

## Health and Safety Policy

### Health and safety general standards

#### **Policy statement**

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, staff, and volunteers 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 member of staff responsible for health and safety is:

**Nikki Atkins/ Vikki Lowe**

However, in our setting this may be shared between all staff.

#### **Insurance cover**

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

##### **Reception area on display board**

- 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 have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### **Procedures**

##### **Awareness raising**

- 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 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 of potentially dangerous substances.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- We explain health and safety issues 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 are included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities, and routines.

##### **Risk assessment**

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;
- deciding which areas need attention; and
- developing an action plan that 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;
- weekly; and
- termly – when a full risk assessment is carried out.

#### **Children's safety**

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- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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.

#### 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.

#### Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure that they are made safe.
- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

#### Doors

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

#### Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

#### Electrical equipment (no gas on site)

- We ensure that all electrical conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, wires, and leads are properly guarded, and we teach the children not to touch them.
- We check storage heaters daily to make sure they are not covered.
- There are enough sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.

#### 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 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; and
- do not have unsupervised access to electrical equipment.

#### Storage

- All our resources and materials, which are used by the children, are stored safely.

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

#### **Outdoor area**

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months.
- We always supervise outdoor activities, and particularly children on climbing equipment.

#### **Hygiene**

- We seek information from the Public Health England to ensure that we keep up to date with the latest recommendations. <https://www.gov.uk/government/organisations/public-health-england>
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting, which includes the playroom, kitchen, rest area, toilets, and nappy changing areas. Children do not have unsupervised access to the kitchen.
- 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 disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities.
  - cleaning and checking toilets regularly.
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate.
  - providing sets of clean clothes for the children if they require.
  - providing tissues and wipes.
  - All soiled/wet nappies bagged and disposed of immediately in a nappy bin.

#### **Activities, resources, and repairs**

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

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- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is reported to the manager who will get the item repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.

#### **Food and drink**

- Staff who prepare and handle food receive appropriate Food & Hygiene 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.
- Snacks 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.

#### **First aid and medication**

All members of staff are first aid trained or working towards a certificate. 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.

#### **Accident reporting**

- Accidents and incidents are recorded on the appropriate forms kept in the office and all staff and volunteers know where they are kept and how to complete it.
- Accident/ incident forms are reviewed at least half termly to identify any potential or actual hazards and recorded in the accident/ incident log.
- OFSTED is notified of any injury requiring treatments 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; 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.

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

#### **Our Incident Book**

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;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a staff or family on the centre's premises;
- 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 event 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.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

#### **Administration of medication**

If a child is admitted with a life threatening illness, medication will be administered provided child has an up to date care plan provided by the Health Visitor/GP and all staff are suitably trained.

#### **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.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. Any sickness and diarrhoea systems, children should be kept off for 48 hours until systems disappear.
- 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, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not 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.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

#### **Safety of adults**

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- For group provision: We ensure that adults do not remain in the building on their own.

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- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

#### **Records**

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

#### Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- name and address of the owner.
- all records relating to the staff's employment with the setting, including application forms, references, 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, staff, volunteers and visitors;
- accidents and medicine administration records;
- administration of medication, emergency treatment.

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

#### *Early Years Foundation Stage Standard 6: Safety*

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.

#### *Early Years Foundation Stage Standard 7: Health*

- 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.

#### **Jewellery and accessories**

- Our staff do not wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to themselves or children.
- 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.

#### **Control of substances hazardous to health**

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*. <https://www.hse.gov.uk/coshh/>
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.

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- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum to ensure health and hygiene is maintained.
- Environmental factors are considered when purchasing, using, and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

#### Legal framework

- Health and Safety at Work Act (1974)  
<https://www.hse.gov.uk/legislation/hswa.htm>
- Management of Health and Safety at Work Regulations (1999)  
<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made#:~:text=The%20Management%20of%20Health%20and%20Safety%20at%20Work,services%2010%20Information%20for%20employees%20More%20items...>
- Electricity at Work Regulations (1989)  
<https://www.legislation.gov.uk/ukxi/1989/635/contents/made>
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)  
<https://www.oshcr.org/coshh-control-of-substances-hazardous-to-health/#:~:text=The%20Control%20of%20Substances%20Hazardous%20to%20Health%20Regulations,forms;%20for%20example:%20Chemicals%20and%20products%20containing%20chemicals>
- Manual Handling Operations Regulations (1992 (As Amended 2004)  
<https://www.hse.gov.uk/msd/backpain/employers/mhor.htm>
- Health and Safety (Display Screen Equipment) Regulations (1992)  
<https://www.legislation.gov.uk/ukxi/1992/2792/made>

#### Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)  
<https://www.hse.gov.uk/pubns/law.pdf>
- Health and Safety Regulation...A Short Guide (HSE 2003)  
<https://www.hse.gov.uk/pubns/hsc13.htm>
- Electrical Safety and You: A Brief Guide (HSE 2012)  
<https://www.hse.gov.uk/pubns/indg231.htm>
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)  
<https://www.hse.gov.uk/pubns/indg136.pdf>
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)  
<https://www.mark1training.co.uk/library/files/manual-handling-a-short-guide.pdf>

This policy is reviewed annually or more frequently as required if changes arise.