

# **1. Health and safety policy**



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## **Health and safety overview**

### **Designated Health and Safety Officer: Hazel Adamson**

The aim of this policy is to ensure our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

### **Objectives**

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out where it is helpful to do so, to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking and vaping are not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking or vaping, members of staff ensure that there is adequate ventilation to clear the atmosphere. The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they must seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.

- A risk assessment and access audit are carried out for each area as required and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

## Further guidance

[Dynamic Risk Management in the Early Years](#) (Alliance Publication)

Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)

Ministry or Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

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## Health and safety procedures

### 1. Risk assessment

Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Individuals in the workplace are responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' and 'duty of care' to those who work in and receive a service from our provision. Individuals are also responsible for ensuring their own and others safety.

- Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.

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

### *Daily safety sweeps and checks indoors and outdoors.*

Safety sweeps are conducted when setting up for the day or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is stiff and an educator must stand on a chair to reach it to ensure it has closed properly.

### *Health and safety risk assessments*

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective, and they can give an informed view to help update procedures accordingly.

The setting manager undertakes training and ensures staff have adequate training in health and safety matters. The setting manager ensures that checks/work to premises are carried out and records are kept.

- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Heating systems are cleaned and checked.
- Deep cleaning is carried out in the kitchen.

The setting manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- Entrance and exits.

- Outdoor areas.
- Main room.
- Sleep areas.
- Kitchen.
- Toilet area.

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport).

The setting manager ensures staff members carry out risk assessment for work practice including:

- Intimate care of young children and older children
- arrivals and departures
- preparation of food
- children with allergies and special dietary needs or preferences
- serving food
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children to sleep
- assessment, use and storage of equipment for disabled children.
- visitors bringing equipment or animals for children's learning experiences, for example fire engines.
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

The setting manager liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

## **2. Building**

- Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
- Chairs are stacked safely and in the storage area.
- There are no trailing wires.
- All radiators are guarded.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Materials and equipment do not block clear access or way out.
- Socket safety inserts are unnecessary.
- Any blinds fitted with cords are always secured by cleats. There are no dangling cords.

## **3. Kitchen**

### *General safety*

- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when meal preparation is taking place.
- Wet spills are mopped immediately.

### *Cleanliness and hygiene*

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.

- All work surfaces are washed regularly with antibacterial agents.
- The inside of the cupboards are cleaned monthly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly.
- Ovens/ cooktops are wiped down daily after use; ovens are fully cleaned monthly.
- Washing up done by hand is carried out in double sinks, where available, one to wash, one to rinse.
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths used for surfaces are washed and replaced daily.
- Any repairs needed are recorded and reported to the manager.

#### **4. Children's bathrooms/ changing areas**

- Children are changed on the floor. Staff should not have to lift heavy children on to waist high units.
- Changing mats are cleaned and disinfected after every use.
- Disposable nappies are bagged and placed in the bin.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required if there is no risk of infection, however, gloves are always available for those staff who choose to wear them.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- All other surfaces are disinfected daily.

#### *Children's toilets and wash basins*

- Children's toilets are cleaned daily using disinfectant cleaning agents for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- Toilets not in use are checked to ensure the U-bend does not dry out and are flushed every week. Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- Cubicle doors and handles are washed weekly.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agents. Paper towels are used for all cleaning in the toilet area.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use and stored upright.
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only are colour coded red to keep them separate from the room mop.
- Used water is discarded down the sluice or butler sink.
- Butler sinks and sluices are cleaned and disinfected at the end of each day.

#### **5. Short trips, outings and excursions**

##### *Planning and preparation*

- Outings have a purpose with specific learning and development outcomes.

- The excursion does not go ahead if concerns are raised about its viability at any point.
- A minimum of two staff accompany children on outings. There is a ratio of 1:4, depending on the risk assessment. A ratio of 1:1 may be required for some children.
- Parents/carers on outings are responsible for their own children only.
- A mobile phone and small first aid kit is taken out.
- Staff make sure they have water bottles, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately.
- Children 'high vis' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

#### *Risk assessment*

- Risk assessment if required, is completed prior to the outing and signed off by the setting manager and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

#### *Outing venue (larger outings)*

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

#### *Larger outings checklist*

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and take all reasonable measures to minimise risks.
- The designated lead is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before, during and after the outing.

## **6. Outdoors**

All gates and fences are childproof, safe, and secure.

- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
- Stinging nettles and brambles are removed if they pose a risk to younger children.
- Any climbing equipment must be placed on the safety flooring.
- Wooden equipment is maintained safely and not used if broken.
- Wooden equipment is sanded and varnished as required.
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
- Children are always supervised within ratios outside.
- Children are suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents have given permission) is applied and hats are worn during the summer months.
- Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.

- Children are supervised on climbing equipment, especially younger children.
- Water play is not left out but is cleared, cleaned and stored after each use.
- Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
- Sightings of vermin are recorded and reported to the manager.
- If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

#### *Drones*

If there are concerns about a ‘drone’ being flown over the outdoor area, that may compromise children’s safety or privacy, the setting manager will contact the police on 101.

- Children will be brought inside immediately.
- Parents/ carers will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
  - the drone has hovered specifically over the outdoor area for any length of time
  - there is a likelihood that images of the children have been recorded
  - is spotted on more than one occasion
  - if the Police believe there is cause for concern

Where this is the case, Safeguarding procedures are followed.

## **7. Maintenance and repairs**

Any faulty equipment or building fault is recorded, including:

- date fault noted
- item or area faulty
- nature of the fault and priority
- is a risk assessment required?
- who the fault reported to for action
- action taken and when
- if no action taken by the agreed date, when and by whom the omission is followed up
- date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

- Any broken or unsafe item is taken out of use and labelled ‘out of use’.
- Any specialist equipment which is broken or unsafe should be returned to the manufacturer or relevant professionals.
- Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting’s inventory.
- Condemning items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.

- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

## **8. Staff personal safety**

### *General*

- Members of staff who are in the building early in the morning or late in the evening, ensure that doors and windows are locked.
- Visitors are allowed access only with prior appointments and once identifications are verified.
- When taking cash to the bank, members of staff are aware of personal safety. The setting manager carries out a risk assessment and develops an agreed procedure appropriate to the setting, staff, and location.
- Staff ensure all appointments and meetings are shared on the calendar.
- The setting manager liaises with local police for advice on any issues or concerns.

### *Dealing with agitated parents/ visitors in the setting*

- If a parent or visitor appears to be angry, mentally agitated, or possibly hostile, two members of staff will lead them away from the children to an area less open but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Staff will try to empathise, for example: 'I can see that you are feeling angry at this time'.
- Staff offer to discuss the issue of concern and show they recognise the concern.
- Staff will ensure that the language they use can be easily understood.
- Staff will make it clear that they want to hear issues and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, avoiding expressions like 'calm down' or 'be reasonable'.
- If threats continue, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of the children.
- Procedure 'Threats and abuse towards staff and volunteers' is implemented where staff feel threatened or intimidated.
- After the event, it is recorded in the child's file together with any decisions made with the parents to rectify the situation.
- Any situation involving threats to members of staff are reported to the line manager, following procedure 'Threats and abuse towards staff and volunteers.'

Copies of correspondence regarding the incident will be kept in the relevant child's file.

## **9. Threats and abuse towards staff and volunteers**

The setting is responsible for protecting the health and safety of all staff and volunteers in its services and has a duty of care in relation to their physical and emotional well-being. We believe that violence, threatening behaviour and abuse against staff are unacceptable and will not be tolerated. Where such behaviour occurs, we will take all reasonable and appropriate action in support of our staff and volunteers.

- Staff and volunteers have a right to expect that their workplace is a safe environment, and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats, violence or harassment by parents, service users and other adults as they carry out their duties.

- The most common example of unreasonable behaviour is abusive or intimidating and aggressive language. If this occurs, the ultimate sanction, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on the premises.
- Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. We would normally expect the police to be contacted immediately.

There are three categories of assault, based on the severity of the injury to the victim.

1. Common Assault - involving the threat of immediate violence or causing minor injury (such as a graze, reddening of the skin or minor bruise).
2. Actual Bodily Harm - causing an injury which interferes with the health or comfort of the victim (such as multiple bruising, broken tooth or temporary sensory loss).
3. Grievous Bodily Harm - causing serious injury (such as a broken bone or an injury requiring lengthy treatment).

There is also an aggravated form of assault based upon the victim's race, religion, disability or sexual orientation and other protected characteristics as defined in the Equality Act 2010 which carries higher maximum penalties.

It is important to note that no physical attack or injury needs to have occurred for a common assault to have taken place. It is sufficient for a person to have been threatened with immediate violence and put in fear of a physical attack for an offence to have been committed.

Any staff member or volunteer who feels under threat or has been threatened, assaulted, or intimidated in the course of their work must report this immediately to their manager who will follow the setting manager's procedures and guidance for responding.

