

## **14. Health and Safety Policy**

### **Statement of intent**

Welford Pre-school believes that the health and safety of children is of paramount importance. We make Welford Pre-school a safe and healthy place for children, parents/carers, staff and volunteers.

### **Aim**

We aim to make children, parents/carers 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**

A member of staff is responsible for health and safety. These details can be found on our Key Person board and within the Welcome Pack. They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly updates their knowledge and understanding. We adhere to the Health and Safety executive legislation.

### **Risk assessment**

Our risk assessment process includes:

- checking for hazards and risks inside and outside, and in our activities and procedures. Our assessment covers adults and children;
- 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.

Staff are continuously assessing the possibility of risks and any that are identified are immediately rectified.

### **Insurance cover**

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

### **Raising Health and Safety Awareness**

- 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.
- 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 staff annual training plans, and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.

- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service, which is updated annually.
- 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.

### **Security**

- Systems are in place for the safe arrival and departure of children.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

### **Kitchen**

- Children do not have unsupervised access to the kitchen.
- If there is no adult in the kitchen, the door is kept closed.
- 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 equipment**

- All electrical equipment conforms to safety requirements and is PAT tested annually.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are accessible but the children are taught not to touch them.

- Heaters are serviced regularly by an approved technician.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas, including storage areas.

### **Storage**

- All resources and materials can be accessed safely by children.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- In accordance with the Statutory Framework for Early Years Foundation Stage, activities and equipment are planned and provided for in both the inside and outside areas, to extend and develop all seven areas of learning and development.
- Outdoor activities that take place on the ramp and in the garden are risk assessed daily by Welford Pre-school staff. The gates to both areas are kept bolted when not in use. The main gate to the ramp should be kept bolted whilst playing in the garden but the garden gate should remain open to ensure free flow access to the indoor equipment. The main door to the mobile should be kept open whilst children are at play outside to ensure free access to all the equipment and activities.
- Outdoor activities also take place within the grounds of Welford, Sibbertoft & Sulby Endowed School, which are risk assessed daily by the Welford Pre-school staff and School staff.
- 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 cleaning routine for Welford Pre-school, which includes the main room, 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 hand washing and drying facilities, and the disposal of nappies.
- 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 if required; and
- providing tissues and wipes;

### **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 Welford 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.

### **Food and drink**

- Staff that prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations.
- All food and drink are stored appropriately.
- Adults do not carry hot drinks through the play area near the children and do not place hot drinks within reach of children.
- Snack times and lunch clubs are appropriately supervised and children do not walk about with food or drinks.
- Children have access to their drinks bottles at all times. Fresh drinking water is always available throughout the day.
- 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.
- Parents/carers sign a general consent on registration for their child to be taken out as a part of Welford Pre-school's daily activities.
- Parents/carers 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 with at least one adult to three 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.
- Outings are recorded in an outings record book stating:
  - the date and time of the outing;
  - the location and mode of transport;
  - names of staff assigned to named children; and
  - time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a first aid pack, a snack (if necessary) and water. The amount of equipment will vary and be consistent with the location 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.

### **Animals**

- Animals visiting Welford Pre-school are free from disease and safe to be with children, and do not pose a health risk.
- Welford Pre-school's pets are free from disease, 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 is cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

Fire exits are clearly marked, never obstructed and easily opened from the 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:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents/carers; and
  - practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

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.

The first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of children's reach.

At the time of admission to Welford Pre-school, parents/carers' written permission for emergency medical advice or treatment is sought. Parents/carers must sign and date their written approval.

Parents/carers sign a consent form at registration allowing staff to accompany their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents/carers have been informed and are on their way to the hospital.

#### **Accident file:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- it is reviewed at least 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/carer, volunteer or visitor or where there is a death of a child or adult on the premises, we submit a report to the Health and Safety Executive using the format stipulated in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

#### **Dealing with incidents and accidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injuries, Diseases 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 accident is recorded in the accident file.
- Any dangerous occurrence is recorded in the incident file. See below.

#### **Incident file**

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

- These incidents include:
  - break in, burglary, theft of personal or Welford Pre-school's property;
  - fire, flood, or electrical failure;
  - attack on member of staff or parents/carers, on the premises or nearby;
  - any racist incident on the premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident file, 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.
- If there were an attack of any kind (e.g. terrorism, assault, threat, etc.), we would follow 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.
- If a child were to die on the premises, the emergency services would be called, and the advice of these services is followed.
- In accordance with our Child Protection Policy (safeguarding), any issues of concern involving a child are noted in the child's own file.

### **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.
- 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.

### **Records**

In accordance with The Statutory Framework for Early Years Foundation Stage: Welfare Requirements, we keep records of:

- 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 contact information of the members of the Management Committee;
- all records relating to the staff's employment with Welford Pre-school, including application forms, references, and results of checks undertaken, etc.
- names, addresses and telephone numbers of parents/carers and adults authorised to collect children from Welford 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 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, in accordance with the Statutory Framework for the Early Years Foundation Stage: Welfare Requirements:

- Risk assessment
- Record of visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings
- Administration of medication
- Record of the administration of medicines including prior parental consent to administer medicine
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- No smoking
- Nappy Changing/ toileting / Change of Clothes
- Change to Authorised Collection of Children
- Covid-19 risk assessment

|  |                                      |
|--|--------------------------------------|
| Date reviewed  | <b>21<sup>st</sup> February 2023</b> |
| This policy was adopted at a meeting of Welford Pre-school held on | <b>13<sup>th</sup> March 2023</b>    |
| Signed on behalf of the Committee                                  | <i>E Worrell</i>                     |
| Role of signatory  | <b>Chair</b>                         |