



## Meppershall Preschool

### Health and Safety Policy

#### Statement of intent

This 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.

#### Methods

**Ella Carey-Butler** is our nominated person who has overall responsibility for issues concerning health and safety. We also have Louise Woodcock who supports her with this following her 'Level 2 Health and Safety in the workplace for childcare practitioners' training. They are both capable to carry out these responsibilities. We display the necessary health and safety posters in the office.

#### 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;
- 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 the session begins;

#### Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the Pre-School notice board. The Pre-school Committee ensures that the settings insurance is up-to-date.

#### 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 well-being, including safe lifting and the storage of potentially dangerous substances. As necessary, health and safety training is updated and health and safety is discussed regularly at staff meetings where required.

Records are kept of training sessions and new staff and volunteers are asked to provide records to confirm that they have taken part.

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 Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting. Staff with a DBS will only undertake intimate care procedures once they have completed an induction with Ella Carey-Butler and are aware of each individual child's care needs.

All children are supervised by adults at all times and whenever children are on the premises at least two members of staff are present. Meppershall preschool adhere to the staff to child ratio requirements to ensure adequate supervision of the children.

## **Security**

The main front door is locked once all children have arrived and parents have left and the coded lock on the main entrance door is too high for the children to be able to exit. We also have a stairgate at the exit to the garden to prevent children being able to exit through that door. . Fire doors are still accessible and easily used. We have an entrance porch which has an intercom system to prevent any visitors gaining access to the hallway. There is a second coded door between the main front door and the children's room. There is a 3<sup>rd</sup> door which exits the hallway to the village hall. This is locked by a key from the inside of the hallway and has a doorbell.

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded. Once the door is closed following arrival a register is taken, all children are counted to ensure the register is correct.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the EYlog service on the portable tablets. The children are allocated a password for collection if they are collected by anyone other than their parents which is confirmed by the staff prior to the child going home.

Our systems prevent unauthorised access to our premises. Anyone visiting the building is escorted by a member of staff at all times and are not permitted entry to the children's toilets.

Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored in the Leaders office during pre-school sessions including personal mobile phones.

## **Windows and Doors**

The windows are made from materials which prevent accidental breakage or are made safe.

CCTV is in operation to cover the outside of the building.

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.

## **Kitchen**

Children do not have unsupervised access to the kitchen.

All surfaces are clean and non-porous and there are separate facilities for messy play clear up, such as toys and paint, 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; and
- do not have unsupervised access to electrical equipment.

If there is any problems with the cleanliness of the premises the Pre-school leader will discuss this with the village hall chairperson and ensure it is rectified prior to the session. The Pre-school Leader holds the phone number of those responsible for the hall in case of an emergency on our mobile phone and in the diary.

## **Electrical/gas equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly by the village hall committee.

Electrical equipment owned by the Pre-school e.g. computer, laminator is tested annually and a P.A.T certificate is obtained. All visitors to the preschool for such matters have an appointment and I.D checked.

Our boiler/electrical switchgear/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.

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 which children select are stored safely.

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

The children do not have access to the store cupboard and the door is kept closed.

## **Outdoor area**

Our outdoor area is securely fenced and both gates are secured with a coded padlock, providing quick and easy access for adults whilst keeping the area secure. Only staff employed at the Preschool are aware of the code. The code is changed if a member of staff leaves.

The red gate is only opened from the inside. The green gate is locked at all times and is checked before the arrival of the children.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

All outdoor activities are supervised at all times.

## **Hygiene**

We regularly receive information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. These are shared with parents where appropriate such as health advice e.g. Scarlett Fever guidelines.

Our daily routines encourage the children to learn about personal hygiene including hand washing prior to snack time, after messy play and after using the toilet etc.

We have a daily cleaning routine for the pre-school which includes the main hall, kitchen and toilets. We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

The toilet area has a high standard of hygiene including sinks for hand washing and paper towels for drying hands.

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;

Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

## **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 pre-school.

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. Outdoor equipment may be out of use if deemed unsafe due to being wet/slippy etc.

All materials - including paint and glue - are non-toxic.

Sand is checked before use to ensure it is clean and suitable for children's play. It is replaced when it is deemed unsafe/unclean.

Physical play is constantly supervised. We follow the guidelines for physical activity set out in the Healthy Under 5's Guidance- standard 12.

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. We pass on any new information to Parents of national health initiatives via posters, leaflets and newsletters as well as introducing them into activities at the setting.

## **Outings and visits**

We have agreed procedures for the safe conduct of outings as follows:

### **Preschool Outings within the Village Hall (On premises)**

This would take place for any performances the children take part in on the stage in the Main Village Hall

#### **Prior to the outing**

There is a staff meeting to discuss the plan of events prior to the event. Either just before or days before the event.

The 'grab bag' is checked to ensure all appropriate items are present (See List at the bottom of the page for items included)

Register of children who will be present is added to bag

Information of children attending is included in the bag such as emergency contacts, medication, medical history, allergies

The manager or deputy manager will attend the visit sight to carry out a detailed risk assessment prior to the outing.

#### On the day of outing

Staff are allocated to their key children (may be spread out if extra staff present)

Children are lined up alongside key worker in pairs, younger children to hold hands of key worker where necessary

Each key person takes a headcount of their group

Preschool Leader does a full headcount of all children before leaving the room

Preschool Leader allocates the last person out of the room to conduct a full search including toilets/kitchen/office/outside and shuts gates/doors

Further headcount's are taken by the Leader at the following intervals:

- On arrival at the village hall door
  - Once children are on stage
  - Before children leave the village hall
  - On arrival to the Preschool room staff and children are signed in using a register
  - If parents wish to have refreshments with their children after the performance they can sign them out from the Preschool room and take full responsibility of them until they are signed back in at Preschool staff.
- Record of Risk assessment is filed in office.

#### **Preschool Outings Off Premises**

Such as to the Allotments, church, school, park, walks - anywhere within the village of Meppershall.

#### Prior to the outing

A written risk assessment takes place by the Leader

Parents give written consent on the EYman log for the outing.

There is a staff meeting to discuss the plan of events

The 'grab bag' is checked to ensure all appropriate items are present (See List at the bottom of the page for items included)

Register of children who will be present is added to bag

Information of children attending is included in the bag such as emergency contacts, medication, medical history, allergies

Manager or deputy will attend the visit sight to carry out a detailed risk assessment prior to the outing.

#### On the day of outing

Staff are allocated to their key children or are allocated a small group of children to supervise where key children not present (may be spread out if extra staff present)

Children are dressed in high visibility jackets

Children are lined up alongside key worker in pairs, younger children to hold hands of key worker where necessary

Each key person takes a headcount of their group

Preschool Leader does a full headcount of all children before leaving the room

Preschool Leader allocates the last person out of the room to conduct a full search including toilets/kitchen/office/outside and shuts gates/doors

Further headcount's are taken by the Leader at the following intervals:

- At the end of Walnut Tree way
  - On arrival at destination
  - Halfway through the visit
  - On leaving the destination
  - Halfway back to Preschool
  - On arrival to the Preschool where staff and children are signed back in using a register
- Record of Risk assessment is filed in office

Our adult to child ratio is high, one adult to two children under 4 years, and one adult to four children four years old (at the Leaders discretion).

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

At least 2 members of staff will carry a mobile phone.

We take a 'Grab bag' with us which includes:

Spare children's clothes

baby wipes x2

childrens spare hi vis x2

nappies x6

face masks and aprons

gloves

personal protection pack

spare pants and socks

scissors

2x childrens back backs with reigns

changing mat x1

list of all children and their passwords for collection - to be updated

bottled water (to be added)

non perishable snacks (to be added)

laminated checklist of whats in there

first aid kit- to be check monthly by Sara as she is responsible for first aid kits.

The preschool phone has all childrens emergency contact details stored in the contacts.

On each outing a paper copy of the children that are attending the outings emergency contacted details will go into the bag, in the invent of fire the phone will go with staff to call parents if needed.

The bag is checked by a checklist prior to each outing by The Manager or deputy manager.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the Statuary framework.

### **Animals**

The Pre-school do not have any pets of their own.

Animals visiting the pre-school are from reputable associations, free from disease, safe to be with children and do not pose a health risk.

Children are asked to wash their hands after handling and caring for an animal.

The Preschool Leader is responsible for checking allergies to ensure none of the children present are allergic to any animals present.

A risk assessment is carried out prior to any interaction with animals by the Preschool Leader.

Animal behaviour is unpredictable and children's awareness of this is raised if the children are in contact with them. Small groups would be selected to see the animal and touching would be limited to one child at a time to limit distress and disruption to the animal.

If any injury occurs during the visit with animals our first aid policy will be followed to ensure the injury is treated appropriately.

### **Fire safety - Please also see Fire and Emergency Evacuation Procedure**

Fire doors are clearly marked, never obstructed and easily opened from inside. We do have a stairgate in front of the doors leading to the garden which could be seen as an obstruction however it is easily opened and essential to keeping children safe.

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 annually.

Our emergency evacuation procedures are approved by the Fire Safety Officer (Sara Brinkley) and are:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and visitors; and
- practised regularly at least once every half term.

Records are kept of fire drills.

The servicing of fire safety equipment is carried out by the Village Hall and recorded efficiently.

In case of fire all children and staff evacuate to Meppershall Academy (along the High Street) if the building is not safe to re-enter.

## **Unexpected Closure**

In the case of closure due to a critical incident or an incident beyond the Pre-schools control, if the children are present they will be evacuated to Meppershall Academy. If the children are not yet present, Parents will be notified by text or telephone by a staff or Committee member as soon as is possible before 08:30am.

## **First aid – Please also see Child Accident Procedure**

All our staff are trained in paediatric first aid and attend an update every 3 years.

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 complies with the Health and Safety (First Aid) Regulations 1981 and

- is checked monthly by Sara Brinkely and re-stocked as necessary;
- is easily accessible to adults in the cupboard above the sink in the main room; and
- is kept out of the reach of children.
- We have a sign to indicate where it is kept.

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 Forms:

- are kept safely and accessibly on the EYMan system;
- they are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified by our Preschool Leader of any injury requiring treatment in a hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive by email on [hseriddor@hse.gsi.gov.uk](mailto:hseriddor@hse.gsi.gov.uk).

Fatal Incidents are reported immediately to HSE Incident Contact Centre – 0845 300 9923

Parents are asked to ensure emergency contact details are up to date regularly.

## **Sun Cream**

Sun creams and lotions will only be applied if a consent form has been signed by a parent/carer. Sun cream is provided by the parents to apply before each session. Please see the suncream policy for more information.

## **Sickness - Please also see Managing Children who are sick or infectious policy.**

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 at pre-school.

We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

If a child appears unwell while at the setting, their temperature will be checked regularly. If the temperature rises to 38° C or above, the parent/carer will be phoned to inform them their child is unwell and needs to be picked up.

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents, and make careful observations of any child who seems unwell.

Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Children with head lice are not excluded, but **must** be treated to remedy the condition.

Children and families are not excluded because of HIV.

If a member of staff becomes ill during a session, adequate staff cover will be organised enabling the staff member to go home. If they require assistance, contact will be made with the necessary person (relative or other staff contact) who will be able to assist the staff member to travel home.

If a child or staff member has a communicable disease, (other than HIV or Hepatitis B) they should not attend the setting until they are no longer infectious.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, we will inform the Health Protection Agency (HPA) and will act on any advice given by the HPA and inform Ofsted of any action taken within 14 days. We will notify Ofsted, within 14 days, of any food poisoning affecting two or more children looked after on the premises.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-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 they are provided with safe equipment to do so.

The procedure for an adult having an accident is the same as for a child. Adults will fill out an accident form detailing the accident/injury that has occurred. This will then be stored securely in the office.

All warning signs are clear and in appropriate languages.

The sickness of staff and their involvement in accidents is recorded. They receive a meeting by the Preschool leader/Chair on their return to work to ensure they are suitable to return. The records are reviewed termly in their supervision to identify any issues which need to be addressed.

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	
<b>Signed by Pre-school staff</b>	