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UNITED REFORMED CHURCH HALL - PRESCHOOL AND NURSERY CLASS

Health and Safety Policy

We aim to make children, parents and staff aware of health and safety issues in order to minimize the hazards and risks and to enable the children to thrive in a healthy and safe environment.

The following is a summary of safety at the URC Pre-School: The safety of young children is of paramount importance. The member of staff primarily responsible for health and safety is: The Manager We display the necessary Health and Safety poster in the pre-school cupboard.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Lobby.

- All children are always supervised by adults and will always be within sight of an adult. (Except when the Red group children go down to the toilet on their own)
- The member of staff responsible for safety, health and hygiene is the pre-school manager.
- Health and safety advice/training is given to each employee on induction.
- Double copy sheets are used for the reporting of any accident/incident which a parent/carer is asked to sign and then given a copy. The second copy is kept securely in pre-school records.
- Regular safety monitoring will include checking of the accident and incident record.
- All adults are aware of the system in operation for children's arrivals and departures and an adult will be at the door and gate during these periods.
- Children will leave the group only with an authorised adult.
- Equipment is checked regularly, and any dangerous items repaired or discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Children are given the opportunity to play outside in the fresh air.
- Fire doors are never obstructed.
- All dangerous materials are stored out of reach of children.
- Children do not have unsupervised access to kitchen, cookers or any cupboards storing hazardous materials.
- Fire drills are held at least once every term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency and as an additional safeguarding measures:
- Names and photos of each child present are posted
- On each exit in the main room there is a board which gives details on the number of adults and children present in the setting on that day.
- A board on the wall next to the fire exit that leads out to the garden is used to keep account of how many children are outside playing and how many have stayed inside.

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- There is no smoking allowed on the premises.
- A correctly stocked first aid cupboard is always available.
- Fire extinguishers are checked regularly.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- The personal hygiene of the staff is very high and staff observe the current legislation regarding food hygiene.
- Waste products are disposed of appropriately.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are checked at the end of the session.

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.
- The sickness of staff and their involvement in accidents is recorded.
- We keep all cleaning chemicals in their original containers.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Hygiene arrangements

Staff help children with their personal hygiene. Good practices in preventing the spread of infection are observed.

The children are encouraged to wash their hands after using the toilet and before and after having their snack. Staff will help them when blowing their noses. The children are encouraged towards independence. When children choose their own snack, the importance of cleanliness is emphasized.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- 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.

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We implement good hygiene practices by:

- cleaning and checking toilets regularly.
- wearing protective clothing - such as aprons and disposable gloves - as appropriate.
- providing sets of clean clothes.
- providing tissues and wipes.

Toilet Routine

- Children in rainbow room and the main room are taken to the toilet by a member of staff if they ask during the session.
- Red group children will go to the toilet on their own after asking permission however, if there is a visitor on site they will also be accompanied by a member of staff.
- When a child first starts toilet training, the keyperson will ask them on a regular basis if they need the toilet or until the child is confident to tell the adult that they need to go.
- All children are helped to wash their hands after they have used the toilet. This is to teach the child good hygiene practice.
- If a child should have a toileting accident or need a nappy change, a member of staff will change the child wearing gloves and an apron. The wet clothes are placed in a bag and the nappies disposed of appropriately, telling the parents/carers about it when the child is collected.

Supervision

The children are always supervised by staff. Safety is of paramount importance. Safety checks of the premises both indoors and outdoors are made before each session. The front door is locked during the session and a member of staff is at the door and on the gate during the children's arrival and departure at Preschool. Children will only leave with a known authorised adult whose name the parents have provided. We operate a password system to add extra protection to this procedure.

Registers

A register is completed early on in both the morning and afternoon session and is updated throughout the day, recording late arrivals and early leavers. A staff register is also kept. Visitors to the setting are recorded and show their time of arrival and departure.

Illness

- When a child becomes ill at the United Reformed Preschool our policy is:
- To send the child home to ensure the child has his/her needs met in the most appropriate setting and to protect other children and adults from the risk of infection.
- A member of staff will make sure the child is as comfortable as possible in a quiet area, away from the other children.
- The person in charge will telephone the parents first and if there is no answer the other emergency contact numbers will be tried. If there is no answer, the child will be cared for by a member of staff until the end of the session.
- If a child becomes ill whilst at preschool and develops a temperature of 37.5 or above, parents/carers will be contacted to come and collect the child. Parents/ carers will also be asked if they want a member of staff to administer Calpol to the child whilst we are waiting for them to

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arrive. If there is no answer from any of the emergency contacts, the staff will administer Calpol to the child as directed on the box. A form giving prior consent to the administration of Calpol is completed before the child starts at the setting.

