

Woodcote Pre-School Group CIO

Health and Safety Policy

Woodcote Pre-School believe that the health and safety of children is of paramount importance. We aim to make our pre-school a safe and healthy place for children, parents, staff, and volunteers.

We aim to make children, parents, staff, and volunteers 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.

The Chairperson and Wendy Powell are responsible for health and safety at the pre-school.

- They are competent to carry out these responsibilities.
 - They have undertaken health and safety training and regularly update their knowledge and understanding.
 - We display the necessary health and safety poster on the parents notice board.
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Insurance Cover

Woodcote Pre-School have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parent's notice board.

Risk Assessments

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, in our premises and during activities.
- Assessing the level of risk and who might be affected.
- Deciding which risks need attention.
- Developing an action plan that specifies the action required, the time scale for action, the person responsible for the action and any funding that is required.

As we employ more than 5 staff members and volunteers, this risk assessment is written and reviewed regularly.

Procedures

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. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We will explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- We ensure that all staff that are employed by us have been checked for criminal records by an enhanced disclosure from the Disbarring Service.
- Staff can not undertake toileting, changing duties or be a sole duty with children at any time, until a satisfactory DBS check has been received.
- Adults do not usually supervise children on their own.
- All children are supervised at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of children, staff, volunteers and visitors are recorded.

- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving the premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in a locked cupboard.

Windows, Doors, Floors and Walkways

- All windows above the ground floor are secured so that children cannot climb through them.
- We take precautions to prevent children's fingers from being trapped in doors.
- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires and leads are properly guarded, and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of the pre-school, including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Kitchen Area

- Children do not have unsupervised access to the kitchen.
- All staff have an up to date Food Hygiene Certificate.
- All staff follow the guidelines of Food Law Code of Practice, a copy of which is kept on site.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they are; supervised at all times, kept away from hot surfaces and hot water and they do not have access to any electrical equipment.

Food and Drink

- Staff who prepare and handle food, receive appropriate training and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry or place hot drinks in reach of children.
- Snack and mealtimes are appropriately supervised, and children remain seated when eating or drinking.
- Fresh drinking water is available to children at all times.
- We operate systems to ensure that children do not have access to food and drinks to which they are allergic to.
- Menus are on display, with allergen advice attached.

Outdoor Area

- The outdoor area is securely fenced off.
- The outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We supervise outdoor activities at all times.

Hygiene

- We 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.
- The pre-school has a daily cleaning routine which is carried out by a cleaner who is employed by Woodcote Parish Council. This cleaning includes all play areas, the kitchen, rest areas, toilets and changing areas.
- 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 and disposal facilities for nappies.

We implement good hygiene practices by:

- Cleaning tables between activities.
- Cleaning and checking toilets regularly.

- Wearing protective clothing - such as aprons and disposable gloves - as appropriate.
- Providing sets of clean clothes.
- Providing tissues and wipes.

Activities, Resources and Repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping at regular intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check. If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Safety of Adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.

- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Parents give general consent when registering their child, to allow children to be taken out as part of the daily activities at the pre-school.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out on a proposed venue, before an outing takes place.
- Our adult to child ratio for outings is quite high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure that no child gets lost and that there is no unauthorised access to the children.
- Every outing is recorded in a record book stating; the date and time, the venue and mode of transport, names of staff assigned to named children and time of return.
- Staff take a mobile phone on outings and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, snacks and water. The amount of equipment will vary and will be consistent with the venue, the number of children and the duration of the outing.
- Records are kept of the vehicles used to transport children on outings, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting. A minimum of two staff should remain behind with the rest of the children.

Animals

- Animals visiting the pre-school are free from disease and safe to be around children. They do not pose a health risk. Children always wash their hands after contact with animals.

Fire Safety

- The manager and staff are familiar with the requirements of the Regulatory Reform Fire Safety Order 2005.
- The basis of the regulations is risk assessments. A written risk assessment is carried out to comply with the regulations.
- We have a copy of the risk assessment that applies to the premises; it is reviewed regularly by the Village Hall Management.
- 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 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. They are clearly displayed in the premises and explained to new staff, parents and volunteers.
- Records are kept of fire drills and the servicing of fire safety equipment.

Control of Substances Hazardous to Health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- 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 use bleach, anti-bacterial soap/hand wash and anti-bacterial cleaning agents. Anti-bacterial spays are not used when children are nearby.

- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.

First Aid and Medication

- All staff have up to date first aid training. The first aid qualification includes first aid training for infants and young children.
- The first aid boxes are easily accessible to adults and are kept out of reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of admission to the setting, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- At the time of admission to the setting, parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency department to be examined, treated or admitted, on the understanding that parents have been informed and are on their way to the hospital.
- Children may have medicine prescribed by a GP with written consent from their parents in the medication book. All medicines must be in original packaging.

