

## HEALTH and SAFETY POLICY AND PROCEDURES

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, staff, parents, volunteers, students and visitors.

**H&S Officer** is usually the Manager of the setting. If **H&S Officer** is not a manager than Manager or Deputy Manager will take over if **H&S Officer** become not available (e.g left employment).

- We aim to make children, parents, staff, volunteers, and students 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.
- Health and Safety Officer have overall responsibility for health and safety at this establishment and she/he will ensure this policy is put into practice on a day to day basis.
- The preschool and nursery buildings have responsibility for all areas including all rooms, kitchen, toilets, entrance, storage area, and garden.
- All employees must co-operate with the management and H&S officer on health and safety matters. Not interfere with anything provided to safeguard their health and safety. Take reasonable care of their own health and safety. Report immediately all health and safety concerns to **Health & Safety Officer** and/or Manager or Deputy.
- Everyone is responsible for Health and Safety and Risk assessments.
- **H&S Officer** will carry out regular risk assessments of the setting and record and action anything identified. They will approve any action required to remove/control the risk and are responsible for implementing such action and will check the actions have been removed or reduced.
- **H&S Officer** will give health and safety advice and will supervise staff.
- A first aid box is kept on site.
- All employees will undertake a first aid course as soon as practical and kept updated.
- We record all accidents, incidents
- **H&S Officer/Senior Management** is responsible for investigating accidents and work-related causes in the setting surroundings.
- Setting is inspected by Environmental Health regularly.
- We have public liability insurance. The certificate is always displayed.

### Procedures

#### Maintaining children's safety and security on premises

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

General Standards:

- Adults supervise all children at all times.
- They will always be within sight or sound, and usually within sight and sound, of an adult.
- Doors are only open and close by competent staff. Visitors and parents, etc. are escorted by staff in all circumstances and are never left alone in any part of the building (even if you only need to find missing shoe or provide receipt, etc.).
- Person who is not known to a member of staff opening the door must not let them in – even if outsider says there are here for a visit, picking application form or they have appointment with e.g manager and you are not aware of this: this person must always wait outside until you find out what they need or will ask appropriate member of staff to assist you.
- Only closest family members can enter the building – family or other friends must wait outside.
- Children will leave the group only with authorised adults.
- Identification will be needed before any child will leave the setting, if the staff does not know the person collecting, permission from the child's parent to let them leave with the unknown adult will be sought, ID and Passwords are also required.

- A register of both children and adults is recorded as people arrive so that a complete list of those present is available in an emergency.
- Two adults are always present whenever children are on the premises.
- Activities such as woodwork and cookery receive close adult supervision at all times.
- On outings the adult ratio is kept to a safe level.
- If a small group goes out there will always, be sufficient staff to maintain appropriate ratios for the children remaining on the premises.
- Equipment offered to the children is developmentally correct, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Curtains conform to British standards.
- The children cannot lock toilet doors.
- General consent from parents to take children on small local outings is obtained when the children first arrive at the setting.
- Consent for sharing photos over Tapestry and used on our website and Facebook page is given on registration by child parents.
- Specific consent forms are always used for larger one-off outings.
- Clear information regarding who can collect a child is kept and used.
- No helper or student is ever left with a child by himself or herself.
- All staff will wear safe footwear. Open toe sandals or flip-flops or ugg boots are not recommended forms of foot wear and they will be worn by staff on own risk.
- All dangerous materials, including medicines, are stored out of reach of children.
- **Adults never walk about with hot drinks, place hot drinks where children could reach them not leave on uneven, not stable surface.** Thermal flasks are provided for hot drinks.
- Fire drills, lock downs are held every half-term and logged, fire drill instructions are displayed, and are part of our induction program.
- All transport we would use for outings would be fully insured and fitted with appropriate safety equipment.
- We ensure all employed staff (including, volunteers, parent helpers, cleaners, agency staff, students) have been checked for enhanced criminal records with children's barred list.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity
- We carry out Health & Safety Daily checks of the premises.

## Security

- Systems are in place for the safe arrival and departure of children.
- Parents/carers, and any other adult that is not authorised by Springwood management (parent helpers, visitors, volunteers,) must not under any circumstances let them self out of the setting's premises –**opening the door or gates, unlocking the door or padlocks is forbidden**. If anyone is found to do so will be spoken to and appropriate action will take place e.g. child's place will be reviewed, visitor will be permitted from coming back to the setting, disciplinary action for any staff member who did not ensure policies and procedures were followed.
- At the start of each session, the children are signed in by a member of staff. These children are also signed out in the same manner.