- If a child has an allergic reaction whilst at preschool, parents/ carers will be contacted to come and collect the child. A member of staff will administer Piriton to the child as directed on the box. A form giving prior consent to the administration of Piriton is completed before the child starts at the setting.
- Parents will be advised to seek the advice of a medical practitioner. When the staff are concerned about a child's condition deteriorating, emergency medical advice will be sought.
- Parents/carers are asked to keep children at home if they have an infection and are asked not to bring in any child who has been vomiting or had diarrhea until 48 hours has elapsed.
- Parents/ carers are asked to keep their children at home if their child is sick and they have had to give Calpol beforehand.
- Parents will be informed if there is any infection such as head lice, scabies, worms, impetigo or childhood infectious diseases which may affect other children or family.
- Ofsted will be notified of any infectious diseases, which a qualified medical person considers notifiable.

Medication (see administering medication policy)

Parents will administer prescribed medicines where possible. The person in charge is responsible for administering medication at the United Reformed Pre-School. Prior consent must be completed and signed by the parents and records must be kept showing the name of the medication, dosage, time of administration and the person administering it. Another member of staff should witness the procedure. All medication will be clearly labelled and stored out of reach of the children in the First Aid cupboard. (please see Administering Medicines policy)

First aid

Under the Health and Safety Regulations 1981 all workplaces must have first aid provisions. The preschool manager has a responsibility under these regulations for:

- Providing a first aid box for employees, children, kitchen, garden and an outing first aid bag.
- All staff must hold a current paediatric first aid certificate.
- All employees must know where the first aid box is located (in the staff cupboard) and the names of the First aider on site.
- Arranging first aid training for staff, particularly the appointed person(s)

When administering first aid, gloves should be worn when dealing with open wounds, vomit etc. Main First Aiders: Mrs L Robinson and Mrs Sarah Sergeant

- A member of staff is appointed termly to be responsible for checking the contents of the First Aid box. Appointed staff member: - Mrs L Robinson.
- First aid equipment is kept clean and replaced as necessary.
- Staff know where the accident file is kept and how to complete it. This is reviewed regularly to identify any potential or actual hazards. Parents/carers are informed of any incidents and there are opportunities for parents to discuss health issues with the staff.

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- Frequent accidents involving the same child/ren or the same piece of equipment can also be a useful indication of the need to observe certain activities, check equipment etc.
- In the event that an insurance claim might be made following an injury to a child or adult, it would be advisable to draw a rough sketch of the place of the accident/incident.
- If a child has a head or facial injury the parents are contacted and informed straight away. The time the parents were contacted is recorded on the accident form.
- It is essential to inform parents of any injury to their child no matter how slight.

No Smoking

The URC Preschool has a NO smoking policy for any part of the premises, inside or out. This always applies to all staff and any visitors to the site, even when children are not present. No smoking notices are in place on the premises.

Electrical Equipment

Electrical equipment is to be visually checked and if damaged should not be used. Any damaged equipment should be labelled 'defective –do not use' and the Elders of the URC informed in order that effective repairs can be carried out.

- 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.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all areas including storage areas.

Disposal of waste

Normal everyday waste is disposed of into a black bag in the kitchen bin which is that put out for the refuse collection, we recycle all material that is accepted by the local council. In case of body fluids such as blood products the waste is put into a sealed medical disposed bag using rubber gloves ready for correct disposal.

Cleaning

General cleaning of the areas used by the pre-school is carried out firstly by the pre-school staff on a day to day basis and secondly by the church staff. Members of staff carry out cleaning to toys and equipment as necessary.

Good housekeeping

Notices should be posted identifying prohibited practices such as NO SMOKING, DO NOT OBSTRUCT DOOR OR PASSAGE etc.

Fire Procedure

Fire drills are held each term, on different days, and a record is kept of them. Fires heaters and electric points are adequately guarded, fire extinguishers are checked annually, and fire doors are never obstructed. Members of staff are aware of the position of all the firefighting equipment, familiar with their use and know the location of the fire exits and escape routes.

