



Health and Safety General Standards Policy

Policy Statement

Minety Pre-school CIC believes that the health and safety of children is of paramount importance. We promote a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults.

We ensure our setting is 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 in a healthy and safe environment.
- Our designated member of staff responsible for health and safety is: *Sue Tinson*.
- We ensure that *Sue Tinson* is:
 - a) Competent to carry out these responsibilities.
 - b) Has undertaken health and safety training and regularly updates her knowledge and understanding.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board.

Procedures

Awareness rising

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

Children's safety Induction

- Only persons who have been checked for criminal records by an Enhanced Disclosure from the Criminal Records Bureau or the Disclosure Barring Service have unsupervised access to the children, including helping them with toileting.
- 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 are present.

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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.
- 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. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health (COSHH) - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.

Security Induction

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures 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 pre-school sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that 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.

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 in cupboards with child locks.
- 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 switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

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- Radiators are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from 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 securely fenced.
- 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

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 play room, kitchen, and toilets.
- We have a schedule for cleaning resources and equipment, dressing-up clothes & furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - a) Cleaning tables between activities
 - b) Cleaning toilets regularly
 - c) Wearing protective clothing - such as aprons and disposable gloves
 - d) Providing sets of clean clothes
 - e) Providing tissues and wipes

Activities and 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 setting.
- 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.
- 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 repaired. If it cannot be repaired it is discarded.

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- Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

Food and drink

- All food and drink is stored appropriately
- Adults do not have hot drinks in the play areas including the garden.
- 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 by children bringing in their own water in flasks
- We operate systems 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
- Procedures to be followed on outings are contained within our operational plan
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the National Standards for Day Care

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and 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:
 - a) Clearly displayed in the premises explained to new members of staff, volunteers and parents; and practised regularly at least once every six weeks.
 - b) Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

All members of staff hold a current first aid training certificate (relevant to the infants and young children) on the premises and new staff members attend first aid training after their 3 month induction. The first aid qualification includes first aid training for infants and young children.

Our first aid kit;

- Is regularly checked by a 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 pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- Is kept safely and accessibly
- All staff and volunteers know where it is kept and how to complete it; and
- Is reviewed at least half termly to identify any potential actual hazards

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Ofsted is notified of any injury requiring treatment by a GP or hospital, or the death of a child or adult.

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

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 requiring treatment by a GP or hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

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

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

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

Records

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

- Adults authorised to collect children from pre-school
- 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
- Incidents

In addition, the following policies and documentation in relation to health and safety are in place.

National Standard 6 : Safety

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Vehicle records including insurance
- List of names drivers

National Standard 7 : Health

- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent of emergency treatment
- Accident record

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- Sick children
- No Smoking

Minety Pre-school take care to provide a safe and hygienic environment for all users of the Pre-school.

We comply with current legislation and guidelines as advised by OFSTED.

The Chairperson of Pre-school is the Health & Safety Representative. Any problems encountered should be reported to the Representative who will action immediately

Minety Pre-school will ensure that they adhere to any Health & Safety Executive guidelines.

Minety Pre-school will arrange a visit from the HSE safety Officer on a periodic basis.

Legal Framework

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Health and Safety Information for Employees Regulations 1989
- Employers' Liability (Compulsory Insurance) Act 1969
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Noise at Work Regulations 1989
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety at Work Act (1974)

The Forest School Health and Safety Policy

This is an addendum to the School's Health and Safety Policy and does not change the school's position on health and safety matters set out in the original document.

In order that Forest School sessions may be run safely, the Forest School Leader will:

- Have regard to the Local Authority Publication Outdoor Education, visits and Off-site Activities.
- Ensure that at least one appropriately qualified first aider is on-site.
- Establish and maintain a safe and healthy environment by:
- Establishing, maintaining and evaluating appropriate procedures, policies and risk assessments, as set out in the Handbook.
- Ensure the provision of sufficient information and instruction for all adults so that they can contribute to their own health and safety and that of the children they are working with.
- Establish and be utterly familiar with, all emergency procedures including the reporting and recording of procedures.
- Ensure that risk assessments and pre-site visits take place before children are permitted on to the site. Risk assessments will be held in the master Forest School file, located in the Head teacher's office.
- Ensure alternative plans are in place should a planned activity be compromised by health and safety concerns.
- Ensure that Forest School Volunteer Rangers are aware of their responsibilities towards the children.
- Investigate any accidents and use information gathered to inform future risk assessment and policy making.
- Teach all members of the party to maintain their own and others health and safety by involving them in the risk assessment process at appropriate opportunities.
- Maintain the legal adult-child ratio.
- Ensure that safety equipment is in good working order and is used appropriately.
- Forest School Leaders assume responsibility for the maintenance of the First Aid Kit, Kit Bag(s) and any tools brought into the Forest School camp.

Roles and Responsibilities

Responsibilities of the Forest School Leader

- To plan and lead all Forest School activities
- To ensure that planned activities are within the capabilities of the children taking part, amending plans to provide an inclusive curriculum in its broadest sense.
- To take responsibility for discipline during Forest School sessions (see Behaviour Policy)
- To have an up to date First Aid qualification
- To ensure that all participants follow the Clothing Policy
- To carry out daily risk assessments as described in the Risk Assessment Policy
- To assist with the toileting of children if they request help
- To ensure all Forest School policies are regularly reviewed and that review is informed by observations and developing knowledge of the
- Forest School setting

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Responsibilities of Accompanying Staff and Forest School Volunteer Rangers

- To take an active role in Forest School activities and assist with any discipline issues within the group (see Behaviour Policy)
- To assist with the walking of children on roads to off-site locations (see Walking On Roads Policy)
- To assist with the Forest School Leader in ensuring equipment meets safety standards and to report any concerns about the state of equipment immediately.
- To assist the Forest School Leader in teaching children to maintain their own and others' health and safety.
- To report accidents or hazards to the Forest School Leader immediately.
- To take responsibility for making themselves aware of safety issues, such as the whereabouts of the first aid kit.
- To provide their own suitable outdoor clothing and footwear.

Responsibilities of the Children

- To take personal responsibility for their own safety as well as the safety of others
- To listen to and follow safety information given to them
- To ensure that inhalers and Epipens are carried in a bum-bag during forest school sessions
- To bring appropriate clothing and footwear to Forest School sessions

This policy was adopted by Minety Preschool CIC