

Health and Safety Policy

Policy Statement

Sunflowers Pre-School and Out of School Clubs believes that the health and safety of children is of paramount importance. This policy outlines the methods that we use to assess and minimise the hazards and risks to enable children to thrive in a healthy, safe environment.

Risk Assessments

Risk assessments on the outdoor and indoor provision can highlight any potential risks and help us manage those risks by putting methods in place to minimise them. Further risk assessments will be completed whenever there is any new equipment or significant change to the provision.

When risk assessing following five steps will be followed: -

1. Identification of risk- What is it and where?
2. Who is at risk? Children, staff, visitors etc
3. Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk- what will we do, or ensure others will do, to reduce the risk? What is the timescale for any actions to be completed?
5. Monitoring and review- How do you know if what you have said is enough? If it is not working, it will need to be amended or be risk assessed again.
* The person responsible for risk assessments and all other aspects of Health and Safety is the Pre-School Manager Louisa Cowler.
* Any risks that are identified will be checked daily before the session begins, weekly and termly when the risk assessment is reviewed.
* A specific risk assessment for any young people volunteering should be completed by the Manager.

Insurance

We have public liability insurance and employers’ liability insurance. The certificate will be displayed on the Sunflowers notice board.

Child Supervision and security

* All staff and volunteers should have a full enhanced DBS check and be signed up to the update service. We operate a 1:8 adult:child ratio in the pre-school as outlined in the Early Years Framework. Whenever children are on the premises regardless of how many, two adults should be present. This ratio continues for early years children at breakfast and after school club- nursery and reception age.
* A guide ratio of 1:10 is in operation for children from year 1-6 at the Out of School Clubs.
* Children are not allowed into the outdoor provision without an adult present first. There should always be two members of staff together for any length of time, whether inside or outside. For very short periods this may not be possible, e.g. Taking a child to the gate for collection.
* Parents have notified us of a password for anyone different collecting for early years children or any children with restricted collection (information on clipboard if relevant). They must also notify us of the name of the person and let us know prior to pick up time.
* All children are marked in on the register at the beginning of the session. All staff must also sign themselves in. This is kept on a clipboard along with emergency contact details in case of needing to take it outside during a fire. Please see our Fire Procedure.
* The number of children in attendance should be stated at the bottom of the register, on the noticeboard and communicated to the other staff members. For the clubs, children’s ‘tick’ for that session should be crossed out with a red pen when they leave to keep a track of who is left on site.
* Sunflowers phones should be checked for messages and/or emails prior to the session starting. Wherever possible a supervising member of staff should write a post it note or send an email to the relevant class teacher to inform them of any changes, unless explicitly clear that they already have been informed (copied into to email for example).
* When a child was expected to attend but does not arrive this need to be investigated. Firstly, with the child’s class teacher to see if they were at school that day/were collected by a parent. Any further queries as to the child’s whereabouts needs to be reported to the Manager immediately for further investigation. Please see below section about a missing child after these steps have been taken.
* The security of Thorley Hill Primary School premises ensures that the gates aren’t open during times that the children are on site unless for a short staff supervised period for drop off and collection purposes.
* Inside, the windows are at a height where the children cannot climb through, and opening is restricted. The hub door latch should be closed when children are in session.
* Staff are made aware of the staff code of conduct and e-safety policy.
* Possessions and mobile phones belonging to staff, volunteers or visitors are securely stored during session times, including the children’s. Please see our E-safety policy.
* All children should be always in sight and sound of a member of staff unless using the toilet when the child should not be in sight. A member of staff must always be visible when assisting a child with intimate care. Please see our intimate care policy.
* For the hub, if the meeting room is in use by Sunflowers children a member of staff needs to be in the room too or present the doorway, visible and in sight and sound of the children inside the room. When children exit the main room to use the toilets or access their belongings, a member of staff must stand in the doorway to be in sound of them and to watch them in and out of the individual toilets.

Kitchen

* Children do not have access to the kitchen area. There is a gate that should be closed and locked always. Hot drinks should be kept in this area away from the worktops and staff/volunteers/visitors are made aware that they cannot take them out in areas that the children use.
* For the hub- children are not allowed to enter the kitchen area at any time.
* There are separate areas for hand washing and washing up.
* Cleaning materials are kept well out of reach in the gated kitchen in nursery or the locked cleaning cupboard in the hub.

Electrical/Gas Safety

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* There are sufficient sockets to prevent overloading and covers for any unused.
* The temperature of hot water is controlled.

Hygiene

* We keep up to date with the latest advice from the Environmental Health Department and the Health Authority to ensure that our knowledge is current.
* At least two members of staff have completed a food hygiene level 2 course.
* Our daily routines encourage the children to learn about personal hygiene and keeping ourselves healthy.
* We clean the toys thoroughly every term.
* We implement good hygiene practices by;
	+ Cleaning tables between activities;
	+ Checking toilets regularly;
	+ Wearing protective clothing, gloves etc;
	+ Providing sets of clean clothes;
	+ Providing tissues and wipes;

Environment

* The layout of the provision indoors and outdoors provides space for adults and children to move freely and safely around.
* All equipment is checked regularly for cleanliness and safety with any dangerous items repaired or discarded.
* All materials, including paint and glue are non-toxic.
* Sand is clean and suitable for children’s play.
* Children are taught to handle and store tools safely.

