

Health and Safety Policy

To be Read in Conjunction with:

- Risk Assessments
- Sick Child Procedure
- Administering Medicines
- Toileting
- Snack Time/Cleaning Procedure
- No Smoking, Alcohol or Drugs Policy

This Policy, and those listed above, outline the procedures to be followed to prevent accidents and threats to health. We aim to provide a safe and healthy environment for children, staff and visitors to work in, play in and enjoy. We will take appropriate measures to rectify any fault or problem that occurs giving rise to a Health and Safety issue.

HEALTH AND SAFETY OFFICER

Pre-school's Health and Safety Officers are: Sarah O'Sullivan (Monday's & Wednesday's) and Carol Harbridge (Tuesday, Thursday & Friday).

The Health and Safety Officer's duties are:

- To be aware of health and safety legal requirements.
- To discuss and seek the resolution of health and safety problems.
- To bring to the attention of staff all health and safety advice and instructions.
- To ensure that a system of reporting, recording and investigating accidents exists.
- To ensure that new staff, students and volunteers are given a copy of the Health and Safety Policy.
- To ensure, in conjunction with the Fire Officer, that arrangements are in force to allow evacuation of the building in case of fire or other emergency.

SAFETY

The safety of young children attending Pre-school is of paramount importance. In order to ensure the safety of both children and adults, Pre-school will ensure that:-

- Children will be supervised at all times.
- The staff/child ratios will be adhered to at all times.
- A daily register is kept i.e.no need to 'take' a formal register as children can register (promotes independence) but staff must keep a record.
- Children arriving or departing at any time other than the designated opening/ closing times will be recorded with the exact time of entry or departure. EYFS states hours of attendance must be recorded on the register pages.
- An accident/incident book is available at all times. All accidents/incidents will be recorded. Records will be kept for three years.
- A 'Record of Concerns' folder is kept in a lockable filing cabinet and is only accessible by Pre-school staff and Ofsted. (Refer to 'Safeguarding Children Policy'). Records will be kept for three years.
- Children will leave Pre-school with authorised adults. (Refer to 'Arrival/Leaving Procedure' and 'Non Collection of Child Policy'). Visitors to Pre-school are required to sign the Visitor's Book, which is kept in the Kitchen.
- The main entrance and playground gate will be locked at all times.
- The kitchen gate and the store room cupboards are closed at all times.
- The Public Liability Insurance is current and valid.
- There is a no smoking policy in operation within the Pre-school and school grounds. (Refer to 'No Smoking, Alcohol or Drugs Policy')
- Electrical and other appliances and fittings conform to safety requirements and do not pose a hazard to the children. All electrical appliances and sockets have a Certificate of Inspection and Test and are checked annually.
- Reasonable steps will be taken to make sure that hazards to children on the premises, both inside and outside, are minimised. Everyone has a responsibility to identify hazards, which should be reported to the Health and Safety Officer.

- All staff are aware of, and comply with, Health and Safety Regulations.
- Indoor/Outdoor water activities are closely supervised at all times.
- Hazardous indoor and outdoor plants are not kept on the premises.
- There is a legal requirement for EYFS that a risk assessment will be completed annually, or sooner if required. If there are areas of concern an action plan with time scales will be made.
- Incidents of injury, disease or a dangerous occurrence will be reported to Ofsted and the Environmental Health Officer. (See RIDDOR below)
- There are procedures for the safe conduct of any outings.

RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations)

In the event of an injury of a serious nature the accident will be reported to the Environmental Health Department, Runnymede Borough Council, Civic Offices, Station Road, Addlestone, Surrey KT15 2AH (01932 838383) and a RIDDOR form completed within 48 hours. Ofsted will also be informed without delay. Such incidents or injuries will be recorded in the 'Children's Accidents' folder and/or the 'Staff/Student/Volunteer Accident Folder'. Records will be kept for three years.

STAFF/STUDENT/VOLUNTEER ACCIDENTS

Staff/student/volunteer accidents will be recorded in the 'Staff/Student/Volunteer Accident Folder'. Accident records will be kept for three years. Emergency contact details, medical details and Permission for Emergency/Operative Treatment are kept in red folders with individual staff records in the 'Staff/Student/Volunteer/Committee Information File'.

