

MATLOCK PRE-SCHOOL PLAYGROUP

HEALTH AND SAFETY POLICY

The 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.

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 behaviour and discrimination, including racist incidents, and complaints and resolutions.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the risks to enable children to thrive in a healthy and safe environment.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors 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.
- Only equipment/toys deemed suitable for our setting are considered for purchase or acquisition.

- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease) through our weekly health and safety check lists.
- All equipment/toys that are purchased or acquired are installed and used in strict accordance with the manufacturer's instructions.

We maintain lists of health and safety issues that are checked

- Daily before the session begins.
- Weekly at staff meetings.
- Yearly in the insurance risk assessment booklet

Insurance Cover

We have Public Liability Insurance and Employers Liability Insurance. The Certificates are displayed:

On the wall at the 'Tin Hut'

on the windowsill next to the staff notice board at

Dimple Road

Site

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 of health and safety, and is in the Operational Plan. This includes Food Safety.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, activities and routines.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the CRB and are registered with Ofsted as child carers 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.
- We obtain written permission from parents where children are to be picked up by another adult (except where there are extenuating circumstances).
- Children are taught how to handle and store play equipment safely.

PREMISES

We abide by Ofsted indoor space requirements

Two year olds – 2.5m² per child

Three – 5 year olds – 2.3m² per child

Quiet area

- Provision is made for children who wish to relax, play quietly or sleep within the premises .Sleeping children are checked intervals of at least every ten minutes. This is recorded with the times checked and the initials of the person undertaking the check.
- If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are comfortable.

Toilets

We provide 1 toilet and hand basin for every 10 children.

We provide suitable changing facilities for any children who are in nappies.

We provide spare clothing for children.

Security

- Systems are in place for the safe arrival and departure of children. See Operational Plan.
- We only release children into the care of individuals over the age of 16 who have been notified to the provider by the parent, and ensure that children do not leave the premises unsupervised.
- The arrival and departure times of all visitors is recorded. If possible staff seek to check the identity of the visitor See Operational Plan.

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unsupervised.

Windows and doors

- There are no low level windows.
- We take precautions to prevent children's fingers being trapped in doors.
- **Glass door at Dimple road has been fitted with safety glass**

Floor

- All surfaces are checked daily to ensure that they are clean and not uneven or damaged.

Kitchen Area

We have a cleaning Schedule to ensure that all staff are aware of cleaning details.

- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and washing up.
- Cleaning materials are stored out of children's reach in locked cupboards.
- When children take part in cooking activities they are:-
 - Supervised at all times
 - Are kept away from hot surfaces and water
 - Do not have unsupervised access to electrical equipment.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly in accordance with current regulations.
- Our boiler and electrical switch meter cupboard is not accessible to the children.
- Heaters and 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.

Outdoor Area

- Our outdoor area is securely fenced.
- Our outdoor area is checked before it is used.
- Adults and children are alerted to the danger of poisonous plants, herbicides and pesticides through communication with the gardeners.
- Our outdoor sandpit is covered when not in use.
- All outdoor activities are supervised at all times.
- Water trays will be emptied promptly after use.

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 Schedule that includes the playroom and toilets at 'the Tin Hut' and includes the Kitchen and cloakroom at the Dimple Road Site.
- We have a schedule for the cleaning of resources and equipments, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practice by:-
 - Cleaning tables between activities
 - Checking toilets regularly
 - Wearing protective clothing as appropriate
 - Providing sets of clean clothes
 - Providing tissues and wipes
 - Providing paper towels for children to dry their hands

Activities

- Before purchasing or loaning equipment and resources are checked to ensure that they are safe for the ages and stages of the children attending.
- 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 item are repaired or discarded.
- All materials, including glue and paint, are non-toxic.
- Sand is clean and suitable.

- Physical play is constantly supervised.
- 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.

Food and Drink

- All food and drink is stored appropriately.
- Adults don't carry hot drinks through the play area.
- Snack times are appropriately supervised, and children do not walk about with food and drink.
- Fresh drinking water is available at all times.
- We operate a system which ensures that children do not come into contact with food or drinks to which they are allergic. Information and a photograph of any children with allergies can be found on the kitchen cupboard at each site.
- A drink and healthy balanced and nutritious snack is provided
- We obtain record and act upon information from parents about a child's dietary needs prior to that child starting playgroup.
- See food and drinks policy for further details.
- We will notify Ofsted of any food poisoning affecting 2 or more children attending playgroup as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made. Staff are aware that failure to do so is an offence.
- The food preparation areas are adequately equipped and hygienic to provide healthy snacks and drinks.
- All staff receive training in food preparation.

Outings and Visits

- Procedures to be followed on outings are contained within our operational plan.
- See the outings policy for further details.

Animals

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

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN. 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
 - Are practiced each term
 - Records of fire drills are kept in the **Health and safety book**.
 - Records are kept of the servicing of the safety equipment in the Health and Safety Manual
- The Risk Assessment is kept in the Operational Plan.
- The Fire Procedure is kept in the Operational Plan.

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.
- 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 in our Incident Book.

Information for reporting them to the Health and Safety Office is detailed in the Pre-School Learning Alliance's publication.

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.

- 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 and families are not excluded because of HIV.
- Children must be kept away from Playgroup for 72 hours after the last episode of sickness and/or diarrhoea.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea do not handle food and make immediate arrangements to go home.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifyable.
- List of notifyable diseases on Parents Notice Boards at both sites.

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 sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues which need to be addressed.

Records

In accordance with the National Standards we keep records of:

Children

- Names, addresses and telephone numbers 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 and/or medicine administration records.
- Incidents, consent for outings, administration of medications and emergency treatment.

Adults

- Names and addresses of all staff, including temporary staff.
- Names and addresses of all members of the Committee.
- All records relating to the Staff's employment.

In addition, the following policies and documentation in relation to Health and Safety are in place.

- Risk Assessment
- Record of visitors
- Fire Safety Procedures
- Fire safety records and certificates
- Operational procedures for outing
- 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

Staff

The Committee of Matlock Pre-school Playgroup ensure that they provide for the health, safety and welfare of their employees in accordance with the Health and Safety at Work Act 1974.

- They have a written Health and Safety Policy which is supplied to all employees and updated regularly
- They provide and maintain safe and healthy working conditions for all employees
- They provide a safe working environment
- They provide Health and Safety information and training
- Make staff aware that any concerns about safety should be reported to the Manager
- Advise staff that they have a duty under the Health and Safety Act to take reasonable care that they do not endanger themselves or anyone else who might be affected by the actions
- Ensure that a yearly risk assessment is carried out on both premises

- Ensure that all fire extinguishers and fire blankets are maintained
- Ensure that all electrical equipment is checked regularly
- Ensure that the Health and Safety Information Regulation 1980 poster is displayed and that all staff know where it is displayed
- Ensure that the setting complies with Health and Safety (First Aid) Regulations 1981 by:
 1. Ensuring that there will always be at least one First Aider on the premises during every session
 2. Providing a suitably stocked First Aid Box
 3. Notifying all employees of the location of the First Aid Box and the names of the First Aiders
 4. Ensuring that records of accidents to employees are kept
 5. Ensuring that a report (RIDDOR) is made to the Health and Safety Executive in the following circumstances:
 - A reportable work related accident
 - A reportable work related disease
 - A dangerous occurrence
 - An over 3 day injury.

Further guidance

- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2015)
- Legionnaires' Disease – A Brief Guide for Duty holders (HSE 2012)
www.hse.gov.uk/pubns/indg458.pdf

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

Designated Member of Staff

The members of staff responsible for Health and Safety are Liz Neil and Katy Taylor.