

Wendens Ambo Pre-School

8.0 Safety and suitability of premises, environment and equipment

8.1 Health and Safety General Standards

Statement of intent

At Wendens Ambo Pre-School we 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.

Methods

The member of staff responsible for health and safety is Sue Johnson; she has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the kitchen.

Risk assessment

We carry out an annual risk assessment procedure, which 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; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We also monitor health and safety issues by carrying out a daily risk assessment, and weekly and termly ones as appropriate.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parents Notice Board.

Awareness raising

- Our induction training for staff and volunteers includes an 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.

- 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 undertaken by staff and safety issues discussed at committee meetings.
- We operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines. They also regularly carry out a child's version of a daily risk assessment for both inside and outside.

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.
- Staff accidents are recorded and reviewed to identify any issues that need to be addressed.
- We keep a record of substances that may be hazardous to health – such as cleaning chemicals, this states what the risks are and what to do if they have contact with eyes or skin or are ingested. (COSH folder stored in the Teachers storage cupboard with other folders)
- We ensure all staff employed and committee members are checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's late arrivals and departures are recorded.
- A record of staff working that day is recorded in the register.
- We have a separate Collection & Visitors book which is completed by visitors. Parents fill in the collection book if they are unable to collect their child, if we have not met the person we set up a password.
- 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

- All our windows have been made as safe as possible.
- Windows 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 surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have 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 in a locked drawer .
- 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 equipment conforms to safety requirements and is annually PAT tested.
- 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 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 and gate locked with a padlock.
- 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.
- 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.
- All outdoor activities are supervised at all times.

Hygiene

- We seek information from Public Health England 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 the premises which includes the main hall; kitchen and toilets.
- We have regular sessions for checking, cleaning and maintaining resources and equipment.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Soiled nappies have to go home with parents as we do not have the facilities for their disposal.
- 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;
 - 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 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.

- Large pieces of equipment are discarded only with the consent of the manager and the committee.
- 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 receive appropriate training regarding the handling of food and 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. Hot drinks are kept in the kitchen.
- 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.

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 the setting.
- Parents always sign consent forms before outings at which they will not be present.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children. Parents normally attend outings to Boydell's Farm, Audley End House, Zoo's etc therefore eliminating the risk of adult/child ratio.
- 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.
- A member of staff takes the Pre-school mobile phone on outings, and supplies of tissues, wipes, 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.

- Written permission from parents is obtained before a child is transported in a member of staff's vehicle that has adequate insurance cover.

Children's personal safety

- Adults do not normally supervise children on their own.
- Whenever children are on the premises at least two adults are present.
- We have a book to record children arriving with bruises and bumps
- Daily risk assessments to ensure children are not made vulnerable within any part of our premises, nor by an activity

Missing child

- See 'Missing Child' policy.

Animals

- Animals visiting the Pre-School 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

- 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; and
 - Practised regularly at least once every six weeks on different days to make sure all children are aware of the procedure.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

All members of staff receive current first aid training, including first aid training for infants and young children.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations. A Short Guide (HSE 2003)
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.
- Where a child has a medical condition we ask parents to complete a medical Care Plan giving us clear details of the care they require including in an emergency.

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.

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 book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed regularly 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 in our Incident Book. See below.

Our Incident Book

- We keep an incident book 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 Pre-School 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 premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the 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 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 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.
- We have a separate Incident book for recording issues of concern involving a child.

Administration of medication

- See 'Administration of Medication' Policy.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents (also see "Managing Children who are Sick, Infectious or with Allergies"). 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.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the 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.
- Staff suffering from sickness and diarrhoea do not come in to work for 48 hours; other members of staff and/or volunteers provide cover.

- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

Head-lice

- Parents are asked to keep their child at home if he/she has head-lice. The child (and preferably all other family members) should be treated with appropriate shampoo until the situation is remedied and the child can return to Pre-School.
- If staff discovers a child to have head-lice while he/she is at the Pre-School, a parent/carer is contacted straight away and asked to collect the child.
- A notice is put up to inform other parents that there has been a case of head-lice at the Pre-School and asking them to thoroughly check the hair of their own child.

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 language.
- Adults do not remain in the building on their own.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.

Records

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

Adults

- 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 Pre-School, including application forms, references, results of checks undertaken etc.

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;
- consent for outings, administration of medication, emergency treatment, applying suncream and incidents.

After a review by the Committee members and staff this policy was adopted at a meeting of the Wendens Ambo Pre-School Committee

held on: _____

Signed on behalf of the Management

Committee: _____

Name of Signatory: _____

Role of signatory: _____