**Spire Pre-School**

**Health and Safety policy**

**Statement of intent**

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, Parents, staff and volunteers.

**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

All members of staff are responsible for health and safety. They are competent to carry out these responsibilities. they have undertaken health and safety training and regularly update their knowledge and understanding. Manager and Supervisor on site have overall responsibility.

**Health and Safety Lead - Tessa Stockham**

**Risk Assessment**

Our risk assessment policies include:

 \* Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.

 \* Deciding which areas need attention , and

 \* developing an action plan which specifies the action required, the timescale 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,

 \* Weekly, And

 \* Termly - when a full risk assessment is carried out

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed on our parent notice board.

**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.

 \* As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at staff meetings.

 \* We have a no smoking policy.

 \* 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 by enhanced disclosure from the criminal records bureau have unsupervised access to the children, including helping them with toileting.

 \* All children are supervised by adults at all times.

 \* Whenever children are on the premises at least two adults are present.

 \* More information on child safety can be found in our **'Child protection & Safeguarding children'** policies

**Security**

 \* Systems are in place for the safe arrival and departure of children. The children's arrival and departure times 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.

**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 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/electrical switchgear/meter cupboard is not accessible to the children.

 \* Electric sockets, wires and leads are properly guarded and the children are taught not to touch them

 \* 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 accidently falling or collapsing

**Outdoor area**

 \* Our outdoor area is securely fenced

 \* Our outdoor area is checked for safety and cleaned of rubbish before it is used

 \* All outdoor activities are supervised at all times

**Hygiene**

 \* We regularly seek information from the environmental health department and health authority to ensure that we keep up to date with the latest recommendations

 \* Our daily routines encourage the children to learn personal hygiene

 \* We have a daily cleaning routine for the pre-school which includes play rooms, Kitchen, Toilets and nappy changing areas

 \* We have a regular 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 implement good hygiene practice by:

 - Cleaning the tables between activities

 - Checking toilets regularly

 - Wearing protective clothing - such as aprons and disposable gloves when required

 - Providing sets of clean clothes

 - Providing tissues and wipes

**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 the 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 do not carry hot drinks through the play area and do not place hot drinks within reach of children

 \* 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 foods/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

 \* 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 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 national standards for day care.

**Animals**

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

**Fire Safety**

 \* Fire doors are clearly marked, and easily opened from the 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 approved by the fire safety officer and are:

 - Clearly displayed in the premises;

 - Explained to new members of staff, volunteers and parents; and

 - Practiced regularly at least once every six weeks

 \* Records are kept of fire drills

**First aid and medication**

At least one member of staff with a current first aid training certificate is on the premises or on an outing at any one time. The first aid qualified includes first aid training for infants and young children.

**Our first aid kit**

 \* complies with the health and safety (First Aid) regulations

 \* Is regularly checked by a designated member of staff and restocked as necessary - **Lucy Saunders**

 **\*** is easily accessible to adults - **bookcase in office**

\* is kept out of reach of the children

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

Our accident book:

 \* Is kept safely and accessible - **On sign in desk**

 \* All staff and volunteers know where it is kept and how to complete it

 \* Is reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital, or the death of a child or adult

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 local 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 inhalers and epee pens 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 the medicine.

We will not administer prescribed medication (antibiotics) . We will administer medication for certain medical conditions for example asthma ( inhalers) and epee pens . If needed individual training will be provided for the relevant member of staff by a health professional. If antibiotics are required then you will have to arrange to come in and give them to your child if you cannot manage the doses around our hours.

**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.

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

In the interests of the well being of all the children and staff, Parents/carers should not bring into the Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

**General anaesthetic**

If your child has had a general anaesthetic for any reason we ask that you do not send your child into Pre-School for at least 48hours.

**Safety of adults**

 \* Adults are provided with guidence about 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 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 national standards for day care, 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 illness of individual children

 \* the time of attendance of the children, staff, volunteers and visitors

 \* accidents; and

 \* incidents

Reviewed

05/02/2016

08/05/2017