

HEALTH AND SAFETY POLICY AND GENERAL STANDARDS POLICY FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Administering Medicines Policy
- Fire and Evacuation Policy
- First Aid Policy
- Food Hygiene Policy
- Missing Children Policy

Policy

Our pre-school believes that the health and safety of children, staff and visitors is of paramount importance.

- 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.
- All members of staff are responsible for health and safety.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parent/carer information folder on the information tables.

Procedures

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 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.
- 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.

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. We decide which areas need attention and develop an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Children's safety

- We ensure all staff employed have been checked by the Disclosure and Barring Service (DBS).
- 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 must be present.

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.
- All warning signs are clear and in appropriate languages.
- 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 all cleaning chemicals in their original containers.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows above the ground 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 re checked daily to ensure they are clean and not uneven, wet or damaged.

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.
- 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.

Equipment and resources

- Provide play equipment and resources that are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (1995).
- Provide resources that promote all areas of children's learning and development, which may be child or adult led.
- Select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- Ensure made, natural and recycled materials are clean, in good condition and safe for the children to use.
- Provide furniture that is suitable for children and furniture that is suitable for adults.

- Regularly check all resources and equipment that are available at each session and ensure they are put away at the end of each session. We repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment.

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

- All outdoor activities are supervised at all times.
- 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.

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 our pre-school which includes play rooms, kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and 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:
 1. Cleaning tables between activities.
 2. Cleaning toilets regularly.
 3. Wearing disposable gloves - as appropriate.
 4. Providing sets of clean clothes.
 5. Providing tissues and wipes.
 6. Ensuring individual use of paper towels.

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 our 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.
- 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 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.
- Large pieces of equipment are discarded only with the consent of our pre-school manager.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

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;
 - do not have unsupervised access to electrical equipment.

Food and drink

- Staff who prepare and handle food understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area and do not place hot drinks within reach of children.
- 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.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Animals in our pre-school

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, either in our pre-school or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

- If any animals or creatures are brought in by staff, families or visitors to show the children, they remain the sole responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Children will be taught correct handling and care of the animal or creature and are supervised.
- Children will wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.

Outings and visits

- 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 our pre-school.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high.
- 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.
- Outings are recorded in an outings record book stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- 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.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Our Accident /Incident File

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it;
- Is 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). There is a notice for reference in room 1 and 2. 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 accident/incident file.
- Incidents include:
 - break in, burglary, theft of personal or our pre-school's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent/carer on the premises or nearby;

- any racist incident involving a staff or family on the centre's premises;
 - death of a child;
 - a terrorist attack, or threat of one.
- In the accident/incident book 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 event of a terrorist attack we follow Whizz Kids' Lock Down policy and the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy 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 are followed.

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 our 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.
- Parents/carers should not leave their children at our pre-school if they have had sickness or diarrhoea in the previous 48 hours.
- Staff should not attend our pre-school if they have had sickness and/or diarrhoea in the previous 48 hours.
- Parents/carers should not leave their children at our pre-school if the child has a temperature.

- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents/carers are notified if there is a case of head lice in our pre-school.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending our pre-school. 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.
- OFSTED is notified of any infectious diseases that a qualified medical person considers notifiable.

Legal framework

- Health and Safety at Work Act (1974) is up to date with all changes known to be in force on or before 30 October 2018. There are changes that may be brought into force at a future date
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Health and Safety Regulations 2017

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson

Room 1 Manager

And

Mrs Sara Ward

Room 2 Manager