

# **Health and Safety Policy**

## **1. ABOUT THIS POLICY**

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 The Pre-School Manager has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

## **2 YOUR RESPONSIBILITIES**

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to the Pre-School Manager.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **3 INFORMATION AND CONSULTATION**

- 3.1 We will inform and consult directly with all staff regarding health and safety matters.

## **4 TRAINING**

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training.

## **5 EQUIPMENT**

- 5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Pre-School Manager. Do not attempt to repair equipment unless trained to do so.

## **6 ACCIDENTS AND FIRST AID**

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 6.2 There is always at least one member of staff on the premises with a current first aid training certificate (relevant to infants and young children). The first aid qualification includes first aid training for young children.
- 6.3 At the time of admission to the pre-school, parents' written permission for emergency medical treatment is sought. Parents sign and date their written approval.
- 6.4 All accidents and injuries at work, however minor, must be recorded immediately.
- 6.5 The accident form must be completed if any child, member of staff or visitor sustains an injury during hours of work. The accident forms are stored in the 'Accident/Incident file' which is located behind the main desk in the cupboard. The form must be completed fully with all details recorded.
- 6.6 If the incident/accident involves a child, the child's Parent/Carer must be informed as soon as possible. The child's Parent/Carer must sign the form to confirm the accident/incident has been discussed as soon as is reasonably practicable.
- 6.7 In conjunction with the procedural arrangements for recording accidents and incidents, suitable arrangements will be made to ensure that such occurrences are adequately investigated.

- 6.8 The purpose of the investigation procedures will be, to determine the sequence of events leading to an accident. to establish any unsafe acts or conditions within this sequence that were likely to have caused the accident, to determine the human, organisational or job factors that gave rise to the unsafe acts or conditions. and to initiate an action plan to eliminate the immediate causes and establish a process to correct and control the underlying factors in order that a recurrence may be prevented.

## **7 MEDICINAL DRUGS**

- 7.1 All children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. The label must record the name of the child receiving the medication, the times that the medication should be administered, date and time of when the medication is administered, together with the signature of the person who has administered each dose. There must be an accurate record made of the last dose given by parents eg. the time, the type of dose given.
- 7.2 Parents must give prior written permission and instructions for the administration of medication.
- 7.3 Children may only attend the pre-school with a prescribed antibiotic if it is towards the end of the course and the illness is not contagious.
- 7.4 Medication may only be administered by the Pre-School Manager or the child's key worker.
- 7.5 Calpol and other analgesics will only be administered on the guidance of a GP and in specific circumstances.

## **8 SICKNESS, DISEASES AND EXCLUSIONS**

- 8.1 Parents are asked to keep their children at home if they are unwell or have any infection or infectious diseases and to inform the Pre-School as to the nature of the infection so that the Pre-School can alert other parents and make observations of any child who seems unwell. If any contagious diseases or infections are brought into the Pre-School all parents will be informed via email and a notice should be placed on the notice board at the Pre-School by the Pre-School manager.

- 8.2 Cuts and other open sores, whether on adults or children, must be covered with a sticking plaster or other dressing prior to coming in to the Pre-School. You must prevent the spread of infections by ensuring routine immunisation of the children, high standards of personal hygiene and practise, particularly hand washing and maintaining a clean environment.
- 8.3 If you suspect an outbreak of infectious disease you must inform the Pre-School Manager and the local nurse, Doctor or Health Protection Unit should be contacted for advice.
- 8.4 A list of common illnesses which may affect children and the action to be taken is provided in the policy file at the Pre-School.

## **9 HYGIENE**

- 9.1 To prevent the spread of all infection, members of staff will ensure that good practices are observed by ensuring:

### *9.1.1 Personal Hygiene:*

- 9.1.1.1 hands are washed after using the toilet;
- 9.1.1.2 tissues are available and children are encouraged to blow and wipe their noses when necessary;
- 9.1.1.3 that when a member of staff is required to wipe noses, hands will always be washed afterwards or sterile hand wash used;
- 9.1.1.4 children are encouraged to shield their mouths when coughing; and
- 9.1.1.5 any incident involving body fluid must be reported to the first-aider. Disposable gloves must be worn.

### *9.1.2 General Hygiene:*

- 9.1.2.1 all food preparation surfaces and tabletops will be sterilised before and after use;
- 9.1.2.2 all milk and other perishables will be kept in the fridge, and disposed of in line with their use by date;
- 9.1.2.3 all fresh fruit will be washed and chopped on a designated board;

- 9.1.2.4 all meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements. Cultural/religious differences in eating habits will be respected;
- 9.1.2.5 when cooking with children as an activity, the adults will provide healthy wholesome foods promoting and extending the children's understanding of a healthy diet;
- 9.1.2.6 any type of nut is never knowingly in Pre-School;
- 9.1.2.7 cups and bowls will be washed daily and sterilised weekly; and
- 9.1.2.8 all toilets and hand basins will be cleaned daily before and after Pre-School and during the morning if necessary.

