

## **WHITLEY LODGE UNDER FIVES**

### **HEALTH AND SAFETY POLICY**

#### **Statement of intent**

Our pre-school believes that the health and safety of the children, parents, staff and volunteers are paramount. We make our pre-school a suitable, clean, safe and healthy place for our children, parents, staff and volunteers.

#### **Legislation and references**

Equipment and Resources Policy  
Nappy Changing Policy  
Healthy Eating Policy  
Health and Safety (First Aid) Regulations 1981  
RIDDOR  
HACCP  
COSHH  
Safer Food Better Business  
Children's Sickness/Illness Policy  
Mental Health and Wellbeing Policy  
No Smoking and no Vaping Policy  
Administration of Medicine Policy  
Door Control Procedure  
Outings Policy  
Statutory framework for the EYFS 2025

#### **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 **Helen Potts**. She undertakes health and safety training and regularly updates her knowledge and understanding.

We display the necessary health and safety posters.

Insurance is in place (including public liability) and an up to date certificate is displayed

#### **Risk assessment**

Our risk assessment process includes:

- checking for hazards and risks indoors and outside and in and during our activities and procedures. Our assessment covers adults and children.
- deciding which areas need attention and acting on it
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues which are checked:

- daily before the session begins and daily after the session
- weekly
- yearly - when a full risk assessment is carried out.

We constantly carry out risk assessments on activities, maintaining all equipment and resources as detailed in the Equipment and Resources Policy. We also assess activities verbally or in writing for potential hazards and determine how to reduce risks e.g. when using scissors children are closely supervised and care is taken to ensure all scissors are accounted for at the end of the activity.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The current certificate is displayed in the lobby.

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear 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 mental health and well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff 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 they play in the daily life of the pre-school.
- 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 have a NO SMOKING/NO VAPING policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Parents have the opportunity to discuss health issues with members of staff and to draw up a health care plan for their child if necessary (see Administration of Medicines Policy).
- The pre-school will collect health information and share it with parents via the notice board and letters.

### **Children's safety**

- Appropriate adult: child ratios will be maintained at all times.
- There is sufficient space in the setting for all of the children - 2.5 square metres for 2 year olds and 2.3 square metres for 3 year olds
- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring service have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children, are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

- Sleeping children are checked every 10 minutes and this is recorded in the daily diary.

### **Security**

- Systems are in place for the safe arrival and departure of children (see Door Control Procedures). The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- 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 pre-school sessions.

### **Windows**

- Windows are made from materials which prevent accidental breakage.
- Windows are fitted with restricted openings
- Windows are secured when the building is unattended to prevent unauthorised entry.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors – finger shields and slam stoppers are fitted to doors children have access to as well as door alarms to ensure that staff are alerted and aware if a child tries to push open a door.

### **Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged – the carpet is fastened down, sand and water cleaned up promptly to prevent slipping.

### **Kitchen area**

- 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 out of children's reach. (COSHH).
- 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 equipment**

- All electrical equipment conforms to safety requirements and is PAT tested annually.
- Our boiler/electrical switchgear is not accessible to the children.
- Radiators, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Nothing is placed on the radiators.
- 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 which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor play**

- Children will have the opportunity to play in the fresh air throughout the year in the outside classroom and play area, weather permitting.
- Parents should ensure that children have suitable outdoor clothing with them.
- Parents are asked to apply sun cream to their child on sunny days but permission to apply sun cream is obtained on the registration form if they have forgotten. Parents should inform a member of staff if they have not applied sun cream. Parents are asked to provide a sun hat on sunny days however we do have a supply of spare sun hats if needed.
- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety, locked and cleared of rubbish before it is used.
- Adults are alerted to the dangers of poisonous plants, herbicides and pesticides and ensure that children are not exposed to these.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

### **Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations and the premises are inspected by Environmental Health Officers. To prevent the spread of infection adults will ensure the following good practices are observed:

### **Personal hygiene**

Hands are washed after using the toilet and all children are helped to wash their hands upon arrival and before snack time or if they get dirty during the session

- Soap is available and will be used by adults and children.
- Paper towels will be used and disposed of in bins provided.
- Tissues are available and children will be encouraged to blow their noses and dispose of soiled tissues in the bin.
- Children will be encouraged to shield their mouths when coughing.
- Our daily routines encourage the children to learn about personal hygiene.
- Staff are aware of HIV and other infections and disposable gloves are used when administering first aid, changing children and cleaning up body fluids.

- Cuts or open sores, whether on adults or children, will be covered with a sticking plaster or suitable dressing.

