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Document.	013	Health & Safety Policy			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

The Duchy Pre-school & Playgroup believes that the health and safety of children and adults is of paramount importance. We make our setting a safe and healthy place for everyone.

Aim

We aim to make children, parents, staff, and other adults who have reason to be in the setting 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 Committee as the ‘registered person’ takes overall responsibility for the Health and Safety of the setting, children and adults working there.

The member of staff responsible for every day health and safety is **Sarah Shaw**. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. She advises the Managing Supervisor and Trustees of any changes or actions that need to happen. We display the necessary health and safety poster in the kitchen. On a daily basis / sessional basis the Supervisor has responsibility for ensuring the safety of children, staff, equipment and premises

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures, and any new toys or equipment brought into the setting. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- if faults are found then they are reported to the Health and Safety Officer and then the Trustees if necessary.
- completing an annual risk assessment form from our Insurance company

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

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- daily before the session begins;
- weekly
- each term - when a full cleaning programme of premises and equipment takes place
- annually when a full risk assessment is carried out by the named staff member and nominated committee member responsible for Health & Safety

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the parent notice board in the entrance hall.

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 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/Playgroup.

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.

Adults are made aware of the UK smoke-free legislation – no smoking is allowed on the premises under any circumstances.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

Only persons who have been checked for criminal records and have shown the relevant adults in the setting evidence of an enhanced disclosure from the Criminal Records Bureau or 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.

Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

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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 sessions behind the door in the kitchen

Windows

Windows at child level have plastic protection film over them. Locks are provided to prevent entry from outside

Doors

We have finger guards fitted on all doors to ensure that children's fingers do not get trapped

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged. Floors are of a non-slip material and if anything is spilled on the floor it is cleaned immediately.

Kitchen

Children are never allowed into the kitchen, a lock is fitted externally, out of children's reach, to prevent them entering.

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.

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/gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly. Any faults and defects are reported to the Trustees and the Landlords.

All portable electrical equipment is P.A.T. tested annually by a qualified electrician.

Our boiler/electrical switchgear/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.

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Storage heaters are checked daily to make sure they are not covered.
 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 area

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.
 Where water can form a pool on equipment, it is emptied or dried before children start playing outside.
 Our outdoor sand pit is covered when not in use.
 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.
 Our daily routines encourage the children to learn about personal hygiene.
 We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
 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.
 We have a daily record of cleaning and checking of the children's toilet area.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes for children who have toileting accidents if none are provided by parents;
- providing tissues and wipes;

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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 setting.

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 checked regularly (Sleeping Child Procedure)

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

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.

Adults do not consume hot drinks in the classroom or outside in the playground during the session time when children are there.

All hot drinks are to be drunk in the kitchen area.

Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

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

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.

Our adult to child ratio is high, and never lower than 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.

For those children remaining at Pre-school/Playgroup, the adult to child ratio conforms to the

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requirements of the Statutory Welfare Guidance of the Early Years Foundation Stage Curriculum.

Animals

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

If we have visiting animals we inform families through notices and sometimes letters to avoid any allergy problems.

Fire safety

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 drawn up by the appointed competent person – **Sarah Shaw** – in accordance with the Fire Regulatory Reform Order, and are approved by the trustees. They are:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and
- practised regularly at least once every six weeks.

Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

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.

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.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is recorded. Parents sign and date their written approval. Alternatives are clearly stated by the parents and signed, should parents choose not to comply with the offered procedure.

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Our Accident Book:

is kept safely and accessibly;

all staff know where it is kept and how to complete it; and

is reviewed termly to identify any potential or actual hazards.

We have a separate book to record any accidents to staff, which is also kept safe and accessible.

Ofsted is notified of any injury requiring notification as specified in The Childcare Factsheet reference 110009 "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies" (October 2011 or as later revised).

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 accident to a member of staff requiring treatment by a General Practitioner or hospital; and 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.

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 the setting.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

Parents are informed that children who have been suffering from vomiting or diarrhoea are not allowed to return to the group until at least 48 hours after the last episode.

Safety of adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

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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.

Adults do not remain in the building on their own or leave on their own after dark.

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.

Records

In accordance with the Statutory Welfare Requirements (EYFS), we keep records of: adults authorised to collect children from the sessions; 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.

Risk assessment.

Record of visitors.

Fire safety procedures.

Fire safety records and certificates.

Operational procedures for outings.

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.

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Responsibility for periodic review	Facilities Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review and changes incorporated for AGM	15/11/11	AGM
02	Addition of scope statement and addition of Disclosure and Barring Service.	02/01/14	PNW

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