## **10 MISSING CHILD/CHILDREN**

- 10.1 In the event a child becomes lost whilst under the care of the Pre-School and its staff, the Pre-School will ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk to the child.
- 10.2 In the event that a child is lost, a search must be made for the child as soon as possible. Parents and authorities must be notified, and a high level of care must be maintained to other children at the Pre-School while procedures are followed.
- 10.3 A thorough search of the premises must be conducted, including all rooms and cupboards, a check should be made against the register as a precautionary measure to ensure the child is in attendance.
- 10.4 The session supervisor must send two members of staff to make an initial search for the child. One member of staff must check the road immediately in front of the Memorial Hall, looking between any parked cars or other visual obstructions. He/she must then go down the path next to the Memorial Hall and check the public playground at the rear of the Memorial Hall. A second staff member must be sent to check the garden area. They must then search other parts of the internal Hall (including the stage area and any rooms not locked at the rear of the Hall). Both staff members will report back to the session supervisor. This must be completed as thoroughly and as quickly as possible.

- 10.5 While the initial search is made, the session supervisor must make enquiries of all adults present at the Pre-School to establish the last sighting and time, clothes that the child was wearing and the mental state of the child (happy, upset etc.).
- 10.6 The session supervisor must then telephone the police and report the situation and follow their advice.
- 10.7 The session supervisor must telephone the Parent/Carer and report the situation. The session supervisor may ask the parent to come to the Pre-School, by using the normal route that the child would take and preferably by walking. The Supervisor will send a different member of staff to make a search of the area and continue the search until instructed otherwise. The Chair of the committee must also be informed at this stage.
- 10.8 Telephone lines must remain as free as possible so that messages are not delayed.
- 10.9 The remaining children should be grouped together in one room, it may not be possible to ensure an adequate child to adult ratio, but this will be maintained where possible.

## **11 OUTINGS**

### *11.1 Short Outings*

11.1.1 Occasionally during a Pre-School session the children may be taken out of the premises for a short walk around the local village. Bovingdon Pre-School Limited will ensure the following procedures are adhered to:

11.1.1.1 Written permission from parents/carers is obtained for children to be taken on short outings when a child initially joins the Pre-School.

11.1.1.2 Adult to children ratios of 1:3 will be met.

11.1.1.3 Children shall wear a visibility vest when away from the premises.

### *11.2 Group Outings*

11.2.1 For all group outings Bovingdon Pre-School Limited will ensure the following procedures are adhered to:

- 11.2.1.1 We will comply with Ofsted regulations and complete a Risk Assessment prior to the children visiting a venue.
  - 11.2.1.2 All children must be accompanied by a parent/carer as staffing ratios will not be maintained at the same level as in force during a normal Pre-School session.
  - 11.2.1.3 A first aider must be present and a suitable first aid box must be taken.
  - 11.2.1.4 All children and accompanying adults travelling on Pre-School organised transport must be counted before setting off and again when leaving.
  - 11.2.1.5 Any transport organised by the Pre-School must be fully insured, drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
  - 11.2.1.6 All children should have spare clothing, which is the responsibility of the accompanying adult.
  - 11.2.1.7 The session supervisor or nominated member of staff shall travel separately in case of any emergency.
- 11.2.2 At the conclusion of the outing the person in charge of the outing will complete a review of the outing, noting the following:
- 11.2.2.1 Any particular problems with transport (e.g. coach arriving late, no seat belts, etc.).
  - 11.2.2.2 Any particular problems with the venue (e.g. nowhere to shelter during rain).
  - 11.2.2.3 Any particular problems with specific children (e.g. illness, distress, etc.).
  - 11.2.2.4 Educational benefits of the visit.
  - 11.2.2.5 Comments from parents/volunteers/staff.
  - 11.2.2.6 Recommendations for future visits.
- 11.2.3 Prior to each future outing the person in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