999 should always be used when the immediate attendance of a police officer is required. The police support the use of 999 in all cases where:

- there is danger to life
- there is a likelihood of violence
- an assault is, or is believed to be, in progress
- the offender is on the premises
- the offence has just occurred, and an early arrest is likely

If it is not possible to speak when making a 999 call because it alerts an offender, coughs quietly or makes a noise on the line, then follow the prompts to dial 55 (mobiles only) for a silent call. Police may be able to trace the call and attend the premises.

#### *Harassment and intimidation (including sexual harassment)*

Staff may find themselves subject to a pattern of persistent unreasonable behaviour from individual parents or service users. This behaviour may not be abusive or overtly aggressive but could be perceived as intimidating and oppressive. In these circumstances staff may face a barrage of constant demands or criticisms on an almost daily basis, in a variety of formats for instance, email or telephone. They may not be particularly taxing or serious when viewed in isolation but can have a cumulative effect over a period of undermining their confidence, well-being, and health. In extreme cases, the behaviour of the parent/ carer or other service user may constitute an offence under the Protection from Harassment Act 1997, whereby: A person must not pursue a course of conduct:

1. which amounts to harassment of another, and
2. which s/he knows or ought to know amounts to harassment of the other.

If so, the police have powers to act against the offender. Such situations are rare but, when they do arise, they can have a damaging effect on staff and be difficult to resolve. If the actions of a parent/carer are heading in this direction, staff should speak to their manager who will take appropriate action to support. This may include the manager sending a letter to the aggressor, warning them that their behaviour is unacceptable and may result in further action being taken against them. All incidents must be recorded and reported to the owners/ directors/ trustees.

#### *Banning parents/ carers and other visitors from the premises*

- Parents/ carers and some other visitors normally have implied permission to be on the premises at certain times and for certain purposes, and they will not therefore be trespassers unless the implied permission is withdrawn.
- If a parent/carer or other person continues to behave unreasonably on the premises a letter will be sent to them from the owners/directors/trustees, withdrawing the implied permission for them to be there.
- Further breaches may lead to prosecution of the person concerned by the police, and they are treated as a trespasser.
- Full records are kept of each incident, in the Reportable Incident Record, including details of any person(s) who witnessed the behaviour of the trespasser(s), since evidence will need to be provided to the Court.

#### *Dealing with an incident*

- We would normally expect all cases of harassment, assault, and all but the most minor of other incidents, to be regarded as serious matters which should be reported to the setting manager and/or the police and followed up with due care and attention.
- A record of the incident must be made whether the police are involved or not.
- Whilst acknowledging that service users i.e. parents and families, may themselves be under severe stress, it is never acceptable for them to behave aggressively towards staff and volunteers. Individual circumstances along with the nature of the threat are considered before further action is taken.
- All parties involved should consider the needs, views, feelings and wishes of the victim at every stage. We will ensure sympathetic and practical help, support and counselling is available to the victim both at the time of the incident and subsequently.
- A range of support can be obtained:
  - from the setting manager, owners/directors/trustees and/or a staff colleague
  - from Victim Support on giving evidence in court
- In non-urgent cases, where the incident is not thought to be an emergency, but police involvement is required, all staff and volunteers are aware of the non-emergency police contact number for the area.
- 999 calls receive an immediate response. Unless agreed at the time, non-emergency calls are normally attended within 8 hours (24 hours at the latest).
- When they attend the setting or service, the police will take written statements from the victim (including a 'Victim Personal Statement') and obtain evidence to investigate the offence in the most appropriate and effective manner.
- The police will also consider any views expressed by the setting manager and owner/directors/trustees as to the action they would like to see taken. The manager should speak to the victim and be aware of his or her views before confirming with the police how they wish them to proceed.
- In some cases, the victim may be asked by the police if he/she wishes to make a complaint or allegation against the alleged offender. It is important to ensure that the victim can discuss the matter with their line manager, a colleague or friend before deciding on their response. It is helpful for the victim to be assured that, if there is a need subsequently to give evidence in court, support can be provided if it is not already available from Victim Support.

## **10. Entrances and approach to the building**

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof and safe.
- The main gate is always kept shut and locked.
- The identity of a person not known to members of staff is checked before they enter the setting.
- All staff and visitors to the setting are signed in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents/carers and to make sure that doors and gates are shut.
- Back doors are always kept locked and shut if they lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place. (Building works or other changes to the premises which may affect the space available to children and the quality of childcare available to them, must be notified to Ofsted.)