Food and Drink

* Early Years children MUST be in sight and sound of a paediatric first aid trained member of staff at all times when eating. Ideally all children of any age should be closely supervised when eating.
* Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
* All food and drink is stored appropriately.
* Snack and mealtimes are appropriately supervised. Children should always be in sight and sound of a member of staff when eating, particularly early years age.
* Any children with allergies are listed and staff/volunteers/visitors made aware. Please see the allergies/medical information guide on the clipboard.
* Fresh drinking water is available to the children always.

Outings and Visits

* Parents must give their full written permission for any outings/visits to take place.
* A risk assessment will be done, and any highlighted risks managed.
* The adult:child ratio is high. 1:2. All helpers must stay with a DBS checked person.
* Records are kept of any vehicles used to transport children with named drivers and the insurance cover they have.

Missing Child

If a child goes missing from the setting-

* The person in charge will carry out a thorough search of the building and garden.
* The register is checked, and children counted to ensure no mistakes have been made.
* Doors and gates should be checked to make sure there hasn’t been a breach of security.
* The rest of the children should remain under constant supervision whilst searches are happening.
* Staff are consulted to investigate all possibilities.
* If the child is not found the parent should be contacted and the missing child reported to the police. OFSTED should be notified.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed-

* As soon that a child is noticed absent all staff do a headcount. One member of staff goes to search the vicinity.
* The person in charge is informed. If they are not on the outing, they should make their way to the venue to aid the search and to support and contact police.
* Staff take the remaining children back to the setting.
* The person in charge contacts the parents and requests for them to join them at the venue or setting.
* The person in charge contacts the police using the mobile phone and reports the child missing.
* In an indoor venue, the staff contact the venue’s security who can assist in the search and contacting the police if the child is not found. The person in charge notifies OFSTED.

There should be a full investigation following a missing child situation. Details need to be taken of all aspects of the trip. The incident report should include: -

* The date and time of the report
* What staff/children were in attendance
* When the child was last seen in the group they were assigned
* The estimated time the child went missing

A conclusion must be drawn from the report. The incident is reported under RIDDOR arrangements and is recorded in the incident book.

The local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Insurance is informed.

Fire Safety

* Fire doors are clearly marked, kept free from obstruction and easily opened from the inside.
* All smoke detectors are fitted to BSEN standards and are checked by the manufacturer as appropriate.
* Our emergency fire procedure is clearly displayed on the premises.
* Fire drills are held once every term and records are held of these and any services to fire equipment. Miss Anna Farmer is the named fire marshal and has completed the necessary training for this role.

First Aid and Medication

* At least one member of staff holding a current paediatric first aid certificate should be on the premises or on an outing with the children always. The first aid kit must comply with the Health and Safety (First Aid) Regulations 1981.
* It needs to be easily accessible to adults but inaccessible to children. It should be regularly checked and re-stocked.
* OFSTED is notified of any injury requiring treatment by a general practitioner or hospital doctor, or on the death of a child or an adult.
* Our Accident Book-
* Is kept safe and accessible.
* All staff and volunteers know how to access and use it.

Incidents

We keep an incident book to report: -

* Break in, burglary, theft of personal or the setting’s property.
* Fire, flood, gas leak or electrical failure.
* Attack on a member of staff or parent on the premises.
* Any racist incident involving a staff or family on the premises.
* Death of a child.
* A terrorist attack, or threat of one.

We record the date, time, nature of the event, who was affected and what was done about it.

Medication

* Only prescribed medication should be administered. It must be in date and prescribed for a current condition.
* Calpol can be given in an emergency with prior signed permission on the medicine permission form and a further phone call to parents to check.
* Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent/s, date the medication starts, the name of the medication and prescribing practitioner and the dose and times.
* The medication given is recorded accurately each time and counter-signed by a witness member of staff.
* Parents must sign to say they have seen the administration and have received the medication back each time.
* If the administration of medication requires specialist training, individual training is provided for the relevant member of staff by a health professional.

Sickness and Exclusion

* During the induction process parents are made aware of our policy on sickness and that we follow the ‘Guidance on Infection Control in Schools and other Childcare Settings’ from the Public Health England.
* Children with headlice are not excluded but do need to have received treatment at home before attending.
* Parents are notified of any infectious disease that their child may have been in contact with.
* Good hygiene practices are carried out regarding the spillage of bodily fluids.
* OFSTED is informed of any infectious diseases that a qualified medical person considers notifiable.
* Staff that have suffered from sickness and diarrhoea should not handle food for a further 24 hours once back just to be safe.

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| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |

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