



Health and safety general standards

Policy statement

At Lechlade Little Learners we believe 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, enabling the children to thrive in a healthy and safe environment.

Method

The member of staff responsible for health and safety is Hazel Adamson. She is competent to carry out these responsibilities. Hazel will be supported in undertaking health and safety training to regularly update her knowledge and understanding.

Risk assessment

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Our Risk Assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- A monthly check of fire equipment and first aid equipment is carried out by Hazel Adamson.

- Hazel will carry out an annual Risk Assessment with accordance of our insurance paperwork alongside doing a risk assessment of equipment for the setting.
- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- We carry out risk assessments for work practice including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - Following any incidents involving threats against staff or volunteers.
- Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children's outings;
 - home visits; and
 - Fundraising activities.
- All risk assessments are added to Family for the staff to be able to access at all times.
- Our Health and Safety Policy aims to make our pre-school safe and healthy for all children regardless of their special educational needs, and will carry out any individual risk assessments if necessary. **NB refer to SEN policy**

Our assessment covers adults and children;

- Deciding which areas need attention; and

- Developing an action plan which specifies the action required, the time scales for action, the 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;
- And continually throughout the session, the week and the term.

Insurance

- We have public liability insurance and employers' liability insurance. The certificate for is displayed on our parent noticeboard.
- The annual renewal is checked by Hazel Adamson and the committee Chair to check the level of insurance cover is adequate for the setting.

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.
- 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.
- 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.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.
- Hazel Adamson is safer recruitment trained to ensure that all staffing arrangements protect the children within the setting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times, adhering staff ratios.
- Whenever children are on the premises at least two adults are present.
- We have a policy specifically for child protection **NB refer safeguarding policy**

- The committee Chairperson and manager, will oversee the necessary DBS checks and Child protection.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adult's 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 and volunteers are securely stored during pre-school sessions.
- Arrival and departure of children is recorded

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows fully shut at the end of the day to ensure the setting is secure

Doors/ Gates

- All external doors when opened are securely tied back to prevent children's fingers being trapped.
- The main entrance gate has a fitted lock and is locked at all times only staff are able to access the key.
- Other gates are locked or bolted.

Floors and general environment

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- It is standard practice that staff ensure the environment is kept free of any slip, trip and fall hazards and that staff do not allow the environment to become over crowded with toys/resources without things being tidied away first, thus ensuring the general safety of both children and visitors.

Kitchen

- Children are able to access the kitchen area at all times.

- All hazards are kept out of reach and view of children; Knives kept in cupboards, hot drinks kept high up and cleaning products are kept in a high cupboard.
- The oven is switched off at the wall unless in use then the children are well supervised and warned of the hazards.

Electrical equipment

- All electrical equipment conforms to safety requirements.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children and is regularly checked.
- Fires, heaters, 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.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- 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; and
 - Practised regularly at least each half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and medication

All staff are First Aid trained. All staff are required to undertake an Ofsted approved First Aid course with particular regard to young children, and hold a current Paediatric First Aid certificate.

Our First Aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff (the Supervisor or Deputy) and restocked as necessary;

- Is easily accessible by adults and children (Children know it is not a toy and only for emergency use).
- The travel First Aid kit is kept in a cupboard in the room.

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement, and this is kept within the child's individual record.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents. All other staff will remain with the other children, moving them to another room or area if appropriate. The other children are kept calm and involved in an activity, although staff will be ready to give comfort and answer questions as necessary. The injured person will be transported to hospital by the emergency services and accompanied by one member of staff until a relative is available. Staff/child ratios will be maintained by having a member of staff above ratios for such an incident.

Our Accident Folder:

- Is kept safely and accessible.
- Accident reports are recorded on Famly and stored on a disk as the end of the school year.
- All staff and volunteers know how to complete accident reports.
- Accident reports are sent directly to the parents and at the end of the session staff will also notify parents of the accident.
- All accident reports will include the child's name, date of birth, when and where the accident occurred, what happened and what treatment was given.
- All reports are reviewed at least half termly to identify any potential or actual hazards.
- Any accidents that occur away from the setting are recorded on an incident form on Famly and are monitored alongside absences.

OFSTED is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult, by the Manager or Committee Chair.

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

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). The supervisor/Committee Chair reports to the local office of the Health and Safety Executive: (ICC) 0845 300 9923

- 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 medication. Usually if a child requires non-prescribed medication during the session we would ask that the child is kept at home for that session. The administration is recorded accurately by the keyperson and parents, and parents sign the record book to acknowledge when a medicine has been administered.

If the administration of prescribed medication requires medical knowledge, individual training is provided for by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is based on guidance from the Health Protection Agency. This includes procedures for contacting parents or other authorised adults if a child becomes ill at pre-school. A list of common illnesses and their exclusion periods is displayed on the parent's notice board for reference purposes. For information the exclusion period in the case of sickness and diarrhoea is 48 hours after the last occurrence of the illness.

If a child becomes unwell during the session, the parent/carer will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

OFSTED is notified of multiple infectious diseases which are included on the notifiable diseases list. Advice is then sought from the relevant bodies regarding informing the other families at the preschool.

NB refer to sickness policy

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. All storage units are checked to ensure there is no damage or risk of injury.
- Staff supervise the storage of equipment in the sheds and will put the toys away.
- Children are not to enter the shed storage without adult supervision.
- All food is stored in clean, suitable containers, chilled food is kept in the fridge, and the fridge temperature is regularly checked and documented on the internal check list.

Outdoor area

- Our outdoor area is securely fenced.
- Each morning a security sweep is carried out which includes our outdoor area. A tick list is used as a prompt for all areas.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides and lists contained in the Health and Safety folder can be consulted for further information.
- 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 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 pre-school which includes play room, kitchen, rest area, toilets and nappy changing areas. We ensure that resources, equipment, dressing-up clothes and furnishings are cleaned when necessary.
- 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.

- Checking toilets regularly.
- Wearing protective clothing such as aprons and disposable gloves as appropriate and ensuring correct hand cleaning procedures.
- Providing sets of clean clothes.
- Providing tissues and wipes, helping children with appropriate disposal of tissues.

NB refer to Nappy changing policy

Sun safety

In sunny weather we ask that all parents bring their child to Pre-School with a sun hat and with sun cream already applied. Written parental permission is sought permitting staff to apply sunscreen at their own discretion. Each child's sun cream is to be labelled with their name by the parents.

If the setting provided sun cream we get permission from parents regarding what sun cream is being used. Sun safety is paramount and any child who is unable to wear our sun cream or does not bring their own must remain out of the sun between the hours of 11am and 3pm on sunny days where the UV is medium or above.

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 at 10 minute intervals.
- 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 management team.
- Risk assessments are recorded on large equipment and other resources.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.
- We ensure that hair accessories are removed before children sleep or rest.

Safety of pregnant visitors

- Pregnant women are welcome at any time to attend any session & events such as sports day, but they are responsible for their own wellbeing within our setting ensuring that theirs and their unborn baby's safety is ensured during any physical play both inside and outside our Pre-School setting.
- Pregnant staff members will have a specific risk assessment completed and it will be reassessed during the pregnancy and reflect the stages of pregnancy.
- We will put up written notification in the foyer if there has been a case of an infectious disease e.g. Chicken pox or Rubella in the setting.

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.
- 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.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- COSHH sheets are kept in a folder in the chemicals cupboard.
- We keep a record of all hazardous substances and they are kept in the cleaning cupboard.
- Hazardous substances are stored safely away from the children.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - Bleach unless it is diluted and only when there are no children present;
 - anti-bacterial soap/hand wash for adults or children, unless specifically advised during an infection outbreak such as Pandemic flu; or
 - Anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- 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 when using cleaning chemicals.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Snack and meal times 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 that children do not have access to food/drinks to which they are allergic to. Allergy chart is displayed in the kitchen snack cupboard.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.

- Parents sign consent forms before outings. Staff will also discuss the outing with parents beforehand to address any worries the parent may have and ensure they are fully aware of the content of the outing.
- Our adult to child ratio is higher. All staff members hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children.

This policy was reviewed October 2021.

Signed on behalf of the committee by

This policy is to be reviewed annually unless legislation requires before.