**HEALTH & SAFETY POLICY**

**This policy should be read in conjunction with: Pandemic policy, Parent Partnership Policy, Data Collection Policy, Safeguarding Children Policy, Arrivals and Departures Policy, Code of Conduct for Parents/carers, The Performance Management Policy, Staffing and staff Deployment, Code of Conduct for staff, Diet – Policy and Practice, Sick Children Policy, Administration of Medicine Policy, E-Policy, Confidentiality Policy, Outings Policy, Selecting Toys and Equipment and Sun Safety Policy. Also EYFS April 2017.**

**MUST BE READ IN CONJUNCTION WITH PANDEMIC POLICY - WHEN CHANGES TO HEALTH AND SAFETY WILL BE SIGNIFICANTLY DIFFERENT.**

**Statement of intent**

The health and safety of children is of paramount importance. We make Patcham Village Pre-school a safe and healthy place for children, parents, staff and volunteers; staff training ensures the protection of all stakeholders, ie:- Manual Handling in Childcare Settings, Fire Safety Awareness, , Pediatric First aid, Food Safety and Health and Safety procedures.

**Aim**

We aim to make children, parents, carers and staff aware of health and safety issues and to minimise hazards and risks enabling children to thrive in a healthy and safe environment.

**Methods**

All staff are responsible for health and safety. We display the necessary health and safety poster in the main pre-school room on the kitchen hatch.

**Risk assessment**

Our risk assessment is reflected upon daily and modified on an as and when basis, and reviewed annually by Janet Hornsby and all staff on an ad hoc basis, it includes:

* Daily checks for hazards and risks in and outdoors.
* Areas requiring attention.
* The development of an action plan which specifies the action required and the timescales for action, the person responsible for the action and any funding required.
* On purchasing a new piece of equipment a risk assessment is carried out immediately.
* Where deemed necessary risk assessments for visits from other professionals visiting Patcham Village Pre-school will be carried out, i.e. photographer, Falconer.

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed on the ‘Patcham Village Pre-school’ notice board in the foyer.

**Raising Awareness**

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues ensuring all staff and volunteers have a sound knowledge of and are able to adhere and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being.
* 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.
* Children are made aware of health and safety issues through discussions, displays, planned activities and routines, and are encouraged to risk assess themselves.

**Children's safety**

Only persons who have been cleared to work with vulnerable children through an enhanced DBS check 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 and staff 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 – verifying authenticity by ID.
* Our systems prevent children from leaving our premises unnoticed.
* Parents are made aware of our security procedures when joining Patcham Village Pre-school.

**Doors**

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

**Floors**

• All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen**

* Children do not have unsupervised access to the kitchen.
* 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.

* Our boiler is not accessible to the children.
* Electrical sockets, wires and leads; children are taught not to touch them.
* All radiators have ‘Low surface temperature’ casings.

There are sufficient sockets to prevent overloading.

* The temperature of hot water is controlled by Thermostatic Heat valves to prevent scalds.
* Lighting and ventilation is adequate in all areas including storage areas.

**Testing of applicances**

Low risk items which are static and not moved are visually checked for lose wiring etc.

Other items, will be either PAT tested every 5 years or be replaced.

**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 and gated.
* Staff and volunteers complete a health check form to reveal the presence of any conditions which could affect their ability to assemble and dismantle any equipment, ie: back/neck problems etc.
* Our outdoor area is checked twice 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 before children start playing outside.
* Our sandpit is covered when not in use.
* All outdoor activities are supervised at all times by two staff members.

**Hygiene**

We regularly seek information from the Local Authority/ 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 pre-school which includes play room, kitchen, toilets, and nappy changing area.
* 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.

We implement good hygiene practices by:

* Training staff who prepare food to a level 2 food hygiene.
* Cleaning tables between activities;
* Checking toilets regularly;
* Wearing protective clothing - such as disposable gloves - as appropriate;
* Providing sets of clean clothes;
* Providing tissues and wipes; and
* Providing disposable paper-towels.

