



The Goslings Preschool

Registered Charity No. 1209514

Health and Safety Policy

The Goslings Preschool believes that the health and safety of children is of paramount importance, with the preschool being 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.

Our Health and Safety Officer is Julie Harris (Preschool Manager), supported by the parent committee and Chairperson.

Insurance Cover

The Goslings Preschool has public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the noticeboard.

Risk Assessments

Our risk assessment process covers adults and children and involves identifying risks, measuring risks and addressing the risk:

1. Checking for hazards and risks indoors and outside, and during our activities.
2. Assessing the level of risk and who might be affected.
3. Deciding which areas need attention.
4. Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
5. Manual handling; if a member of staff is pregnant, or has recently undergone surgery, we carry out a risk assessment.

As we employ five staff members, the risk assessment is reviewed and updated regularly.

Procedures

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.

- 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 and understand their responsibilities.
- 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 is included in the annual training plans of staff, 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.
- We have a no-smoking policy; all staff, parents and volunteers are made aware of our no-smoking policy.
- The no-smoking policy is stated in the information pack given to parents when their child joins the preschool.

Children's Safety

- We ensure that all staff that are employed by us have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Staff cannot undertake toileting, changing duties or be on duty alone with children at any time, until a satisfactory DBS check has been received.
- Adults do not usually supervise children on their own.
- All children are supervised 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 registers are taken twice a day where the children's arrivals and departures are recorded.
- The arrival and departure times of children, staff, volunteers and visitors are recorded.
- Our security systems prevent unauthorised access to our premises.
- Our security systems prevent children from leaving the premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in a locked cupboard.

Windows

- All windows are at a height where children cannot climb through them.

Doors

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

Floors

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

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly (PAT tested).
- The 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.
- There are sufficient sockets 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 is adequate in all areas of the preschool, including storage areas.

Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Kitchen Area

- 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.
 - Kept away from hot surfaces and hot water.
 - Do not have access to any electrical equipment.

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.
- The fridge is cleaned and checked at the end of each week, with the temperature continually monitored.
- Adults never place hot drinks within reach of children.
- Snack and mealtimes are appropriately supervised, and children remain seated when eating or drinking.
- Fresh drinking water is available to children at all times.
- We operate systems to ensure that children do not have access to food and drinks which they are allergic to.

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 all play areas, the kitchen, toilets and 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 and disposal facilities for nappies.
- We implement good hygiene practices by:
 - Cleaning tables between activities.
 - Cleaning and checking toilets regularly.
 - Wearing protective clothing (e.g. aprons and disposable gloves) as appropriate.
 - Providing sets of clean clothes.
 - Providing tissues and wipes.

Outdoor Area

- The outdoor areas are securely fenced off and locked at all times.
- Staff only are allowed to open the gates to allow parents or carers in the setting (very infrequently).
- The outdoor areas are checked for safety and cleared of rubbish, animal droppings and any other unsafe items before being used.

- Adults are alert to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- 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, and coats, hats and gloves are worn during the winter months.
- Outdoor activities are supervised at all times.

Activities, Resources and Repairs

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

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/legible and in appropriate languages.
- Adults do not remain in the building on their own, or leave on their own. If a staff member has to call into the preschool out of hours for any reason (e.g. to check the heating in cold weather), they are required to let somebody, such as a family member, know and for what duration of time they expect to be there.
- 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

Outings and Visits

- Parents sign a general consent on registration for their child to be taken out as part of the daily activities at the setting.
- Parents are always asked to sign a specific consent form before a major outing.
- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- A risk assessment is carried out for each venue before an outing takes place, which is reviewed regularly.
- A risk assessment is always carried out before an outing takes place.
- There is a designated lead for each excursion, who is clear about their responsibility as designated lead.
- Children with allergies or other specific needs have a separate risk assessment completed.
- All venue risk assessments are available for parents to see upon request.
- Our adult to child ratio for outings is high, normally one adult to two children, depending on their age, sensibility, type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure that no child goes missing, and that there is no unauthorised access to the children.

- All outings are recorded on an outings register that is kept in the setting stating:
 - The date and time of the outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - The return time.
- Staff take the preschool mobile phone on outings, and supplies of tissues, wipes, pants etc., as well as a mini first aid pack, snacks and water. The amount of equipment will vary and will be consistent with the venue, the number of children and the duration of the outing.
- Children and staff wear a high visibility vest and children wear wrist straps to ensure that they are safely attached to staff at all times.
- Staff frequently count their designated children and ensure that hands are held when on the street and crossing the road.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on outings, even where parent volunteers are assisting. A minimum of two staff should remain behind with the rest of the children.
- An outing/excursion will not go ahead if concerns are raised about its viability at any point.

Animals

- Any animals that visit the preschool are free from disease and safe to be around children. They do not pose a health risk. Children always wash their hands after contact with animals.

Fire Safety

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Smoke detectors and firefighting appliances conform to BSEN standards, which are fitted in 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. They are clearly displayed in the premises and explained to new staff, parents and volunteers.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Please refer to our Fire Drill, Evacuation and Lockdown Procedure for further information regarding fire safety.

