



Clapham Preschool (Bedford)

Our Health and Safety Policy

Statement of Intent

This 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/carers, staff and volunteers.

It is the policy of the pre-school to protect all persons including employees, children, visitors, contractors and members of the public from potential injury and damage to their health, which might arise from work activities.

The management will provide and maintain safe and healthy working conditions, equipments and systems of work for all employees and to provide such information, training and supervision, as they need for this purpose.

The management will give a high level of commitment to health and safety and will comply with all statutory requirements.

Aim

We aim to make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The members of staff and committee responsible for health and safety are Kamal Bahra, Mary Eaton and Samantha Robinson. They are competent to carry out these responsibilities and will regularly update their knowledge and understanding.

All employees are required to:

- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to any of the named people above.

Risk assessment

We will take all responsible steps to ensure that staff and children in our care are not exposed to risks and our procedures will demonstrate how we are managing them either verbally or in written form.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- Deciding which areas need attention; and
- Developing an action plan which specifies the action required, the timescales 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;

- Weekly; and
- 6 monthly or annually - when a full risk assessment is carried out.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance hall.

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 understand their shared responsibility for health and safety.
- 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.
- As necessary, 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 as part of the Early Years Foundation Stage (EYFS).

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults will not supervise children on their own.
- Children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorized persons 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 in personal lockers.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- A food management system is in place (including a daily opening and closing kitchen procedure) and records are kept.
- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of 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 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 hot 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.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

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.
- All outdoor activities are supervised at all times during sessions.
- We have a policy for protection of children from the sun.

Hygiene

- Staff attend training on a regular basis to ensure that we keep up to date with the latest recommendations and we are inspected on an annual basis to ensure compliance.
- Our daily routines encourage children to learn about personal hygiene.
- We have a daily, weekly and half termly cleaning routine for the pre-school; this includes the playrooms, kitchens and toilets.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing tissues

Activities

- 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 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow within the EYFS curriculum.

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.
- Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of children.
- Snack 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.
- We have a food and drink policy and encourage the children to eat healthy and nutritious food.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents/carers always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Animals

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Parents are informed before any animals are brought in to support learning.
- Children follow routine for being with the chickens in the setting. This is reinforced at regular intervals for children.
- The same applies for the handling of African Land Snails in the setting. This activity is supervised and managed by a member of staff.

Fire safety

- A fire risk assessment is in place and reviewed annually.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building, and are checked in accordance with the fire risk assessment.
- Our emergency evacuation procedures are;
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- All staff are inducted on the fire safety plan and receive appropriate training.

First aid and medication

The majority of staff have a current first aid certificate (relevant to infants and young children) and we ensure a minimum of one member of staff with a first aid certificate is on the premises or on an outing at any one time.

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 the reach of children.

At the time of admission to the pre-school, parents/cares' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.

Our accident folder:

- Is easily accessible and kept safely;
- All staff know where it is kept and how to complete it; and
- Is reviewed termly to identify any potential or actual hazards.

We notify Ofsted of any injury requiring General Practitioner or hospital treatment to a child or adult.

We meet our legal requirements 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 on our premises 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 in Medpacs for each child, are clearly labeled and are inaccessible to the children.

Parents are required to provide a letter from a health professional to enable a Medical Plan to be stated and the necessary medication administered.

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

Sickness

Our policy for the exclusion of ill or infectious children is stated within our prospectus. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with the 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.

- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the EYFS, we keep records of:

- Adults authorised 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 times of attendance of children, staff, volunteers and visitors;
- Accidents; and
- Incidents

We follow all the requirements of the Early Years Foundation Stage

This policy was adopted at a meeting of Clapham Preschool held on

Signed on behalf of the pre-school

Reference made to:

Statutory Framework for the Early Years Foundation Stage. September 2014.

Legal requirements of the Health and Safety Legislation.

RIDDOR (the Reporting of Injury, Diseases and Dangerous Occurrences Regulations).