Administration of Medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend pre-school.
- Children's prescribed medication is stored in the original packaging; it is clearly labelled and is kept out of reach of children.
- Parents give written permission, prior to the medication being administered. This permission must state; the name of the child, name of the parent, date the medication started, the dose and times, or how and when the medicine is to be administered.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of the medicine.
- If the administration of a prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. It is the responsibility of the parent to ensure the correct training is provided.
- We use the Early Years Alliance publication - Medication Record Book, for recording administration of medication and to comply with the detailed procedures set out in that document.

Sickness

- Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents (or other authorised adults), if a child becomes unwell whilst at pre-school.
- We do not provide care for children who are unwell, have a temperature, sickness and diarrhoea or who have an infectious disease.
- In the case of sickness or diarrhoea, parents are advised that children may only return to pre-school, 48 hours after the last incident of sickness or diarrhoea.
- Children with headlice are not excluded but must be treated to remedy the condition. Parents are notified if there is a case of headlice at the pre-school.
- Parents are notified if there is an infectious disease, such as Chicken Pox.
- HIV may affect children or families who attend the pre-school Staff may or may not be informed about it. Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea may not attend work until 48 hours after the last incident of sickness or diarrhoea.
- The Local Authority's medical officer from the Environmental Health department is notified of any infectious diseases that a medical professional would consider to be notifiable. Ofsted is also informed where this is the case. The full list of notifiable illnesses is obtainable from www.patient.co.uk.

Recording

- All accidents, however minor, are recorded in our accident book. This completed accident form is given to the parent/carer on the same day as the accident occurred, the parent/carer will sign to confirm they have been informed. In the case of an injury to the head, the main carer is telephoned immediately when the accident occurs, and a head injury form is given to them when they collect their child.
- Our accident book is kept safely and is accessible to all staff, who are all competent in completing an accident form. It is reviewed every half term to identify any potential or actual hazards.
- Ofsted is notified of any injury requiring treatment by a GP, hospital or if the death of a child or adult occurs.
- When there is a serious accident, illness or injury requiring GP or hospital treatment, to a child, parent, staff, volunteer or visitor, or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. We call 999 and inform Ofsted within 14 days.

Records

In accordance with the National Standards for Day Care, we keep records of:

Adults

- The names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- The names and addresses of all members of the management committee.
- All records relating to the staff's employment with the pre-school, including application forms, references, results of checks undertaken etc.

Children

- The names address and telephone numbers of parents and adults who are authorised to collect the child from pre-school.
- The names addresses and telephone numbers of emergency contacts in case the child falls ill or has an accident.
- The allergies, dietary requirements and illnesses of the individual child.
- Accident and medication administration records.
- Consent forms for outings, medication administration and emergency treatment.
- Incidents.

Dealing with Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive when:

- Any accident to a member of staff requires GP or Hospital treatment.
- Any dangerous occurrence. This may be an event that causes injuries or fatalities or an event that does not cause an accident, but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book.
- Information for reporting an incident to the Health and Safety Officer is detailed in the Pre-School Learning Alliance's publication - Accident Record.

Our Incident Book

- We have readily available access to telephone numbers for emergency services.
- We ensure that we have access to the Village Hall Facilities Manager and that there is shared procedure for dealing with emergencies.

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive, as mentioned above. These incidents include:

- Break ins, burglary, theft or personal belongings or property belonging to the premises.
- An intruder gaining unauthorised access to the premises.
- Fire, flood, gas leak or electrical failure.
- Physical attack on a member of staff or parent that occurs on the premises or nearby.
- Any racially motivated incidents involving staff or a family in the pre-school premises.
- Death of a child.
- A terrorist attack or a threat of one.

In the incident book we record the date and time of the incident, the nature of the event, who was affected, what was done about it, if it was reported to the police, we keep a record of the crime number. Any follow ups or insurance claims that are made, should also be recorded.

- In the unlikely event of a terrorist attack, we follow the advice given by the emergency services with regards to evacuation, medical aid and contacting the children's families. Our standard Fire Safety Policy and Evacuation procedure will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services will be followed.
- The incident book is not used for recording issues of concern involving a child. This is recorded in the child's personal file.

In addition, the following procedures and documentation in relation to health and safety are in place:

National Standard 6: Safety

- Risk Assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings

National Standard 7: Health

- Administration of medication
- Prior parental consent to administer medication
- Record of the administration of medicines
- Accident record
- Sick children
- No smoking

This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.

Last Updated: March 2021