



Policy Statement

At Burham Pre-school 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.

- 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.
- Our staff members with overall responsibility for health and safety are:
Tracey Beechey/Tanya Best
- We display the necessary health and safety poster in Store Cupboard

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in reception

Awareness rising

- 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.
- 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, in-house 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 and all staff and parents are made aware of this through notices and signs.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults/Manual handling

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. All staff have a personal responsibility to ensure they do not lift objects likely to cause injury. Members of staff bring the setting manager's attention to any new risk, or situations where measures are not working.
- Staff should not lift heavy objects alone. Seek help from a colleague and make sure they bend from the knees rather than the back; they should not lift very heavy objects (even with others) that are beyond your strength.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

- We record the sickness of staff and if they have an accident within the setting. The records are reviewed termly to identify any issues that need to be addressed.

Windows

- Windows are checked for breakage before each session.

Doors

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

Kitchen

- Children do not have unsupervised access to the kitchen.

Floors

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

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly in conjunction with the village hall committee.
- Our boiler/electrical switch gear/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.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- 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 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.
- We make sure that where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Children are always supervised within ratios outside.
- Sun cream (if parents have given permission and provided in a name labelled bottle) is applied and hats are worn during the summer months. Outdoor play is avoided only when there is extreme heat between 11am and 1pm.

- We check that children are suitably attired for the weather conditions and type of outdoor activities; 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.

Hygiene – Please see health and Hygiene policy for full details

- 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 including oral health.
- All staff are responsible for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a good standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - toilets are checked and cleaned regularly throughout the day;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes.
 - Ensuring individual use of paper towels.

Activities and resources

- 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.
- Rice trays are cleaned regularly 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 at regular intervals by staff.
- 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/oral hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Jewellery and accessories

- Staff are asked to only wear stud type earrings and wedding or signet type rings, they do not wear shoes or jewellery that could be pulled and broken or that may pose a danger to themselves or children. Staff that wear any jewellery do so at their own risk should it get broken.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure and take references on all new members of staff.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Fire safety

FIRE MARSHALLS FOR THE SETTING ARE: KAREN BANKS/ALINE MASIH/SARA BLEASDALE

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 about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

- Fire doors are clearly marked and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer regularly by the village hall committee.
- Our emergency evacuation procedures are:
 - clearly displayed in the notice board;
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly.
- Records are kept of practice evacuations in the daily diary/H & S file and any problems identified are actioned immediately.
- A fire safety risk assessment is carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Animals

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in the setting or in visits, to ensure health and safety at all times we:

- aim to make sure that animals visiting the pre-school are free from disease, safe to be with children and do not pose any health risk.
- If animals or creatures are brought in by visitor to show the children, they are the responsibility of the owner, and they owner must advise the children how to correctly handle the animal.
- If any children handle animals within the setting or on outing's we make sure they wash their hands immediately afterwards.
- We advise parents of planned visits to make sure the children have not allergies or fears.

Security

- Systems are in place for the safe arrival and departure of children. The children's arrival is recorded by the session supervisor in the register and we also do a headcount once the doors are secured. Two members of staff will stand at the door to record the children leaving in the register at the end of the session.
- If a child leaves the session early with their parent or carer, this is recorded in the register immediately.
- Children will only be allowed to leave the pre-school with adults who are authorised by the child's parents to collect them on their registration form.
- The arrival and departure times of staff/visitors are recorded in the register.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are kept safely away from the children during pre-school sessions.

Health and safety on Outings and visits

- A risk assessment is carried out before an outing takes place if visiting a large venue, we will contact them prior to visit to ask for a copy of their risk assessment.
- Written permission will be obtained from parents prior to scheduled outings. And when possible, parents will be encouraged to join us.
- Our adult to child ratio is high, normally one adult to four children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children – however if parent is present, they will take responsibility for their own child.
- It is the parent's responsibility to make travel arrangements for their child however if they are unable to use their own transport and they ask someone else to take their child it is also their responsibility to check that that individual has appropriate insurance cover.
- Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with special needs.
- A headcount will be made before setting off (and headcounts will be ongoing at regular intervals throughout the outing).
- A first aid kit and any child's specific medication such as EpiPen or asthma pumps will be carried on all outings, and the medical information on special health requirements of children.
- A mobile telephone will be carried on all outings.
- On full setting outings a list of contact numbers for parents and staff will be taken.
- Spare clothes will be carried on the outing.
- All children and adults will wash their hands after they handle any animals during a visit.

