



## HEALTH AND SAFETY POLICY

### **Statement of intent**

The Principals and Directors of the school believe that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and visitors.

We strive to:

- Prevent accidents and work related ill health.
- Provide a safe working and learning environment.
- Ensure safe working methods and provide safe working equipment.
- Monitor and assess our systems and prevention measures to ensure they are effective.
- Provide effective information, instruction and training.
- Make sure that adequate welfare facilities exist throughout the school.
- Comply with statutory requirements.
- Consult with employees on health and safety matters.

### **Aim**

We aim to make children, parents and staff aware of health and safety issues, to minimise the hazards and risks therein, and to enable the children to thrive in a healthy and safe environment, both inside and outside the school.

### **Methods**

Mr Otten, School Director oversees the Health & Safety Policy. The members of staff responsible for Health and Safety are the Headmistress, the Deputy Head, Mrs Preston and William Otten, and of course all members of staff also contribute in their personal roles. They are competent to carry out these responsibilities. They have all undertaken various health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety posters in each class (including canteen, office and gymnasium)

### **Risk assessment**

Our risk assessment process includes:

- 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 following through.
- developing an action plan that 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
- Weekly (alarm is tested at end of every week)
- Monthly (Class and facility assessments)
- Termly – when a full fire drill is carried out, and the whole environment checked.
- Annually. Buildings, services and facilities, and Fire Risk Assessment

### **Insurance cover**

The school carries full insurance cover of its buildings and contents, and both Employers and Public Liability Insurance,

### **Awareness raising**

- Our induction and annual refresher training for staff 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 and refresher 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 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 have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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.
- The arrival and departure times of adults – staff and visitors – are recorded.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff are securely stored during sessions.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe, and on fire routes are fire rated.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

## **Doors**

- We take appropriate 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/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- 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 from 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 areas have secure perimeters.
- Our outdoor areas are checked for safety before used. (ie - equipment is dried if wet and surfaces kept clean)
- 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 outdoor sand pit is covered when not in use and is cleaned regularly.
- 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 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 areas, classrooms, gymnasium, kitchen, offices rest area, common areas and toilets
- We have a schedule for cleaning resources and equipment, dressing-up and furnishings.
- The toilet area has a high standard of hygiene including hand-washing and drying facilities.
- 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.
  - 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 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. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- Staff who handle food 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(s) and classrooms, 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 outside of the canteen.
- 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.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio depends on the children's age. For instance, if a child is five years old, the adult to child ratio is at least 1:5.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.



- Outings are recorded and Educational Visits Risk Assessment forms are given to the Educational Visits Coordinator for filing. (Sophie Moyon)
  - the date and item of outing
  - the venue and mode of transport
  - names of staff assigned to named children
  - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipe, pants etc, as well as a mini first aid pack, a snack 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.
- A minimum of two staff should accompany children on outings.

### **Missing child**

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened.
- If the child is not found, the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the chairperson of the Headmistress or Deputy Head who comes down to the setting as soon as possible.



## **Investigation**

- The Headmistress or Deputy Head carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
  - the date and time of the report;
  - what staff / children were in the group/outing;
  - when the child was last seen in the group/outing;
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely there is a child protection issue to address.
- The incident is reported; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- Our own Insurance Company is informed.

## **Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

### Dealing with incidents

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 Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and...
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-School Learning Alliance's publication, Accident Record.



## **Our Incident Book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or near by;
  - any racist incident involving a staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack or threat of one.
  - Any child having an accident.
- In the incident book, we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was claimed or reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge for their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advices of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

## **Administration of medication**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- 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. This states the name of the child, name(s) of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the administration is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. 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.



## **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 the 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 that need to be addressed.

## **Records**

In accordance with the National Standards for Day Care, we keep records of:

- **Adults:**
  - Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
  - Names and addresses of the owners or of all members of management;
  - All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken, etc.
- **Children:**
  - Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
  - 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 times of attendance of children, staff and visitors;
  - Accidents and medicine administration records;
  - Consents for outings, administration of medication, emergency treatment; and
  - Incidents.



In addition, the following procedures and documentation in relation to health and safety are in place:

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire Safety records.
- Operational procedures for outings.
- Vehicle records including insurance, for children taking the bus.
- List of named drivers.

National Standard 7: Health

- 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.

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