### **Cleaning**

- We have a daily cleaning routine for the pre-school which includes our play room, kitchen area and toilets . In addition, there is a staff cleaning session each half term when a programme of more major cleaning is carried out.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings. Dough is changed frequently, sand is sieved and spilt sand disposed of.
- Spare clean clothing is available in case of accidents and soiled clothing is wrapped in plastic bags.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. Toilets are checked regularly. (See also Nappy Changing Policy).
- Separate cleaning cloths will be used for floors and food preparation areas. The cloth's are renewed daily.
- Tea towels are renewed/washed daily.
- Spills of blood, vomit and excrement are wiped up and flushed away down the toilet. Gloves are always used when cleaning up body fluids. Floors and other affected surfaces are cleaned using antibacterial spray(BS EN 1276 or BS EN 13697)
- Tables are cleaned between activities using hot soapy water then antibacterial spray (BS EN 1276 or BS EN 13697)

### **Activities**

- 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 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.
- 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 who are sleeping are continuously monitored and staff record this every ten minutes.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink** (see also Healthy Eating Policy)

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.(HACCP and Safer Food Better Business)
- All food and drink is stored appropriately and the fridge temperature is monitored and recorded daily.
- Fresh fruit and vegetables will be washed thoroughly before use.

- All utensils will be stored in a designated cupboard and will be washed/sterilised before use.
- Hands are washed before handling food.
- Staff will not cough or sneeze over food.
- Staff will not prepare food if suffering from any infectious illness or have had close/prolonged contact with people with such symptoms for example family and friends.
- Staff will not prepare food if they are suffering with skin conditions.
- Adults do not have hot drinks during the session when children are present.
- Snack times are appropriately supervised and children do not walk about with food and drinks. A member of staff sits with a table of children whilst they eat and the children are always in sight and within hearing of the member of staff, wherever possible the member of staff sits facing the children whilst they eat, choking can be completely silent therefore it is important for staff to be alert to when a child may be starting to choke. Staff are aware that they need to prevent food sharing and be aware of any unexpected allergic reactions. If a child experienced a choking incident that requires intervention, details of how and where the child choked are recorded and parents/ carers made aware. Any records are reviewed periodically to identify any trends or common features of incidents so that we are able to address any trends and reduce the risk of choking. We take appropriate action to address any identified concerns.
- Before a child is admitted to the setting we obtain information and take into consideration parents/carers views about any special dietary requirements, preferences, food allergies and intolerances that the child has and any special health requirements. This is shared to all staff involved in the preparing and handling of food. There is a notice on the cupboards' exterior door, above the food preparation area with details of allergies and preferences and action to be taken.
- We have a snack risk assessment sheet, which is completed daily and makes it clear about who has prepared and checked the snack and that the food provided meets all the requirements for each child, along with the allergen sheet being checked before preparation of snack.
- We have ongoing discussions with parents/ carers and where appropriate Health professionals to develop allergy action plans for managing any known allergies and intolerances. If needed a Health Care Plan will be drawn up and shared with all staff.
- Staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time.
- Staff understand and know about textures the children are familiar with and assumptions are not made based on age
- All food is prepared in a way to prevent choking
- Children are sat at an appropriately sized low chair while eating, in a designated space
- Whilst children are eating there is always a member of staff in the room with a valid paediatric first aid certificate
- 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** (see also Outings Policy)

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the EYFS Safeguarding & Welfare requirements.

#### **Animals**

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.

#### **Fire safety**

- Our premises have been inspected by the Fire Safety Officer and all recommendations acted upon.
- 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:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- If the fire is in our premises the Door Person shall ring 999

#### **First aid and medication**

All members of staff attend first aid training and at least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

In the event of an accident a first aider is alerted who assesses the injury and decides upon the relevant course of action e.g. administer first aid, notify parents, seek further medical assistance. All staff should be made aware that an accident has taken place.

In the case of minor injuries first aid would be applied according to first aid training e.g. cold pack applied to a bumped knee. The accident book would be

completed showing date, time, circumstances, treatment, first aider and witness. This would then be shared with the parent who signs to say they have read it on the same day, or as soon as reasonably practicable after.

In the case of more serious injuries an ambulance would be called and parents would be contacted. If the child's parent could not be contacted a member of staff would accompany the child to hospital taking with them the child's registration form. These actions would also be recorded in the accident book.

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign giving their written approval

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- 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.

Our Accident Books

- are kept safely and are accessible.
- all staff and volunteers know where they are kept and how to complete them; and
- are reviewed at least half termly to identify any potential or actual hazards.
- There are separate accident books for adults and children.

Ofsted is notified of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken. We also inform Front Door in the same circumstances. (Notification will be made as soon as reasonably practicable but within 14 days of the incident occurring)

All members of staff are familiar with the procedure for contacting the emergency services and the procedure is displayed beside the telephone.

The Health and Safety Executive are notified of any serious accident, illness or injury to, or death of, any child or adult.

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 local office of the Health and Safety Executive:

- any serious accident, illness or injury to, or death of an employee.
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine (see also Administration of Medicines Policy).

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school (see also Children's illness/sickness Policy).

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable or cases of food poisoning involving two or more cases(within 14 days)

### **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 languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- Supervisions cover mental health and wellbeing.

### **Records**

In accordance with the Early Years Foundation Stage, we keep records of:

- adults authorised to collect children from pre-school
- 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
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

### *EYFS Safeguarding & Welfare requirements*

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.

- List of named drivers.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.
- Mental Health and Wellbeing Policy