



Health and safety policy

Statement of intent

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 to enable the children to thrive in a healthy and safe environment.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board and a copy is available within our Operational Plan.

Method

In order to achieve these aims we adhere to the following procedure

- Our designated member of staff responsible for health and safety is the deputy manager.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.

Risk assessment

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- anything which a child may come into contact with during a session.

Risk assessments are written and reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins, as and when a new risk or change is identified and reviewed annually

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, suitability for work and the storage of potentially dangerous substances.
- 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.
- 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.
- 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 operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside area.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Child Safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Staff cannot start work until a satisfactory CRB check has been received.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present (one of these will have a current 12 hour paediatric first aid qualification). There will always be a recognised Level 3 (NNEB, NVQ 3 in CCLD, Diploma in Pre-school Practice) qualified member of staff on site at all times.

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.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors with finger guards and vigilant staff.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- All seniors have an in-date Food Hygiene Certificate.
- All staff follow the guidelines of Safer Food Better Business (Obtainable from the Food Standards Agency).
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see Safer Food Better Business).
- 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
 - are kept away from hot surfaces and hot water
 - do not have unsupervised access to electrical equipment

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly, we also have a carbon dioxide detector next to the gas boiler.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are risk assessed and appropriate safety measures are put into place.
- Storage heaters are checked daily to make sure they are not covered.
- 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 from 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 or any pet mess 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 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 setting which includes play room(s), kitchen, rest area, toilets and nappy 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 the disposal of nappies.

- We implement good hygiene practices by:

- cleaning tables between activities

- cleaning toilets regularly

- wearing protective clothing - such as aprons and disposable gloves - as appropriate

- providing sets of clean clothes

- providing tissues and wipes

Activities

- Before purchasing or loaning, 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 and never left unattended.

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

Food and Drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in Safer Food Better Business obtainable from the Food Standards Agency).

- All food and drink is stored appropriately.

- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.

- 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.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment on the proposed venue is carried out before an outing takes place.
- We exceed the standard adult to child ratios when we go on outings.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.
- At least one person who holds a current 12 hour paediatric first aid qualification will be present on an outing.
- The Lost Child Procedure is also adhered to during outings.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our settings pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from www.opsi.gov.uk
- Guidance that applies to early years settings is set out in: Fire Safety Risk Assessment - Educational Premises (ISBN: 978 1 85112 819 8)
- The basis of the new regulations is risk assessment. Managers will carry out a risk assessment. This will follow the guidance as set out above.
- We risk assess the building for fire safety and review this regularly.
- 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 as specified by the manufacturer.
- We operate in a smoke-free environment and enforce a No Smoking Policy on any area where children are present or about to be present including the entrance and outside area.
- 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
 - practised regularly at least once every six weeks

Records are kept of fire drills and the servicing of fire safety equipment within the fire drill log book - which includes; date, time, number of children and adults, how long the drill took and comments.

First aid and medication

At least one member of staff with current 12 hour paediatric first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children and is in line with the guidelines set out in the Early Years Foundation Stage Practice Guidance.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items ONLY:

- Triangular bandages (ideally at least one should be sterile) - x 4
- Sterile dressings:
 - a) Small (formerly Medium No 8) - x 3
 - b) Medium (formerly Large No 9) – HSE 1 - x 3
 - c) Large (formerly Extra Large No 3) – HSE 2 - x 3
- Composite pack containing 20 assorted (individually-wrapped) plasters 1

- Sterile eye pads (with bandage or attachment) eg No 16 dressing 2
- Container or 6 safety pins 1
- Guidance card as recommended by HSE 1
- In addition to the first aid equipment, each box should be supplied with:
 - 2 pairs of disposable plastic (PVC) gloves
 - 1 plastic disposable apron
 - Electronic thermometer
- The first aid box is easily accessible to adults and is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- is kept safely and accessibly
- all staff and volunteers know where it is kept and how to complete it
- is signed by the staff member dealing with the accident and the parent on collection of the child.
- is reviewed at least every half term to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, 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.

Dealing with incidents

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

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences. This may be an event that causes injury 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. See below.

Our Incident records

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a 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 above.

- These incidents include:

- break in, burglary, theft of personal or the setting's property

- an intruder gaining unauthorised access to the premises

- fire, flood, gas leak or electrical failure

- attack on member of staff or parent on the premises or near by

- any racist incident involving a staff or family on the centre's premises

- death of a child

- a terrorist attack, or threat of one

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

- In the unlikely of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.

Administration of medication - see Administration of Medication and Sickness Policy

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 monthly to identify any issues that need to be addressed.

- All staff complete and keep up to date a health and emergency contact details form.

Records

In accordance with the Early Years Foundation Stage Statutory Framework (welfare requirements):

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, health and emergency contact details for all staff.
- the names and addresses of all members of the management committee
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from setting
- 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 medicine administration records
- consents for outings, administration of medication, emergency treatment
- incidents

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

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.