- A Fire Bell will sound
- The children will be directed to the nearest exit, these are situated in each of the room.

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- All belongings will be left behind.
- The toilets and the corridor will be checked by a member of staff and they will pick up the visitor's book from the parents table.
- The manager will collect the register and preschool phone, a member of staff will also bring out the first aid kit and all children's medication (should there be a church member present on the premises we would also inform them in the case of an emergency or practice)
- Everyone will leave the building and meet at the end of the garden. Staff will ensure that the children are kept together at all times.
- A member of staff will alert the Fire Brigade
- A register will be taken.
- The building will not be re-entered until permission is given to do so.

Lockdown procedure

We practice our lockdown procedure every term, on different days, and a record is kept of them. All members of staff wear a whistle in case they need to activate this emergency procedure.

- A member of staff will blow their whistle
- The children will be directed to the nearest lockdown room within the building. Room 3 for Red group and the back storage cupboard for the main room and Rainbow room children. Staff must try to ensure (as best as possible) children are kept calm and as quiet as possible. Member of staff and try and engage children by reading a story or by letting them play with the toys available in the room.
- If the children are outside in the garden they will be taken slowly and calmly back into the building and in to the nearest
- Coded padlocks on the doors of both rooms will be activated.
- A member of the red group staff will communicate with Mrs Robinson using the upstairs preschool phone.
- All belongings will be left behind
- Toilets and corridors will be checked by Mrs Robinson. The manager /deputy will collect the registers – staff & children, the preschool mobile phone, the mobile first aid kit and any children's personal medication.
- A member of staff will contact the emergency services
- A register will be taken
- A member of the red group staff will notify the parents of the children in Red group and the manager/ deputy will notify the parents of the children in the main room and Rainbow room of the situation.
- No one will leave the rooms until we have been given permission to do so by an authorised person.

Premises

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

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Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- All children are supervised by an adult at all times.
- Where children are on the premises at least two adults are present.
- We carry out risk assessments daily to ensure children are not vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children. The child's name is noted on the register.
- The members of staff in attendance at the session are noted on the register.
- Any visitor names are recorded in the visitor's folder.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

The front door to the pre-school is never left unattended. There will always be a responsible member of staff present when it is open, or the children are being dropped off and/or collected. Should parents or other members of staff need to talk to whoever is minding the door they will be told either to wait until an appropriate time or to make an appointment.

Using the outside areas

It is the responsibility of the church, the Pre-school management committee to keep the garden, grass, plants, cellar, paths, fences and gates in good order, bearing in mind the requirements for use by young children. When using the outside space at the URC preschool, we take into account the following procedures:

- Our outdoor area is securely fenced.
- 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly. • All outdoor activities are supervised at all times.

Procedures for using the garden

Before daily use: The following items should be checked for safety and suitability of use:

- Gates, fences and barriers
- The grassed and planted areas (especially for animal excrement)
- The paths and steps
- The doors and gates

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Just before going out:

- All the gates and doors will be checked to make sure that they are secure with the chains and padlocks in place to prevent easy opening.
- The cellar door should be locked.

Whilst Outside:

- At least one adult should be outside before the children leave the building.
- Child/adult ratios are maintained during outside play.
- The First aid kit is available.
- Children are taken to the toilet inside by a member of staff.
- The members of staff left inside need to monitor the movement of the children in and out of the building and adjust the numbers on the board accordingly.
- Children use the slope, not the steps, to access the grassed area.
- All visitors are challenged at the gate and parents discouraged from entering the secure outside area if children are using the garden.
- All members of staff will wear a whistle in case of having to activate a Lockdown.

Leaving the outside area:

- Staff make a sweep of the garden to ensure that all children have gone inside prior to the doors being secured.
- Children are counted on returning to the building relating to the stated number present as displayed on the board.

Outings

At the URC Pre-School we aim to take the nursery class children out on a visit within the local area. This may involve a short trip to the local library or a walk to the park or shops. Younger children may also go out on a short trip in a small group with their key person eg to a local shop. On each occasion no private transport is used.

For such events the following points should be taken into consideration.

A risk assessment is carried out by the member of staff leading the outing and signed by the manager for approval. Parents/carers will be informed of the coming outing at least a week before the event and asked to sign to give permission for their child to leave the pre-school on this occasion.