Control of Substances Hazardous to Health (COSHH)

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (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 keep the chemicals used in the setting to a minimum in order to ensure health and hygiene is maintained. We use bleach, anti-bacterial soap/hand wash and anti-bacterial cleaning agents. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.

First Aid and Medication

- All staff have up-to-date first aid training. The first aid qualification includes first aid training for infants and young children. Staff complete a minimum of 12 hours of paediatric first aid training, in accordance with the requirements of Ofsted. All staff are retrained within 3 years of the date of issue of their previous certificate.
- Our first aid kit is easily accessible to adults and is kept out of the reach of children.
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and is regularly checked by a designated member of staff and re-stocked as necessary.
- No unprescribed medication is given to children, parents or staff.
- At the time of registration at the setting, parent's written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- At the time of registration at the setting, parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency department to be examined, treated or admitted, on the understanding that parents have been informed and are on their way to the hospital.
- It is the preschool policy not to care for sick children, and they should remain at home until they are well enough to return to the setting. The preschool staff do not regularly administer medication; antihistamines for known allergy sufferers and asthma inhalers are the only exceptions. These should be in date, with the child's name and dosage written on and staff should be fully briefed as to how to administer the medication. Please refer to the preschool Asthma Policy for further guidance.

Sickness Policy

- We do not provide care for children who are unwell, have a temperature, sickness and/or diarrhoea, or who have an infectious disease. In the case of sickness and/or diarrhoea, parents are advised that children may only return to preschool 48 hours after the last episode.
- 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.
- Children with head lice and their families are recommended to be treated prior to returning to the setting.
- Parents are notified if there is a case of head lice 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, but they are not excluded from the setting because of it. All staff should be informed.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and/or diarrhoea may not attend work until 48 hours after the last episode.
- The Local Authority's medical officer from the Environmental Health department is notified of any infectious diseases that a medical professional would consider to be notifiable. Ofsted is also informed where this is the case. The full list of notifiable illnesses is obtainable from www.patient.co.uk.
- Please refer to our Managing Child Sickness, Infections and Allergies Policy for further guidance.

Accident Reporting

- All accidents, however minor, are recorded in our accident log. This completed accident form is discussed with the parent/carers on the same day as the accident occurred; the parent/carers will sign to confirm that they have been informed. In the case of an injury to the head, a head injury form is given to them when they collect their child. If the head injury is considered severe, the parent/carers is telephoned immediately when the accident occurs, informed of the injury and asked to collect the child from the preschool for further monitoring.
- Our accident log is stored safely and is accessible to all staff, who are all competent in completing an accident form. It is reviewed every half term to identify any potential or actual hazards, or individual injury patterns (e.g. bumps at a certain time of day that coincides with tiredness).
- Ofsted is notified of any injury requiring treatment by a GP, hospital or if the death of a child or adult occurs.

- When there is a serious accident, illness or injury requiring GP or hospital treatment, to a child, parent, member of staff, 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. We call 999 and inform Ofsted within 14 days.

Records

- In accordance with the National Standards for Day Care, we keep records of:

Adults

- The names and addresses of all staff on the premises, including temporary staff who work with the children, or who have substantial access to them.
- The names and addresses of all members of the management/parent committee.
- All records relating to staff employment with the preschool, including application forms, references, results of checks undertaken etc.

Children

- The names address and telephone numbers of parents and adults who are authorised to collect the child from preschool.
- The names addresses and telephone numbers of emergency contacts in case a child falls ill or has an accident.
- The allergies, dietary requirements and illnesses of an individual child.
- Accident and medication administration (e.g. asthma inhaler) records.
- Consent forms for outings, medication administration and emergency treatment.
- Incidents.

Dealing with Incidents

- We meet our legal requirements for the safety of our employees by complying with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:
 - Any accident to a member of staff that requires GP or hospital treatment.
 - Any dangerous occurrence; this may be an event that causes injuries 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.
- Information for reporting an incident to the Health and Safety Officer is detailed in the Pre-School Learning Alliance's publication – Accident Record.

Our Incident Forms & Risk Assessment Folder (Health and Safety)

- Telephone numbers for the emergency services and other relevant agencies are readily available.
- We keep a Health and Safety folder 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 belongings or property belonging to the setting.
 - Fire, flood, gas leak or electrical failure.
 - An intruder gaining unauthorized access to the premises.
 - A physical attack on a member of staff or parent that occurs on the premises or nearby.
 - Any racially motivated incidents involving a staff or family on the preschool's premises.
 - Death of a child.
 - A terrorist attack, or threat of one.

- In the Health and Safety folder, we record the date and time of the incident, the nature of the event, who was affected, what was done about it, if it was reported to the police and, if so, the crime number is recorded. Any follow ups, or insurance claims that are made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice given by the emergency services with regards to evacuation, medical aid and contacting children's families. Our Fire and Evacuation 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 event of a child dying on the premises, the emergency services are called, and the advice of these services will be followed.
- The incident form is not used for recording issues of concern involving a child. This is recorded in the child's personal file.

Common Inspection Framework

- As required under the Common Inspection Framework, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behavior and discrimination, including racist incidents, and complaints and resolutions.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.