



## Health and safety policy

*This policy will be reviewed on an annual basis*

### **Statement of intent**

We promote the good health of the children and take necessary steps to prevent the spread of infection and take appropriate action when they arise.

This setting believes that the health and safety of children is of paramount importance.

We make our setting a safe and healthy place for children, parents, early years educators 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.

### **Methods**

The trustee member responsible for health and safety is Colin Mackenzie. The early years educator responsible for health and safety is Hazel Hodge; both are competent to carry out these responsibilities. Hazel has undertaken health and safety training and regularly updates her knowledge and understanding. We display the HSE Health and Safety poster in the foyer.

### **Risk assessment**

Our risk assessment process covers adults and children and includes:

Checking for hazards and risks indoors and outside, risk assessing activities and procedures.

Record any hazards and act upon them immediately or draw up an action plan.

We complete a health and safety checklist daily before the session begins

Annually - when a full risk assessment is carried out.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the foyer.

### **Awareness rising**

Our induction training for early years educators and volunteers emphasises the importance of the health and safety at work act 1974 etc. Covers HACCP, COSHH and general well being. Records are kept and signed.

Health and safety training is included in the settings annual training plan.

We have a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

We ensure all employed early years educators and regular volunteers undertake an enhanced disclosure barring scheme.

All children are indirectly supervised or supervised appropriately by early years educators.

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 and adults. The times of the adults or children's arrivals and departures are recorded.

Our systems prevent unauthorised access to our premises.

Our systems prevent children from leaving our premises unnoticed.

The personal possessions of early years educators and volunteers are stored in the staff rest room at their own personal risk.

## **Windows/Doors/Floors**

Low level windows are made from materials that prevent accidental breakage

Fire doors have magnetic locks which automatically close if the alarm is sounded.

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

## **Kitchen**

Children do not have unsupervised access to the kitchen.

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 in a child-locked cupboard.

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/gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly.

Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

Fires, 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 from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

If items are stored out of reach (above head height) then the appropriate aid must be used for example a stool, steps or step ladder.

## **Outdoor area**

Our garden outdoor area is securely fenced, the outside space is secured by walls and a locked back gate.

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.

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.

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 sets of clean clothes;
- Providing tissues, wipes and paper towels.

## **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 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.

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

## **Food and drink**

Early years educators 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 display extreme caution and care when carrying 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 is carried out before an outing takes place.

Our adult to child ratio is high, normally one adult to two children.

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.

Outings are recorded in an outings record book stating:

- the date and item of outing
- the venue and mode of transport
- names of staff assigned to named children
- time of return

Early years educators 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 early years educators should accompany children on outings and a minimum of two should remain behind with the rest of the children.

### **Missing child**

If a child goes missing from the setting

The person in charge will carry out a thorough search of the building and garden.

The register is checked to make sure no other child has also gone astray.

Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

Person in charge talks to early years educators to establish what happened.

If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

As soon as it is noticed that a child is missing, early years educators on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One early years educator searches the immediate vicinity but does not search beyond that.

The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.

Early years educators take the remaining children back to the setting.

The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.

The early years educators contact the police using the mobile phone and report the child as missing.

In an indoor venue, the early years educators contact the venue's security who will handle the search and contact the police if the child is not found.

The person in charge contacts the chairperson of the management trustee directors who comes down to the setting as soon as possible.

### **The investigation**

- The management trustee director carries out a full investigation taking written statements from all the early years educators present at the time, or who were on the outing.
- The key person/ early years educator writes an incident report detailing:
  - the date and time of the report;
  - what early years educators/ children were in the group/outing;
  - when the child was last seen in the group/outing;
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all early years educators co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing early years educators. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

OFSTED is informed.

The Insurance Department at the Pre-School Learning Alliance is informed.

### **Animals**

Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

Our setting's 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 is cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

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.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premises;
- explained to new early years educators, volunteers and parents; and
- Practised regularly at least once every six weeks.

Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

At least one early years educator with current 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.

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 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 early years educators and volunteers know where it is kept and how to complete it; and is reviewed at least half termly to identify any potential or actual hazards.

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

When there is any injury requiring general early years educator 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 an early years educator requiring treatment by a general practitioner or hospital; and

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.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

**Our Incident Folder**

We keep an incident folder for recording incidents and near misses including those that that are reportable to the Health and Safety Executive as above.

These incidents include:

- calling an Ambulance for a child convulsion or serious injury.
- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- faults in security for example a back gate being left open or front door
- attack on an early years educator or parent on the premises or near by;
- any racist incident involving a staff or family on the centre's premises;
- any bite which has broken the skin of another child
- objects which have fallen from a height
- death of a child, and

- 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 even 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 even 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**

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 the setting.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.

The administration is recorded accurately each time it is given and is signed by an early years educator. Parents sign the record book to acknowledge the administration of a medicine.

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

### **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 ill while in the setting.

Parents are notified if there is an infectious disease such as chicken pox.

Children who have had sickness or diarrhoea will be excluded until 48 hours has elapsed since the last bout.

Children with headlice will be excluded, until they have been treated. Parents are asked to collect the child and other parents will be notified.

HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Early years educators will 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.

Early years educators suffering from sickness and diarrhoea will not work in the setting until 48 hours has elapsed since the last attack.

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

## **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.

Adults do not remain in the building on their own or leave on their own after dark.

- The sickness of early years educators and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

## **Records**

In accordance with the Early Years Foundation Stage Welfare Requirements, we keep records of:

### **Adults**

Names and addresses of all early years educators on the premises, including temporary early years educators who work with the children or have substantial access to them.

- names and addresses of the owners or of all members of the management trustee directors
- All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

### **Children**

- 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, early years educators, volunteers and visitors;
- accidents and medicine administration records;
- Consents for outings, administration of medication, emergency treatment; and incidents.

## **Covid - 19 Procedures and information**

Pippins strongly recommend staff are vaccinated with a follow up booster (where applicable) to protect all adults and children from the risk of contracting Covid - 19 and minimise the spread of infection, always subject to any legislation or otherwise implemented by the Government, or any other authoritative body, that requires such vaccinations to be taken by staff.

For all staff who have **provided evidence to Pippins of having** received a minimum of 2 vaccinations, we request they conduct 2 lateral flow tests per week; on a Sunday and Wednesday evening.

For all staff who have not **provided evidence to Pippins of having** received a minimum of 2 vaccinations, we require them to undertake 3 lateral flow tests per week: on a Sunday, Tuesday and Thursday evenings.

All lateral flow test government confirmation emails should be forwarded on to Pippins, this will be monitored and recorded to ensure all staff are Covid - 19 negative whilst at the setting.



In the event of a positive lateral flow test, the member of staff must self-isolate immediately, conduct a PCR test and follow the current government guidelines. We recommend if you have the Track and Trace app, contact tracing is off during your time at Pippins as all mobile phones are kept together.

In addition, the following procedures and documentation in relation to health and safety are in place in the Early Years Foundation Stage Statutory guidance:


- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Medication and consent prior to administering.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- Food and drink
- No smoking.
- Suitable People
- Safe Recruitment
- Suitable Premises, environmental and equipment
- Organisation
- Documentation

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

\_\_\_\_\_  
  
\_\_\_\_\_  
Chairperson

Commenced 2009 - Reviewed: 30.11.2021