FIRE/EVACUATION OFFICER

Preschool's Fire/Evacuation Officer is Carol Harbridge

The Fire/Evacuation Officer is responsible for:

- Keeping up-to-date with latest fire regulations.
- Making sure there is a clear procedure for emergency evacuation of the building.
- Making sure the procedure is known to all staff/students/volunteers.

- Making sure that fire drills are carried out monthly. All drills will be treated as emergencies.
- Keeping records of fire drills and fire/evacuation details.
- Making sure that fire doors are not obstructed and fire exits are clearly identifiable and open easily from the inside.
- Making sure that fire detection and control equipment is readily available.
- Making sure that fire extinguishers are checked annually.
- Ensuring that smoke detectors within Pre-school are checked every day.

HEALTH AND HYGIENE

Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We achieve this in the following way:-

- Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring any child into Pre-school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. This also applies to staff/students/volunteers.
- Cuts and open sores on both children and adults will be covered with sticking plaster or other dressing.
- There is a procedure regarding the administration of medicine.(Refer to 'Administration of Medicines')
- There is at least one member of staff with a current Paediatric Certificate in First Aid on the premises or on outings at any one time.
- Written parental permission is requested, at the time of the placement, seeking notice of any necessary emergency medical treatment and a record is kept of emergency contacts should a child become ill and the parent/carer is unavailable.
- That there is a first aid box complying with the Health and Safety (First Aid) Regulations 1981. The box is checked frequently with items replaced as necessary. The box is kept in the Kitchen cupboard (below the microwave). The cupboard door is marked with a recognised green 'First Aid' label. No medicines are kept with the first aid kit.

- Children of staff who are unwell are not allowed to accompany staff to work.

To prevent the spread of infection adults in the Pre-school will ensure that the following good practices are observed:-

- Hands are washed using soap and water after using the toilet. Hands are cleaned before cooking activities and before snack time.
- Children will be encouraged to shield their mouths when coughing.
- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet.
- Gloves are provided and MUST be worn when cleaning up bodily fluid.
- Affected surfaces will be disinfected using anti bacterial spray.
- We have spare clothing available should an accident occur.
- Soiled garments will be returned to parents in a double wrapped polythene bag.
- Different cleaning cloths are used for the toilet and kitchen areas.
- Tissues are available and children will be encouraged to blow their noses when necessary and dispose of tissues correctly.
- Nappies are double wrapped and disposed of in the large wheeled bins by the school gate immediately.

EPIDEMICS/OUTBREAKS OF INFECTION/SEVERE COMMUNICABLE DISEASES

If a large number of children are affected by an illness, advice will be sought from the Surrey HPT on 0345 8942944 and Ofsted will be informed.

SUN SAFETY

Pre-school is concerned about protecting children from skin damage which can be caused by the sun. We will:

- Encourage children to play in the shade
- Ask parents/carers to provide named sun hats
- Ask parents/carers to apply a high factor sun cream before arrival at Pre-school. Pre-school staff are unable to do this, due to the amount of children
- Parents/carers will be reminded about sun safety annually in a newsletter, or as appropriate.

FOOD AND DRINK

The Pre-school will ensure that:

- Fresh drinking water is available to children at all times.
- Snacks provided will be nutritious and pay due attention to allergy/dietary needs.
- Staff are aware of and comply with the regulations relating to food safety and hygiene.
- Staff will wash their hands before preparing food and drinks.
- That records are kept, and all staff/students/volunteers are made aware of, regarding any special dietary requirements or allergies to food a child may have. A picture of the child with a description of their allergy/dietary requirement is displayed on the wall in the kitchen above the fridge. The child's name card will also display their allergy/dietary requirement.
- Ofsted will be notified of any food poisoning affecting two or more children looked after on the premises.

STAFF

The Pre-school will ensure that:

- Staff have a knowledge of all the routines and procedures that promote health and hygiene.
- Staff are aware of handling and lifting procedures. (Poster in Kitchen)
- Staff are aware of assessing their own health. Staff should contact the Manager or Deputy Manager on their home telephone number if they feel they will be unable to attend a session. Arrangements will then be made to ensure safe ratios are adhered to for children attending the session(s). Students and volunteers are asked to phone Preschool as soon as is practical to advise that they will not be attending (01932 851744). Staff/students and volunteers are reminded that in the case of sickness or diarrhoea they should stay away from Preschool for at least 48 hours.