- No child will be taken outside (e.g to the gate, car park) if the outside is not directly linked with our premises. This include taking children to their parents/carers.
- The arrival and departure times of adults – staff, committee members, volunteers and visitors - are recorded.
- Our systems prevent children from leaving our premises unnoticed. Children will be taught about setting security and what is allowed and what is not.
- Our staff check the identity of any person who is not known before they enter the premises (including other professionals, Ofsted, interviewee, etc).
- We keep front doors and gates locked shut at all times.
- The personal possessions of staff and volunteers, visitors are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- Toilets are NOT open for the public.

#### Awareness rising

- Our induction training for staff, students and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures, as they 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 found in our COSHH folder.
- Records are kept of these induction training sessions and new staff, students and volunteers are asked to sign the records to confirm that they have taken part.
- 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 included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no-smoking policy.
- We carry out Daily Health and Safety Checks (daily risk assessments) and we encourage children to be involved in the task.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

#### Windows

- Low level windows are made from materials that prevent accidental breakage or we ensure they are made safe.
- Appropriate safety stops are added and locks are checked.

#### Floors and walkways

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped and dried up immediately and wet floor sign is put up.
- Fire exits and walkways are left clear and uncluttered.

#### Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- A qualified engineer services all heating appliances regularly.

- Smoke detectors are in place.
- Electrical are PAT tested
- Our boiler/electrical switch 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 number of sufficient sockets to prevent overloading.
- Electrical devices are switched off from the plug after use.
- The temperature of hot water is controlled to prevent scalds. (we cannot take responsibilities for any failures in the systems, which are caused by water suppliers).
- Lighting and ventilation is adequate in all areas of our setting, including storage and offices areas.

### Storage

- All resources and materials, which are used by the children, are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### Pest infestation

- We will seek immediate professional advice if pest infestation is discovered.

### Outdoor area

- Our outdoor area is securely fenced. All gates and fences are safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a paddling pool in the garden children will be allowed to play unless water rises to a level where is not safe for them to play in (usually half way up the calve)
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably dressed for the weather conditions and type of outdoor activities; ensuring that sun cream is applied and hats are worn during the summer months.
- All outdoor activities are supervised at all times; and particular children on climbing equipment.

### General Hygiene

- We seek information from the Health Protection Agency 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 setting, which includes the play room(s), kitchen, toilets and nappy changing areas. Children do not have unsupervised access to the kitchen.
- Every half term (or more often if necessary) all resources, equipment, dressing-up clothes and furnishings are cleaned and washed.
- We deep clean the setting regularly.
- We employ cleaners, where possible (they do not clean children or staff belongings nor play resources).
- Sleeping belongings are individual for each child and they are washed at least every week.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between messy activities;
  - cleaning and checking toilets regularly;

- wearing protective clothing - such as disposable gloves - as appropriate;
- we are trying to provide sets of spare clean clothes;
- providing tissues, nappies, wipes and disposable bags.

#### Activities and resources

- 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 the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes. It is done yearly and by Owner or Manager. (Our insurance include its own risk assessment too)
- 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 and are included in COSHH.
- We ensure sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly. We will seek permission from parents/carers for those children who sleep in pushchairs/buggies.
- Any faulty equipment is removed from use and is repaired if possible. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and senior management.

#### Jewellery, accessories and tattoos

- Our staff do not wear jewellery or fashion accessories, such as high heels or excessively long nails (hands and toes), that may pose a danger to themselves or the children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation. We will remove those if we think it is not safe.
- We ensure that hair or neck accessories are removed before children sleep or rest.
- Any tattoos that are deemed offensive, not in a good taste or controversial, by management will have to be covered appropriately.

#### Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- In some circumstances member of staff may remain in the building on their own (e.g Manager starting hours, children's trips to park); **The person must have the phone with her/him at all times and is forbidden from opening the doors to unknown people.**
- The sickness of staff and their involvement in accidents/incidents is recorded. The records are reviewed termly or often if needed to identify any issues that need to be addressed.

#### Supervision of children on outings and visits

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities, which enhance their learning experiences. Our setting does have direct access to outdoor provision on the premises but we do like to take the children out as frequently as possible. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

## Procedures

- We ask parents to sign a general consent on Registration Form for their children to be taken out on local short outings as a part of the daily activities of the setting (local shops, local park, walk around the neighbourhood, visits to local schools, etc.). This general consent details the venues used for daily activities. The separate consent will be sought if the outing will require transport e.g. bus or a car or is new or different from previous.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed regularly.
- All outing risk assessments are made available for parents to see.
- Our adult to child ratio is higher, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings, unless to the local shop or the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff member and helpers to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings outside of the setting or school grounds are recorded at the bottom of Registers, stating:
  - Time
  - Place
  - The mode of transport, if used.
  - The names of the staff members assigned to each of the children if needed.
  - The time of return.
- We take a mobile phone on outings (staff's private ones to ensure good communication in case of emergency), as well as on larger outings: supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers – Evacuation bag.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.