## **12 PREMISES AND STAFF CONDUCT**

- 12.1 In accordance with the Health and Safety Executives Code of Practice and The Workplace (Health, Safety and Welfare) Regulations 1992, in the event the premises temperature is lower than 16°C or higher than 25°C the Pre-School reserves the right to close the Pre-School at short notice.
- 12.2 If the closure of the Pre-School is due to staff shortage, Parents/Carers of children will be notified by email, text or telephone, to notify them of the imminent closure; this will be actioned by the Administrator. If the closure is at very short notice and it is not possible to contact Parents/Carers in time, then a notice will be put on the door of the Memorial Hall. The Pre-School Manager, or any other member of staff who lives nearby to the Pre-School should organise this and if he/she is not able to do so then the Chairperson of the Pre-School Management Committee or a member of the Committee will be required to make arrangements to do so.
- 12.3 If the closure is necessary after the Pre-School session has already started, then the Session Supervisor and the Deputy Session Supervisor will contact parents to inform them of the decision to close. If a parent is out of contact then the child will remain in the care of the Session Supervisor/Deputy Supervisor until the parent has arrived to collect the child.
- 12.4 Following a closure, refunds will only be given at the Pre-School Management Committee's discretion or, if requested, an alternative day or suitable alternative may be offered.
- 12.5 The safety of children is of paramount importance. In order to ensure the safety of both children and adults, the Pre-School and the staff will ensure that:
- 12.5.1 all children must be supervised by adults at all times and will always be within sight or hearing of an adult;
  - 12.5.2 a file must be available at each session for the confidential reporting of any incident/accident;
  - 12.5.3 regular safety monitoring must be conducted by the Pre-School Manager which will include checking of the accident and incident record;

- 12.5.4 all adults must be familiar with the system(s) in operation for children's arrivals and departures, specifically that an adult must be at the door during these periods. The front doors of the building must be locked during sessions and access will only be allowed by ringing the door bell. A gate will be placed over the doors out of the main hall to prevent children leaving the area;
- 12.5.5 every entrance and exit to the Pre-School is fitted with a safety door bar;
- 12.5.6 children will leave the group only with authorised adults;
- 12.5.7 safety checks by the Pre-School Manager on premises, both outdoors and indoors, will be made before every day/session;
- 12.5.8 outdoor space will be securely fenced;
- 12.5.9 equipment will be checked regularly by the Pre-School Manager and any dangerous items will be repaired/discarded;
- 12.5.10 the layout and space ratios will allow children and adults to move safely and freely between activities;
- 12.5.11 fires/heaters/electric points/wires and leads will be adequately guarded;
- 12.5.12 all dangerous materials, including medicines and cleaning materials must be stored out of reach of children;
- 12.5.13 children do not have unsupervised access to kitchen, cookers or any cupboards storing hazardous materials including matches;
- 12.5.14 adults are not permitted to walk around with hot drinks or place hot drinks within reach of children;
- 12.5.15 fire drills must be held at least once a term;
- 12.5.16 a register of children must be completed as they arrive and leave so that a complete record of all those present is available in an emergency;
- 12.5.17 a correctly stocked first aid box must be available at all times;
- 12.5.18 fire extinguishers must be checked annually and staff must know how to use them;
- 12.5.19 adult to child ratio is upheld at all times;
- 12.5.20 large equipment is erected with care and checked regularly;

- 12.5.21 activities such as cooking and energetic play receive must close and constant supervision;
- 12.5.22 if a small group goes out, there must be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises;
- 12.5.23 children who go out on short walks must wear visibility vests at all times;
- 12.5.24 the equipment offered to children must be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children;
- 12.5.25 internal safety gates/barriers will be used as necessary;
- 12.5.26 a 'no running' rule applies indoors throughout the Pre-School;
- 12.5.27 the premises must be checked before locking up at the end of the day/session;
- 12.5.28 pregnant staff must complete, with health and safety trained staff, a risk assessment;
- 12.5.29 staff must have access to health and safety guidance including safe lifting, and discuss health and safety regularly at staff meetings;
- 12.5.30 staff must ensure the correct and safe disposal of hazardous waste materials;
- 12.5.31 if a parent/carer requests anyone other than themselves to collect their child then a password will be required to enable the child to leave the Pre-School;
- 12.5.32 all first aid boxes must be correctly stocked and available at all times, including one in the garden area;
- 12.5.33 a maximum of six children are permitted to use the outside climbing frame at one time;
- 12.5.34 if the indoor climbing frame/slide is out in the Hall, a maximum of five children are permitted on the top platform and four climbing around the side panels;
- 12.5.35 all visitors must sign in the Visitors Book and this will be taken with the register if the fire alarm sounds, to ensure all visitors are accounted for.

### **13 FIRE SAFETY**

- 13.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 13.2 If you hear a fire alarm, collect the children in each room together and leave the building immediately by the nearest fire exit and go to the fire assembly point located within the walkway of Bovingdon Primary Academy. The side gate to this area can be found between the library and the front entrance to the school.
- 13.3 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

### **14 EMERGENCY EVACUATIONS**

- 14.1 All staff should be vigilant about bags, and other boxes or unidentified packages that may be lying around in either the foyer of the Memorial Hall or the kitchen/cloakroom area of the pre-school. If a package is identified as suspicious, the Emergency Services should be called and the building evacuated in accordance with the procedure set out at paragraph 13.2.

### **15 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK**

- 15.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.