The ratio recommended for outing from the URC is 2 children per adult.

If extra help is required to meet this ratio, the leader should ask for parents/carers to help.

The children should be informed of their outing at least the day before the event.

On the morning of the outing, the children should be reminded about keeping safe whilst they are out, particularly when crossing the roads. All children must wear visible jackets.

Each adult should be asked to be responsible for two children. However, should a child require the toilet or medical assistance, a member of staff, rather than a helper, should deal with the situation. A portable first aid bag, a child's medication (if relevant) and a mobile phone with all the children's contact numbers should be taken on each outing by a suitably qualified member of staff. The preschool leader should register the children before leaving the hall and again on their return.

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Legislations

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations 1999

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations (COSHH) (2002)

Manual Handling Operations Regulations 1992 (as amended)

Health and Safety (Display Screen Equipment) Regulations 1992

Recording and reporting of accidents and incidents

The United Reformed pre-school follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Procedures

Our accident book:

- is kept safely and accessibly.
- is accessible to all staff, who know how to complete it.
- Ofsted is notified of any food poisoning affecting two or more children looked after on our premises and any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible or at least within 14 days of the incident occurring.
- Local child protection agencies are informed of any serious accident or injury to, or the death of any child while in our care and we act on any advice given by those agencies.
- When there is any injury requiring a 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.

Our incident book

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

These incidents include:

- break in, burglary, theft of personal or the setting's property.

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- an intruder gaining unauthorised access to the premises.
- fire, flood, gas leak or electrical failure.
- attack on a member of staff or parent on the premises or nearby.
- any racist incident involving staff or family on the centre's premises.
- death of a child

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. The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995) Further guidance - RIDDOR Guidance and Reporting Form

Emergency procedures

In the case of an emergency involving anyone on the premises the following procedure would be put into place:

- The most senior first aider present would take over the incident/injured party.
- On rapidly assessing the situation it may be necessary to phone 999 for a paramedic/ambulance.
- In addition, a member of staff will phone the next of kin/parent/carer of the injured party.
- If necessary, a suitably qualified first aider will accompany the injured party to hospital.
- A full report will be written by the manager and persons involved in the incident and sent to the parent or next of kin, church elders, Ofsted and Riddor ICC.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the manager and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use. All moving and handling of children is risk assessed by a competent member of staff

Head Lice - Information for Parent and carers

Head lice occur commonly in children and their presence does not mean that those affected are in any way dirty. However, head lice can cause distress and discomfort. Apart from distributing information pre-school staff can do little to control head lice. The responsibility lies with parents and guardians.

Head lice can only be caught from head-to-head contact. They live close to the scalp and are quick moving insects, slightly smaller than a match head. They lay eggs which are small, skin coloured and well camouflaged, glued to the hair close to the scalp. After the egg hatches, the empty eggshell, or 'nit' stay glued to the hair and moves away from the scalp as the hair grows. The 'nits' are white and shiny and easier to see. They are harmless and can persist for weeks after the lice have been treated successfully. Lice are difficult to see on the hair as they are grey or brown. Only about one third of children with lice complain of itching which develops some weeks after the hair becomes affected. Lice can leave a deposit like black powder on pillow or collars.

Detection

It is a good idea to get into the habit of "wet combing" children's hair twice a week, even when you do not suspect the presence of lice. After shampooing with an ordinary shampoo apply ordinary conditioner to wet hair. Use a fine-toothed comb and comb from the roots of the hair in sections over a white surface such as a sink or piece of paper. It is important to check the hair of all the other members of the household if lice are found and to let friends, relatives, the pre-school and

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anyone else who has close contact with your child know so that they can check too. Remember head lice are common, their presence does not mean that your child is in anyway dirty and is nothing to be ashamed about. Treatment

You should only treat people who are found to have head lice.

Consult your doctor before treating babies below the age of six months or if you are pregnant or breastfeeding. Buy Nice and Clear (natural product) and comb from the chemist. You MUST follow the instructions to the letter. Or if you prefer a chemical product then Derbac M or Full Marks again following instructions

Daily Prevention

Tea tree oil conditioner: spray or place drops in shampoo (Head Lice do not like tea tree) After the problem has cleared up continue to wet comb twice weekly.

If your child is found to have Head Lice, we will call you to take them home to be treated.

Last Reviewed: January 26

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