored during Pre-School sessions.

### **Windows**

Low level windows are made from materials which prevent accidental breakage.

All blind cords are tied up at all times.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors. All doors are fitted with anti-trap guards.

### **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 the 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 equipment**

All electrical equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

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 the water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

### **Storage**

All resources and materials which children select are stored safely and labelled appropriately.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Children are not permitted to enter the store cupboard.

All cupboards in the kitchen have child locks.

### **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.

The Pre-School pond is securely covered.

Where water can form a pool on equipment, it is emptied before children start playing outside.

Our outdoor sand pit is covered when not in use.

All outdoor activities are supervised at all times.

### **Activities and Equipment**

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 Pre-School.

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 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.

## **Fire safety**

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

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the buildings and are checked as specified by the manufacturer.

Our emergency evacuation procedures are in line with Somerset County Council guidelines and are:

- Clearly displayed in the entrance foyer and in the main playroom
- Explained to new members of staff, volunteers and parents: and
- Practised regularly at least once every term in conjunction with Haselbury Plucknett First School. Pre-school staff practise evacuation procedures informally between these official drills.
- Records are kept of fire drills and the servicing of fire safety equipment.

## **Safety of Adults**

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

This is explained via a poster located in the store cupboard, and the Health and Safety Law poster is located in the office on the wall.

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 the appropriate languages.

If a member of staff is involved in an accident, all details are fully recorded.

The records are reviewed annually to identify any issues which need to be addressed.

Staff should report any aggressive behaviour and abusive language to their line manager or headteacher.

## **Hygiene**

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the Pre-School, which includes entrance foyer, quiet room, play room, kitchen, toilets, nappy changing areas and outside space.

We implement good hygiene practices by:

- Cleaning tables between activities, particularly between meals/ snacks, using an antibacterial spray.
- Checking toilets regularly to ensure they stay clean.
- Wearing protective clothing such as aprons and disposable gloves as appropriate.

- Providing sets of clean clothes.
- Providing tissues and wipes.
- Encouraging regular and thorough hand washing and drying.

### **Infection Control**

We control the spread of infection by implementing the above good hygiene practice. Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorized adults, if the child becomes ill at Pre-School.

A copy of the Health Protection Agency "Guidelines to common childhood illnesses" and "Guidance on Infection Control in Schools and Nurseries", are displayed in the office cupboard.

Ofsted is notified of any infectious diseases, which a qualified medical person considers 'notifiable'.

### **Food and Drink**

Staff that prepare and handle food receive the appropriate training and understanding 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(s) and do not place hot drinks within the reach of the children.

Snack and meal times are appropriately supervised and children do not walk about with food or snacks.

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.

### **Animals**

Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.

A risk assessment will need to be completed and parents notified of such visits.

We take care to ensure that children do not have access to animals to which they are allergic.

### **First Aid and Medication**

All Pre-School staff hold a current paediatric first aid training certificate.

#### **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; and
- Is kept out of reach of children.

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

**Our accident book:**

- Is kept in the filing cabinet, in the office area
- All staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is also reported to the local office of the Health and Safety Executive.

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).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of prescribed medication.

The administration is recorded accurately 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.

**Records**

In accordance with the Early Years Foundation Stage, we keep records of:

- Adults authorized to collect children from Pre-School;
- 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 time of attendances of children, staff, volunteers and visitors;

- Accidents; and
- Incidents.

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

**National Standard 6: Safety**

Risk assessment

Records of visitors

Fire safety procedures

Fire safety records and certificates

Operational procedures for outings

**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

**This policy was adopted at a meeting of the School Governors**

**Held on: 25<sup>th</sup> September 2017**

**Signed on behalf of the Governors:**

This policy is reviewed annually. The next review is November 2018 or as and when information needs to be added or amended.