First aid

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. Our first aid kit:

- complies with the St John's Ambulance recommendations;
- is regularly checked by a designated member of staff (Tanya Best) & re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

Vinyl single use gloves are also kept near to (not in) the box, as well as a thermometer. Cold compacts are kept in the pre-school fridge for emergency use.

We will administer hypoallergenic plasters if the need arises. Parents who are aware of an allergy to this type of plaster should advise the pre-school when completing their child's registration form.

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

Minor injuries and accidents are treated and recorded on an accident form (supervisors trolley):

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it;
- this is reviewed at the end of each term to identify any potential or actual hazards.

Parents are normally informed when they collect their child unless the child is unduly upset or members of staff have any concerns about the injury. In which case they will contact the parent for clarification of what they would like to do, i.e. collect the child or take them home and seek further advice from NHS 111.

Serious accidents or injuries

- An ambulance is called for children requiring emergency treatment.
- First aid is given until the ambulance arrives on scene. If at any point it is suspected that the child has died, the police are called immediately.
- The registration form is taken to the hospital with the child.
- Parents or carers are contacted and informed of what has happened and where their child is being taken to.

Recording and reporting

- In the event of a serious accident, injury, or serious illness, the designated person notifies the designated safeguarding officer who will record all details as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent, one for the child's file and one for the local authority Health and Safety Officer.
- The supervisor/committee will report any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care to Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The designated person will, inform local child protection agencies of these events

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 (Tracey Beechey):

- 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 committee, if the premises are safe to receive children before any children arrive or to offer a limited service

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the supervisor immediately and if appropriate emergency service, fire, police, ambulance, if those services are needed.
- The setting manager completes and sends an incident record to the committee, and according to the severity of the incident notifies Ofsted (on their online form www.gov.uk/guidance/report-a-serious-childcare-incident) or RIDDOR. (reporting incidents form/book section 7 health and safety file)
- 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
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents' and children, where they are taken to hospital.

This may include:

- a member of staff injures back at work through lifting and is off for over two weeks
- a parent slips on a wet floor near the water tray and is taken to hospital
- a child falls from a climbing frame and is taken to hospital

The setting manager informs the owners/trustees/committee 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
- 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 committee 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, 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.

Risk Assessments

- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks indoors and outside, and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- A risk assessment is completed and is reviewed annually when our insurance is renewed.
- We maintain a termly log (door supervisors trolley) of health and safety issues, these lists are checked on annual basis when the full risk assessment is completed.
- A daily visual safety sweep is carried out by the supervisor and deputy to make sure there are no hazards that need addressing on a daily basis.
- We work with the village hall committee to make sure we take necessary steps to reduce the risk of exposure to legionnaires disease/COVID-19 and to make sure all fire safety checks are carried out on a regular basis.

Records

In accordance with the welfare requirements, we keep records of:

Children

- 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 medication records
- incidents.

Adults

- Names and addresses of all staff on the premises, including temporary staff who work with the children
- Names and contact details of all members of the management committee;
- All record relating to staff's employment.

In addition, the following policies and documentation in relation to health and safety are in place.

Safety

- Annual risk assessment.
- Record of visitors
- Fire safety procedures/risk assessment.
- Fire safety records and certificates.
- Lock down procedure

Health

- Administration of medicine forms
- Injury to child on arrival recorded in diary
- Emergency treatment consent forms
- Staff first aid certificates
- Food & Hygiene policy.
- Sickness & Medication policy

Legal Framework

- Health and Safety at Work Act (1974)
- Health & safety (consultation with employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2004)
- Manual Handling Operations Regulations 1992 (as amended 2004)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Health and Safety Executive xxx.hse.gov.uk/risk

This policy works in conjunction with:
 Equipment and resources policy
 Food and hygiene policy
 Sickness, Allergies and Medication policy
 Lockdown Procedures

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

_____ (*chairperson committee*)