## **11. Control of Substances Hazardous to Health (COSHH)**

- Staff implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Hazardous substances are stored safely away from the children.
- Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
- Risk assessment is done for all chemicals used in the setting.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Bleach is to only be used once children have left the premises.
- Antibacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
- Antibacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
- Members of staff wear suitable rubber gloves when using cleaning chemicals.

## **12. Manual handling**

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift or move items.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children are also heavy and need to be lifted and carried carefully and correctly.

### *Guidelines:*

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.

- Do not lift very heavy objects, even with others, that are beyond your strength.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to overreach.
- Push rather than pull heavy objects.

Please note this is not an exhaustive list.

- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/ carrying children and lifting/ carrying furniture or equipment.

## 13. Festival (and other) decorations

### *General*

- Basic safety precautions apply equally to decorations put up for any festival as well as to general decorations in the setting. Children are informed of dangers and safe behaviour, relative to their level of understanding.

### *Decorations*

- Only fire-retardant decorations and fire-retardant artificial Christmas trees are used.
- Lit candles are never used.

### *Electrical equipment.*

- Electrical equipment (a light, extension leads etc) must be electrically tested before use.
- If using tree lights, place the tree close to an electrical socket and avoid using extension leads. Always fully uncoil any wound extension lead to avoid overheating.
- Remember to unplug the lights at the end of the day.
- Electrical leads are arranged in such a way that they do not create a trip hazard.

### *Location*

- Trees and decorations must never obstruct walkways or fire exits.
- Do not place decorations on or close to electrical equipment (e.g. computers); they are a fire hazard.
- Decorations must be clear of the ceiling lights.

### *Children's areas*

- Christmas trees and other free-standing decorations are placed out of reach or secured so they cannot be pulled over.
- Glass decorations are not used.

## 14. Jewellery and hair accessories

Children, staff members, volunteers and students do not attend the setting wearing jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

- Health and safety take precedence over respect for culture, religion or fashion.
- Members of staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to them or to young children. These include large rings with sharp edges, earrings - other than studs, chain necklaces, or bracelets with attachments that can be pulled off, or belts with large buckles.
- Parents/ carers must ensure that any jewellery worn by children poses no risk, for example, earrings which may get pulled, bracelets which can get caught when climbing, or necklaces that may pose a risk of strangulation.
- Children may wear small, smooth stud earrings.
- Children, staff, and volunteers do not wear anything with sharp edges that could scratch children, or jewellery with small elements that could become detached and swallowed.
- Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.

- Parents/ carers are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.
- Hair accessories that may pose a choking hazard to other children should they become detached, should be removed if members of staff consider this to be a possibility.

## 15. Animals in the setting

- We consider the views of parents and children when selecting animals to keep as a pet in our setting.
- We carry out a thorough risk assessment accounting for any hygiene or safety risks posed by the animal.
- We provide suitable housing and equipment for the animal and ensure that it is cleaned weekly (or sooner if required).
- We ensure the correct food is available and provided at the right time.
- Children are taught correct handling and care of the animal and are supervised when doing.
- Children and adults wash their hands before and after handling the animal.
- Staff will ensure thorough hand hygiene when cleaning out the animals.
- If a child has an allergy to the animal, then we will accommodate each child on an individual level.
- No child will be left unsupervised with any animal in the setting.

### *Visiting animals*

- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Children wash and dry their hands thoroughly after contact with animals.
- Animals visiting the preschool are free from disease, safe to be with children and do not pose a health risk.
- All children are taught hygiene and safety procedures when handling animals.
- The owner of the animal/ creature maintains responsibility for it in the setting.
- The owner carries out a risk assessment detailing how the animal/creature is to be handled and how any safety or hygiene issues will be addressed.
- No dogs on the Government's Banned Dogs list are to be brought on site at any time. All other dogs brought on site by parents/ carers during arrival and departure times must be on a lead and under control. The manager reserves the right to request that a dog is not brought on site, if the animal is out of control, or likely to pose a risk.

### *Wild animals*

- If an animal or creature that could cause potential risk to the children is in the setting staff will respond appropriately and quickly.
- If it is an unknown animal or wild animal, then staff will remove the children from the garden and bring them inside.
- The animal will be given time to move away from the setting if it does not move then staff will ring the RSPCA on 0300 1234 999

## 16. Notifiable incident, non- child protection

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson

- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer or management:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides, with the trustees, if the premises are safe to receive children before any children arrive or to offer a limited service

#### *Emergency evacuation*

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment.
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will always act upon the advice of the emergency services.