**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 all 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 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 (staff or visitors) do not consume hot drinks within the play area and do not place hot drinks within reach of children.
* Snack and meal times are appropriately supervised and children do not wander with food and drinks.
* Fresh drinking water is available to the children, staff and volunteers at all times.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

**Animals**

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

**Fire Safety**

**Janet Hornsby is the designated fire safety coordinators for Patcham Village Pre-school and will liaise with all staff to carry out planned and spontaneous fire drills.**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/alarms, emergency lighting and fire fighting appliances conform to BSEN standards and are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Officer and are:

* Clearly displayed in the premises;
* explained to new members of staff as part of the induction process, volunteers, parents and visitors; and

practised once every half term using different exits.

* Records are kept of fire drills, those present during a fire drill and the evacuation time.
* The scouts display certificates to verify the servicing of fire safety equipment.

**First aid and medication**

* All Staff hold Pediatric first aid level 2 training certificates.
* Staff and volunteers taking medication which they believe may affect their ability to care for children must inform the manager/supervisor on duty and should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

**Our first aid kit:**

* Complies with the Statutory Framework for the Early Years Foundation Stage.
* Monthly checking of contents for expiry dates and contents form part of our daily risk assessment.
* Is easily accessible to adults; and
* Is kept out of the reach of children.

At the time of admission to Patcham Village Pre-school, parents' written permission for emergency medical advice, treatment or emergency administration of Calpol is sought. Parents sign and date their written approval. Calpol is stored in a locked filing cupboard.

**Our Accident book:**

* Is kept safely and accessibly;
* All staff and volunteers know where it is kept and how to complete it; and
* Is reviewed termly to identify any potential or actual hazards.

Ofsted and The Local Child Protection Agency will be notified of any serious illness, death or serious injury sustained by a child or adult while in our care within 14 days of it occurring and of any first aid given. We agree also to act on advice from those agencies.

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 Health and Safety Executive.

* Any accident to a member of staff requiring treatment by a General Practitioner or hospital; or
* Any dangerous occurrences (I.e. an event which does not cause an accident but could have done).

**Administration of medicine**

Within our registration form we seek written permission from parents/carers to administer Calpol. If collection of an ill child is delayed, we will ask over the telephone for verbal consent to administer Calpol to the child prior to parents collecting.

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

Parents complete a thorough Health check form prior to the administration of long term medicine. The administration of medicine is witnessed and recorded accurately. Parents sign at the end of a session to acknowledge a child has received medicine.

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

Medication will be kept in a locked filing cabinet or fridge, with the exception of medicines required quickly in an emergency; these will be kept on a high surface in the Kitchen.

**Accidents and Sickness**

* 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 they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* The sickness of staff and children and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues which need to be addressed.

**Incubation Periods following sickness**

* Infectious control guidance is available from Brighton and Hove City Council which we seek for guidance of all infectious diseases.
* The incubation period for children, staff and volunteers suffering from sickness and diarrhea is 48 hours from the last attack of either.
* The incubation period for children suffering from high temperatures is 48 hours; a high temperature is generally caused by the onset of another illness, this incubation period therefore allows parents/carers time to assess the reason for the high temperature.
* Conjunctivitis: Children will be excluded from pre-school while eyes are still visibly weeping, irrespective of whether antibiotics have been administered.
* Children will be excluded from Patcham Village Pre-school for 24-48 hours after starting a course of antibiotics, depending on the illness from which the child is suffering, based on guidelines set out by Public Health England. The guidance on ***Infection Control in Schools and other Child Care Settings* includes advice on incubation periods and recommended period of exclusion for common diseases. In some case the exclusion period may be longer.**

**Footwear**

The floor in Patcham Village Pre-school is of a wooden polished variety and can be a slip hazard for staff and children. Children are required to keep their shoes on at all times to prevent slipping. Staff are required to wear appropriate non-slip shoes in pre-school; these must be a full shoe/sandal (with a back) including during the summer months. Staff wear open-toed sandals at their own risk.

**Records**

In accordance with the Statutory framework for the Early years Foundation Stage (2017), we keep records of:

* Adults authorised to collect children from pre-school;
* Persons with parental responsibility for a child;
* 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 – arrival and departure.
* All accidents and incidents.
* Administration of medicine records

This policy was reviewed on 28TH July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019.

Signed by

Signed by: Manager (Janet Hornsby)

Date: