

STAMPERS PRE-SCHOOL

Health and safety policy (updated 6.8.17)

"Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up."

Statutory Framework for the Early Years Foundation Stage, DCSF, 2007.

Statement of intent

Stampers Pre-School believes that the health and safety of children is of paramount importance. We make our Pre-School 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 Kirsty Mclean, supported by the Pre-School Leader, Siobhan Stephenson and Chair of the Committee, Claire McKinney

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.
- An annual risk assessment is also carried out by either Kirsty or Siobhan, and we go over this at staff training day in September each year.

Our assessment covers Staff, children & parents:

- deciding which areas need attention
- noting on the risk assessments if 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
- continually throughout the session, the week and the term.

Insurance Cover

- We have public liability insurance and employers' liability insurance. The certificate is displayed on the Parent's Notice Board and is renewed annually. (in March)

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. This is carried out by The Pre-School Leader, or Deputy.

- Health and safety issues are explained to the parents/carers of new children during their two pre-visits prior to starting, 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 data and barring service (DBS) have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two NVQ 3 Qualified adults are present, and all staff are trained in paediatric first aid.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- visitors are required to enter via the main school entrance, where they will sign into school and receive a sticky label.
- The arrival and departure times of adult's, volunteers and visitors are also recorded in Stampers visitor book, along with the signature of the staff member who has checked their ID.
- Our systems prevent unauthorised access to our premises.

Procedures -

- The outside door will be opened at 8.45am. Parents/carers remain with their children until 9am. From 8.45am to 9.10am (when the outside door is locked), a staff member monitors the outside door to prevent children from leaving again. Children are encouraged to wave goodbye from the window. The door is locked by 9.10am.
- Any late arrivals are asked to enter through the main school entrance.
- All visitors are asked to enter through the main school entrance and sign in/out. They also sign in/out to Stampers.
- Parents/carers picking up at lunchtime are asked to ring the door bell to Stampers, where they will be admitted to pick their children up. The door is locked after each parent has left.
- At 3pm - the outside door is opened for parents/carers to pick up their children - a staff member monitors the outside door to make sure children leave only with an authorised person. At this time, children are sat on the carpet, with a member of staff between them and the exit, so that children can only leave when their parent arrives.
 - If parents/carers are late refer to the 'none collection of child policy'

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly by Stamfordham 1st School.
- Our boiler is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds and is regularly checked by Stamfordham 1st School. There is a notice above the sink in the kitchen area making staff aware that the water is too hot for children. Children are made aware not to use the kitchen sink.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely and at a level for children to access.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Children's chairs must be stacked no higher than 4 chairs, and left with fronts facing towards a wall/vertical surface - NOT fronts facing out as they fall easily that way.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish (and toadstools) before it is used.
- All outdoor activities are supervised at all times.
- We require parents/carers 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

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go."

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food, and after handling animals.
 - Anti bacterial gel is easily available for staff to use eg after helping a child blow their nose
- Toilet areas are regularly checked and cleaned each day by the school caretaker to ensure high standards of hygiene and safety. Checks are made during the working day to ensure the toilets are kept clean.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids. Any item that has bodily fluids on is placed in a plastic bag before putting in the sanitary bin. This is provided by an external company and removed by them.
- Young children are escorted to the toilets and helped if required. Adults inform another adult if they are in the toilet area with a child. Any help to a child in the toilet area is recorded.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food preparation and after use.
- We ensure that resources, equipment, dressing up clothes and furnishings are cleaned at least every half term and/or as needed.

We implement good hygiene practices by:

- cleaning tables between activities when necessary. Using a wipeable table cloth for meal/snack times, that is just for those times.
- checking toilets regularly.
- wearing protective clothing such as aprons and disposable gloves as appropriate.
- requiring sets of clean clothes to be provided - we have a few spares too.
- providing tissues and wipes.
- staff are also encouraged to have a change of clothing on the premises.

Activities/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 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 non-toxic.
- Sand is clean 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 regularly and noted in the red sleep book in the top draw of the filing cabinet.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- We discourage the use of drawing pins on the children's display boards. Drawing pins are only used on staff and parent's display boards.
- We teach and encourage children to self-risk assess.

Storage of Food and drink

- All staff receive appropriate external Food and Hygiene training and understand and comply with food safety and hygiene regulations. All staff have current Food Hygiene certificates.
- All food and drink is stored appropriately.
- Snack 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.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
 - Ingredients that might be allergenic are listed on the lunch display board for parents/carers prior to their use in an activity, snack or meal.

Outings and visits

- We have agreed procedures for the safe conduct of outings (see Educational visits/outing policy).
- A risk assessment is carried out before an outing takes place using Evolve Educational visits Risk assessment from Northumberland County Council.
- Parents/carers always sign consent forms before outings. Staff will also discuss the outing with parents/carers before hand to allay any worries the parent/carers may have and ensure they are fully aware of the content of the outing.
- Our adult to child ratio is normally one adult to two/three children depending on age. All staff members 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 Preschool mobile phone (that is unable to photograph) 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 through **SAFE MANAGEMENT OF VISITS AND OFF-SITE ACTIVITIES: NORTHUMBERLAND COUNTY COUNCIL**.

Animals

- Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk. We ensure all visitors with animals have their own risk assessment in place.
- Children will be required to wash their hands before and after contact with animals.
- We do not permit animals to be brought into our outdoor area.

Storage of cleaning materials etc.

- Any potentially dangerous substance will be kept out of the sight and reach of children.
- Screw tops of containers will be tightly closed.

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 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.
- A fire drill is practised at the Head Teacher of Stamfordham 1st School's discretion, with additional drills organised by Stampers to ensure *all* children participate once a term.
- Records are kept of fire drills in the filing cabinet in Stampers classroom and Stamfordham 1st School keeps a record of the servicing of fire safety equipment.

First aid and medication

All staff employed in the setting require to hold a current paediatric 1st aid certificate - new staff will be put on training as soon as possible after they begin working in Stampers. 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:

- is regularly checked by Lara Purvis, 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/carers' written permission for emergency medical advice or treatment is sought. Parents/carers 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/carers. All other staff remain with the other children, moving them to another room if appropriate. The other children are kept calm and involved in an activity, although staff are 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.

Our Accident Book

- is kept safely and accessible in the filing cabinet.
- uses one page per accident/incident to promote confidentiality:
- all staff and volunteers know where it is kept and how to complete it
- is shown to parents/carers upon collection, when if any accident involved their child, they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given.

OFSTED is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult by Siobhan Stephenson or Kirsty Mclean.

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

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) link to RIDDOR found on the Northumberland County Council web site for further information.

Kirsty Mclean 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.
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Medicines and Illness (see sick child policy & medications policy for further details)

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

- Parents/carers give prior written permission for the administration of medication, stating time to give, any given earlier, any known side effects.
- The administration of medication is recorded accurately by the staff member administering it, and parents/carers sign the record book to acknowledge when a medicine has been administered.
- If a child becomes unwell whilst at the Pre-School, all effort will be made to speak to the parent/carer to get consent for Calpol or Piriton. If no consent can be obtained from a parent/carer then staff will use their judgement accordingly and the medication record filled out and counter signed by a parent. A record is kept of the time the child became ill and the symptoms; any treatment given. This is updated with any changes. A member of staff remains with the child at all times.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Parents/carers are informed of our policy for the exclusion of ill or infectious children in our Stampers Information Booklet, which is available on the Stampers website. This information is based on guidance from the Health Protection Agency. This includes procedures for contacting parents/carers 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 noticeboard 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 becomes unwell during the session, the parent/carer will be contacted.

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

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 bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded in the accident book or on their absence record. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage we keep records of:

- adults authorised to collect children from preschool and the name, home address and date of birth of each child and authorised adult.
- the name, home address and telephone number of the child's parents/carers
- the name, home address and telephone number of everyone living or working in the premises where the childcare is provided - or the part of the premises where the childcare is held
- a daily record of the hours the child attends
- a record of accidents that happen on the premises
- a record of any medicine given
- the date and details of any medicine given and who gave the medicine

- a record for parents/carers to sign, to say that staff can give medicines
- a record of risk assessment.

Smoking, drugs and alcohol

- As a public building the Pre-School 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 Pre-School and as such the use of drugs and alcohol on the premises is not allowed. Any staff who report for work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action by the committee. Children will not be released into the care of anyone suspected to be under the influence of drugs or alcohol.
- Social events to be held within the Pre-School premises will only serve alcohol when there are no children present.

See also:

Emergency Closure Policy
 Equipment and Resources Policy
 Fire Safety Policy
 Food and Drink Policy
 Hygiene Policy
 Missing Child Policy
 None collection of child policy
 Equal Opportunities policy
 Personal and Intimate Care Policy
 Safeguarding Children Policy
 Staffing and Employment Policy
 Student & Volunteer Policy
 Sun Protection Policy
 Medication policy
 Parents as Partners policy
 Settling in policy
 Accident and first Aid policy
 Personal & intimate Care Policy
 Smoking Policy
 Inclusion policy
 Sick child policy
 Camera and Mobile phone policy
 Social Networking policy
 Whistle blowing policy