#### *Emergency Closure*

The circumstances under which the setting may be closed due to an incident include:

- The trustees make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
  - a school, where the setting is on a school site
  - the emergency services
- A parent/ carer makes the decision for their child not to attend.
- If parents/ carer makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
- Further consideration of individual incidents must be done in consultation with the trustees.

#### *Recording and reporting*

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the trustees are informed.

- The setting manager completes and sends an incident record to the trustees, who, according to the severity of the incident, notifies Ofsted and/or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at [www.hse.gov.uk/pubns/indg453.pdf](http://www.hse.gov.uk/pubns/indg453.pdf)
- Fatal accidents to staff, children, and visitors (parents/carers).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents/carers' and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where no-one is injured but they could have been. (these are usually industrial incidents). This may include:
  - a member of staff injures back at work through lifting and is off for two weeks
  - a parent/ carer slips on a wet floor and is taken to hospital
  - a child falls from a climbing frame and is taken to hospital
  - the ceiling collapses
  - an outbreak of Legionella

The setting manager informs the trustees and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases, or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The owners/trustees/directors review how the situation was managed, as above, to ensure that investigations were rigorous, and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately
- the setting does not admit liability
- if broken or faulty equipment is involved, it must not be repaired, destroyed, or disposed of, in case it is needed during the investigation
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents/carers, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

## 17. Adverse Weather

Lechlade Little Learners is committed to providing uninterrupted care throughout the school year and has the highest regard for the safety of the children in our care. This is a matter of both legal and moral importance; therefore we aim to provide this service in all weather conditions including periods when there may be floods, snow, high winds and heat waves.

If any of these incidents impact the ability of the preschool to open or operate, we will contact parents via phone, dojo or email in certain circumstances.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

#### *Flood*

- In the case of a flood, we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

#### *Snow or other severe weather*

- If high snowfall, or another severe weather condition such as dense fog, is threatened during a preschool day then the manager will take the decision as to whether to close the preschool. This decision will consider the safety of the children, their parents, and the staff team.
- In the event of a planned closure during the preschool day, we will contact all parents to arrange for the collection of their child.
- In the event of staff shortages due to snow or other severe weather, we will contact all available staff and/or agencies if we are unable to meet the staff-to-child ratio, parents will be informed of the closure and collection arrangements made if this is during a preschool day.

#### *Sun & Heat wave*

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Parents must apply sun cream to their child/ren before the start of their session, if their child stays for a full day staff will reapply sun cream accordingly
- If parents haven't applied sun cream when arriving at preschool staff will ensure children have cream on before going outside
- Children must have a clearly labelled sun hat which will always be worn whilst outside in sunny weather.
- Children must have their own labelled high-factor sun cream. Staff must be aware of the expiry date and discard sunscreen after this date. Parents are requested to provide a 50+ (4 stars and above for UVA/UVB) sun cream.
- Preschool has an emergency sun cream which can be used in exceptional circumstances and with parents prior permission.
- Children's safety and welfare in hot weather is the Preschool's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided.
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days.
- Children are encouraged to drink cooled water more frequently throughout sunny or warm days, and this will always be accessible.
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun.
- Shade will be provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to
- If children arrive at the setting with sunburn the manager will speak to the parent/carer about the child's condition and give advice about sun safety. Parents would be advised to seek medical attention if it were thought necessary. If the child is well enough to stay at the setting the child's skin will be kept covered and not to be exposed to any further sun.

#### *High Winds/ storms*

- In the event of high winds or storm warnings, the preschool will enact stringent safety measures to safeguard the welfare of all within our establishment. When forecasts indicate impending high winds or storms we will assess the risk of keeping the preschool open. If winds are expected to be particularly severe, a decision may be made to close the setting temporarily.
- During operational hours, outdoor activities will be halted, and all windows, external doors, and other potential points of vulnerability will be securely fastened. Children will be kept away from windows and in the safest, most sheltered areas of the setting.
- Parents/ carers will be informed promptly of any changes to operational hours or evacuations, and are advised to have a plan in place for early collection if necessary.
- We also encourage parents/ carers to monitor local weather advisories and make travel decisions with utmost caution. The preschool's primary focus during such times is to ensure a secure environment, minimising exposure to the hazards high winds or hurricanes can bring.

