

# CHANDLERS CHATTERS PRESCHOOL PLAYGROUP

## HEALTH & SAFETY POLICY

Our setting believes that the health and safety of children entrusted to our care is of paramount importance. We make our Pre-School 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 and learn through play in a healthy and safe environment.

The member of staff responsible for health and safety is Debbie Russell and is supported by the Manager. In addition, other members of staff assist in first aid and health and safety. Staff that have completed a relevant and up to date first aid course will be responsible for any first aid needs, and all staff will be responsible for health and safety issues as they will have had in-house instruction and training on all aspects of H&S and manual handling, which is regularly updated.

In accordance with the Safety at Work Act 1974.

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.
- Identifying levels of risk (low medium or high).
- 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 each session begins.
- Weekly and termly.
- At the beginning of the autumn term, a full risk assessment is carried out.

### Health and Safety

The current health and safety poster are displayed clearly.

### Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed.

### 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 become ill at Preschool. Ofsted is notified of any infectious diseases affecting either children or adults in the setting which a qualified medical person considers notifiable.

- We do not provide care for children who are unwell, have a temperature, persistent dry cough sickness and diarrhea, or who have an infectious disease/virus.
- Children with headlice are not excluded but must be treated to remedy the condition.

- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease within the group.
- Good hygiene practice concerning the cleaning of any spilled bodily fluids is carried out always.
- Children will need to be absent for 48hrs for Sickness and 48hrs for Diarrhea (after the last bout)

With respect to staff, staff will be excluded if they have any symptoms of COVID – 19. Sickness for 48hrs and diarrhea for 48hrs and any other infectious illness until they are no longer infectious.

### **Healthy Practice**

We operate a policy of no smoking in any outside area that will be accessible to children.

At breaktime we offer a drink of water or milk. Children are encouraged to bring in a piece of fruit for snack time.

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

### **Awareness and Training**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and 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.
- 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 they play in the daily life of the Preschool.
- Health and safety training are included in the annual training plans of staff as necessary and health and safety is discussed regularly at staff meetings.
- 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 Criminal Records Bureau have unsupervised access to the children.
- Adults do not normally supervise children on their own. No child is left alone with a member of staff/volunteer without being visible to others.

- All children are supervised by adults always, whilst allowing for the free movement of children and adults within the setting. Children can go to the toilet independently only after asking permission from a member of staff.
- Whenever children are on the premises at least two adults are present.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

## **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.
- 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 stored in our kitchen during Pre-school sessions. Staff members are not allowed to carry their mobile phones during the session.
- Our outside premises are fitted with CCTV cameras which are the property of the community center. They can only be accessed by code, by the Vice chairman of the committee and the Manager of the Pre-school. The video footage is re-recorded over every 4 weeks. This information cannot be accessed via the internet.
- Children are supervised always. In the event of a child being lost or not collected there is a clearly defined procedure to be followed.
- Children are not allowed to leave the premises with anyone under the age of 18 years. If a member of staff has any reason to believe that a Parent/Carer is under the influence of Alcohol, Drugs or any Drug related substance we have the right to keep your child on the premises until one of your listed contacts can escort your child home. If for any reason no one can be contacted our next course of action would be to contact the relevant authorities i.e. MASH (Multi Agency Safeguarding Hub).

## **Premises**

The registered premises are for the sole use of the Preschool during the hours of operation. We take appropriate steps to ensure that the premises remain clean, well lit, adequately ventilated, and kept at an adequate temperature, and maintained in a suitable state of repair and decoration.

## **Windows**

- Low level windows are either made from safety glass or are suitably covered to prevent breakage.
- Windows above ground level are secure so that children cannot climb through them

## **Doors**

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

## **Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged, to avoid slips, trips, and falls.

## **Kitchen**

- There is a kitchen area which is adequately equipped for the preparation and storage of snacks and drinks for children and staff on the premises.
- The 'Safer Food, Better Hygiene' diary, which provides guidance to food preparation and safe hygiene methods, is completed daily by staff and all staff have up to date Level 2 Food Hygiene qualifications.
- Children do not have unsupervised access to the kitchen.
- Food preparation areas conform to environmental health and food safety regulations. All surfaces are clean and non-porous.
- There are separate facilities for handwashing and for washing up.
- When children take part in food preparation activities, they are supervised always, 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, does not pose a hazard to the children, and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- There are enough sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage 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.
- There is adequate space for storage.

