



Totterdown Preschool

Health and Safety Policy

Statement of Intent.

Totterdown Preschool believe that the health and safety of children is of paramount importance. We make our preschool 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.

Method

The member of staff responsible for health and safety is Shamira Lumsden/Claire Childs. They are competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- A termly inspection is carried out by the Owners of the Preschools.

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;
- And continually throughout the session, the week and the term.

Insurance Cover

- We have public liability insurance and employers' liability insurance.

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. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.

- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the preschool.
- 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.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own, other than going to the toilet.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Adult to child ratios

- Our adult to child ratios are set according to the statutory framework and are as follows:
 - 1 to 13 for 3/4 year olds -only with QTS
 - 1 to 8 for 3/4 year olds- NVQ 3 and 2
 - 1 to 4 for 2 year olds - all staff
 - 1 to 4 for 3/4 year olds – forest school trained NVQ 3

We agree to comply with these ratios and will maintain an up to date availability to ensure they are not exceeded.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adults volunteers and visitors are recorded.
- 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 securely stored during preschool sessions.

Windows

- All windows are above child level and are made from materials which prevent accidental breakage.

Floors

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

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and nonporous.
- There are separate facilities for washing.
- Cleaning materials and other dangerous materials are stored out of children's reach, in a 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.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all 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 secure-by a wire fence and natural planting.
- Our smaller garden has a covered area for children to play in should the weather be too hazardous for the children to go out in.
- Our forest school area is made for all weathers and is checked before and after each use, it is supervised by trained staff at all times. (See forest school risk assessment)
- 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.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including, but not restricted to, coats, hats, sun hats, and sun protection cream. Where appropriate we will have a limited supply of these for use in an emergency.

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 ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- During times of a pandemic extra precautions are carried out, Government guidelines followed and a separate policy implemented

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.

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 preschool.
- 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 nontoxic.
- Sand is clean and suitable for children's play, and is changed on a yearly basis unless needed more often.
- 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.

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 area(s) and do not place hot drinks within reach of children. All drinks are kept in the kitchen area. When outside all adult hot drinks are in a, non-spill, lidded cup.
- 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, and the children are taught how to access this in their self service area.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic to.

OFSTED is notified in the event of two or more incidents of food poisoning.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before outings. Staff will also discuss the outing with parents beforehand to allay any worries the parent may have and ensure they are fully aware of the content of the outing.
- On outings our adult to child ratio is high. At least one of the staff members will hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Animals

- Animals visiting the preschool are free from disease, safe to be with children and do not pose a health risk. They are supervised by the owner at all times.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked by the Centre 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 members of staff, volunteers and parents; and
 - Practised regularly at least each half term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

All staff are 12hour Paediatric First Aid trained. All staff are required to undertake an Ofsted approved First Aid course with particular regard to young children and babies, and hold a current First Aid certificate. 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 Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and restocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

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

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents. All other staff will remain with the other children, moving them to another area, if appropriate. The other children are kept calm and involved in an activity, although staff will be ready to give comfort and answer questions if necessary. The injured person will be transported to hospital by the emergency services and accompanied by one member of staff until a relative is available. Staff/child ratios will be maintained by having a member of staff above ratios for such an incident or, in cases where the above ratios member of staff is not available, children will be moved into playing in the smaller garden so that more eyes are available.

Our Accident logs

- Are kept safely and are accessible; in each child's folder
- Uses one page per accident/incident to promote confidentiality:
- All staff and volunteers know where the folders are kept and how to complete the forms;
- Are shown to parents upon collection where any accident involves their child and they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given; and
- Is reviewed to identify any potential or actual hazards

OFSTED is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult, by the Manager/Deputy of the Preschool.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive by the manager.

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

- Any accident to a member of staff 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).

Medication

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. The administration is recorded accurately by person administering it and parents, another member of staff witnesses it and parents sign the record book to acknowledge when a medicine has been administered.

Parents give prior written permission for the administration of prescribed medication. We ask that the child has used the medication for 24 hours before coming to preschool in order that no adverse reactions occur.

We will not administer non prescribed medication during the session and we ask that the child is kept at home for that session. We also ask that if a pain relief medication has been given to the child prior to coming to preschool, then they be kept at home. If we are aware that a child has been given a pain relief medication prior to attending then we reserve the right to send them home.

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

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is based on guidance from the Health Protection Agency. This includes procedures for contacting parents or other authorised adults if a child becomes ill at preschool. A list of common illnesses and their exclusion periods is displayed on the parent's notice board for reference purposes. For information the exclusion period in the case of sickness and diarrhoea is 48 hours after the last occurrence of the illness. If a child bumps their head on the way to Totterdown Preschool and a visible mark/raised bump is present the parent/carer will be asked to take the child home. If you have administered Calpol/ Nurofen to your child in the best interest of the other children and staff we would ask you to refrain from bringing them into Totterdown Preschool. If a child is found with live lice or has a contagious disease such as conjunctivitis, or skin disorders such as ring worm, scabies etc then we also reserve the right to send the child home so they can be treated and returned once they are not contagious anymore.

If a child becomes unwell during the session, the parent/carer will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

OFSTED is notified of any infectious diseases which are included on the notifiable diseases list. Advice is then sought from the relevant bodies regarding informing the other families at the preschool.

Lost Children

Identify lost child

One member of staff to sit and tell children a story.

One member of staff to check building and immediate vicinity.

Check outside of the centre, including the playground and car park.

Phone police and parents

NB: THIS WHOLE PROCEDURE NEEDS TO BE CARRIED OUT WITHIN 15 MINUTES!

If child has been passed back into parent care i.e. end of session, then it is ultimately the parents responsibility, but we will assist in all ways possible.

At drop off a member of staff is always at the door and comes in when last parent leaves after bolting the door.

At pick up a member of staff stands at the door, whilst another member of staff sits with the children.

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 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. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Department of Education and GDPR regulations, we keep records of:

- Adults authorised to collect children from preschool;
- 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.

Smoking, drugs and alcohol

- As a public building the preschool premises are non smoking.
- Visitors to the building and staff are asked not to smoke on the premises, and we would encourage smokers to move away from the perimeter of the building
- The welfare of the children is of paramount importance to the preschool, and as such the use of drugs and alcohol at the preschool premises is not allowed. Any staff who reports for work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action.
- Social events to be held within the preschool premises will not serve alcohol, as the preschool believes it is inappropriate in the circumstances.

Agreed by Claire Childs and Shamira Lumsden

Reviewed and revised in October 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: