

Health and Safety Policy



Statement of intent

Buckles and Bows 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.

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.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the lobby entrance on the information board.

Methods

The member of staff responsible for health and safety is **Lisa Fuller**. She is competent to carry out these responsibilities. We display the necessary health and safety poster on the wall in the quiet room.

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. This is carried out on a daily basis in the morning by Claire Tolley;
- assessing the level of risk and who might be affected
- 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.

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Where more than 5 staff and volunteers are employed this risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins; and
- yearly - when a full risk assessment is carried out by the chairperson when we renew our employers and public liability.

Awareness raising

- The employees have been issued an 'Employers Handbook' which includes a Health & Safety section, along with having read and confirming they understood this Health & Safety Policy.
- 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. 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.
- 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. The employees are e-mailed on a half termly basis with the policies that have been reviewed by the committee. They are asked to sign that they have read, understood and agree to the policy.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

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Children's safety

- Until we receive a satisfactory DBS check, staff are not allowed to be left with any children on their own and they are not to change nappies or help with toileting.
- 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 in the register. Regular headcounts are completed through the day.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the register.
- 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 sessions.

Windows

- Low level windows are covered with materials that prevent accidental breakage.
- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

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- We take precautions to prevent children's fingers from being trapped in doors. Door guards have been fitted to all doors and gates.

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.
- 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.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked annually.
- 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.

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- Storage heaters 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.
- 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 and replaced 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.

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- Our daily routines encourage the children to learn about personal hygiene for example wash their hands before and after snack, wash their hands after going to the toilet and washing up their bowl and cup.
- We have a daily cleaning routine for the setting which includes classroom, kitchen, quiet room and toilets.
- We clean resources, equipment, dressing-up clothes and furnishings every half-term or as and when required.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Used nappies are sealed in plastic bags and placed in the outside dustbin.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;
 - Cleaning changing mat after use.

Activities (See also Equipment and Resources Policy)

- 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.

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- 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.

Food and drink (See also Food and Drink Policy)

- 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 knowingly allergic.

Outings and visits (See also Outings Policy)

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings.

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- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio for outings is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety (See also Fire Policy)

- The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
- Details are downloadable from www.opsi.gov.uk

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- Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
- The basis of the new regulations is risk assessment. Managers will carry out a risk assessment; this will be written where there are more than 5 staff. This will follow the guidance as set out above.
- 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:
 - clearly displayed in the premises
 - explained to new members of staff, volunteers and parents
 - practised regularly at least once every six weeks
- Records are kept of fire drills and the servicing of fire safety equipment

First aid and medication (See also Administration of Medicines Policy)

At least one member of staff with current first aid training is on the premises or on an outing at any one time. 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 and contains the following items ONLY:

- Triangular bandages (ideally at least one should be sterile)
 - x 4
- Sterile dressings:
 - a) Small (formerly Medium No 8) - x 3
 - b) Medium (formerly Large No 9) - HSE 1 - x 3
 - c) Large (formerly Extra Large No 3) - HSE 2 - x 3

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- Composite pack containing 20 assorted (individually-wrapped) plasters 1
 - Sterile eye pads (with bandage or attachment) eg No 16 dressing 2
 - Container or 6 safety pins 1
 - Guidance card as recommended by HSE 1
- In addition to the first aid equipment, each box should be supplied with:
 - 2 pairs of disposable plastic (PVC) gloves
 - 1 plastic disposable apron
 - a children's forehead 'strip' thermometer
 - The first aid box is easily accessible to adults and is kept out of the reach of children.
 - is regularly checked by a designated member of staff and re-stocked as necessary;
 - No un-prescribed medication is given to children, parents or staff.

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.

Our accident sheets:

- are kept safely and accessibly;
- all staff and volunteers know where they are kept and how to complete them; and

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- all accidents and incidents are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment 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 on an incident sheet.

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

Our Incident Sheets

- We keep incident sheets for recording incidents including those that are reportable to the Health and Safety Executive as above.

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- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber.
- 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 near by;
 - 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.
- On the incident sheet 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 Lockdown 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 is followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

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.

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- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- 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. 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.
- The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

Administration of medication

- Only prescribed medication such as inhalers may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed inhalers are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of inhalers. This states the name of the child, name/s of parent(s), date the medication starts,

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the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.

- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record sheet to acknowledge the administration of a medicine.
- If the administration of prescribed medication (inhaler) requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- We use a medication form for recording administration of medicine.

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.
- If a needle stick injury should occur, ie following administration of an Epi-pen, then the individual concerned should attend A & E immediately for blood tests. They should follow medical advice thereafter in relation to ability to continue functioning in normal duties and timescales for results. Any such occurrence would necessitate completion of an incident form.

Records

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

Adults

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- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all members of the management committee;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- All this information is recorded on the Single Central Register which is saved to the Pre-school computer under a secured file.

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;
- consents for outings, administration of medication, emergency treatment; and
- incidents.

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

National Standard 6: Safety

- Risk assessment.
- Record of visitors.

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- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

National 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.

This policy was adopted at a meeting of Buckles and Bows

on.....

Signed on behalf of the pre-school.....

Position within group.....

Review date.....