#### *Critical Incident*

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood, or closure due to nearby road or severe traffic jam the following procedure will be followed:

- The safety and wellbeing of the children will be of paramount importance.
- If we need to evacuate the building, current fire procedures will be activated and children will be removed to the school field (as long as safe to do so) – please refer to our Fire Safety Policy.
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- As many staff as possible would stay with the children for as long as necessary. No child would ever be left without a member of staff with them.
- In the event of a critical incident if your child cannot be collected and staff members need to return to their homes the child will accompany a senior member of staff home. A message will be left, if possible, for the parents/ carers and police, or social services will be informed of the staff member's address and name of the child.
- If Lechlade Little Learners needs to close all efforts will be made to inform parents before the preschool is next due to open. This will be done through Classdojo and on our social pages.

#### **18.Lockdown**

Lechlade Little Learners recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its children, staff and visitors, for example:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding an environmental risk locally
- A major fire in the vicinity
- The close proximity of a dangerous animal

In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat.

There are two types of lockdown:

1. Partial Lockdown - This may be as a result of a reported incident to the preschool or an occurrence that is happening within the preschool premises. Civil disturbance in the local community with the potential to pose a risk

to staff and pupils in the school. It may also be as a result of a warning being received from a recognised emergency service regarding the risk of air pollution, etc.

2. Full Lockdown - This signifies an immediate threat to the preschool and may be an escalation of a partial lockdown or a spontaneous incident / event or occurrence in or near to the premises.

#### *Be prepared*

- The setting manager assesses the likelihood of an incident happening in your area i.e. consider your location, are you near a busy tourist attraction, power station, or city centre?
- The setting manager will check our police force website for advice and guidance.
- Local police numbers are clearly displayed for staff to refer to.
- The setting manager is aware of current terrorism alert levels check the current status on the [MI5 website](#).
- We follow any advice for managing emergency situations issued by your Local Authority.
- Emergency procedures are reviewed and added to if needed.
- Information is shared with parents and staff to advise them of the actions you will take in the event of a 'lockdown' and what they should do.
- A text/ phone message will be issued to parents when lockdown is confirmed.

#### Suggested message for parents/ carers

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.*

*In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*

#### *Lockdown procedure*

A lockdown will be initiated by a member of staff blowing the whistle 3 times stating either partial lockdown or full lockdown.

#### Partial lockdown procedure:

- All outside activity to cease with immediate effect, child and staff to return to the building in a swift and safe manner.
- All staff and children remain inside the building and all external doors and windows are to be locked until further notice. (Nominated members of staff that are not directly supervising children are required to perform the task if appropriate to ensure the ongoing safeguarding of the pupils).
- Head count will be done and visitor book checked to ensure everyone is accounted for.
- Children will be able to access all areas of the building unless deemed unsafe.
- No one enters or leaves the building until it is safe to do so.

#### *Full lockdown procedure:*

#### All Staff

- Calmly move the children into the sleep room.
- Take children's bottles into the room.
- Headcount the children in your care, alerting the manager if any are missing
- Cover the windows of the sleep room.
- Remain inside the sleep until the manager deems the premises as safe

- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over.

#### Management

- The Manager or Deputy Manager will immediately call 999
- Assign the management of the children in your care to another member of staff
- Collect the first aid box, registers, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Secure all external windows and doors and close the curtains/ blinds
- Turn off lights, computer monitors and put smartphones on silent
- Remain inside the sleep room until a member of the police deems it safe to come out.

Once the danger has passed:

- When completely sure that the danger is over, leave the sleep room and continue activities as far as possible
- Manager to telephone all parents (if not already contacted) and inform them of the incident
- Send a letter to parents to inform parents of the context of the lockdown in more detail
- Records will be made of the event and actions taken
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring

#### *Following the lockdown*

- Cooperate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

#### *Managing parents/ carers*

- In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately please do not until we are given the all clear by the emergency services.
- As a setting we will be acting on the advice of the emergency services at all times.
- Parents will receive a message regarding the lockdown and no other contact will be made until emergency services communicate so we can do so. It will be vital our phone lines remain clear.

#### *Recording and reporting*

- The setting manager reports the lockdown to the directors/trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

#### *Threat levels*

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

- **LOW** means an attack is unlikely.
- **MODERATE** means an attack is possible but not likely.
- **SUBSTANTIAL** means an attack is a strong possibility.
- **SEVERE** means an attack is highly likely.
- **CRITICAL** means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321**.

For non-emergency calls to the police, **call 101**.