## **Outdoor area**

- We will ensure that children can play safely outside through a combination of supervision always, by competent employees and protection from hazards.
- The outdoor area is securely fenced.
- The outdoor area is checked for safety and cleared of rubbish before it is used.
- Usually hazardous indoor plants and outdoor plants are not on the premises; if they are present, they are inaccessible to children. Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Outdoor water activities are closely supervised always. Where water can form a pool on equipment, it is emptied before children start playing outside.

## **Hygiene**

- Our daily routines encourage the children to learn about personal hygiene.
- The registered person ensures that staff are informed and aware of the importance of good hygiene practices to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.
- All resources and equipment, dressing up clothes and furnishings are cleaned as and when necessary. A record of cleaning is made in the diary each time it is carried out.
- 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 and wipes.
- ensuring sole use of paper towels.
- double bagging used nappies and placing them in outside bins
- emptying the bin when it is full and at the end of each day

### **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.
- Furniture, toys, and equipment on the premises are in good repair and conform to BS EN safety standards or the toys (Safety) Regulations (1995) where applicable.
- Large equipment will be erected with care and checked regularly.
- 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, protected from contamination and is suitable for children's play.
- 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 Food Hygiene training and understand, and comply with, regulations relating to food safety and hygiene. All injuries are covered.
- All food and drink are stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack times are appropriately supervised, and children do not walk about with food and drinks.

There are systems in place 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, which will be followed always.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out prior to an outing taking place.
- Our adult ratio is high, normally one adult to two children. This may be 1:3 depending on the nature of the visit and age of the children.

## **Animals**

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.
- We review the policy to take account of any current health issues and keep abreast of developments via the media.

## **Fire prevention**

We will take all steps possible to prevent fires occurring. Staff are responsible for:

- Ensuring that power points are not overloaded and, where possible, that plugs are removed from sockets at the end of each session.
- Ensuring that the pre-school's for smoking is observed.
- Checking for frayed or trailing wires.
- Storing potentially flammable materials safely.

## **Fire safety**

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- All staff, volunteers and children are made aware of the fire exits and the assembly point. Children will be made aware of the fire procedures during their settling in period and regularly from then on.
- Fire drills are carried out regularly and without warning and are logged in the fire drills book.
- Fire extinguishers will be checked every six months.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.

## **First aid**

At least one member of staff with a current first aid training certificate 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 consistent with any guidance issued by the Secretary of State. Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- contains a list of contents (determined through risk assessment)
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults is kept out of the reach of children

At the time of admission to the Preschool, parents' written permission for any necessary emergency medical advice or treatment for the future is sought. Parents sign and date their written approval. Our Accident Book:

- records any accidents, and if to a child, is signed by the parent/guardian. A copy of this record is given to the parent/carer.
- is kept safely and accessibly
- all staff know where it is kept and how to complete it. Volunteers report any accidents to a member of staff, who will assist them in completing the form.

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 local office of the Health and Safety Executive:

- any accident to a member of staff, parent, child, volunteer, or visitor requiring treatment by a General Practitioner or hospital.



## **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, they are provided with safe equipment to do so.
- All warning signs are clear and legible.
- The sickness of staff and their involvement in accidents is recorded.

## **Records**

In accordance with the EYFS Statutory Requirements, we keep records of:

### **Adults**

- Names, addresses, emergency contact numbers, doctor, health issues of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- all records relating to the staffs' employment with the setting, including application forms, references and results of checks undertaken.

### **Children**

- the names address and telephone numbers of emergency contacts in case of children's illness or accident.
- the names address and telephone numbers of parents and adults authorized to collect children from the setting.
- name of the person with parental responsibility.
- the allergies, dietary requirements, inoculations, and illnesses of individual children.
- the times of attendance of children, staff, volunteers, and visitors.
- accidents and medicine administration records.
- incidents.
- consents for outings.

Updated June 2020

