



Welbourn Preschool Health & Safety Policy

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, staff and parents. It is the policy of Welbourn Preschool to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises in line with Health & Safety Legislation including hygiene requirements.

The person responsible for the general implementation of this policy is **Yvonne Poole** - Health & Safety Officer. She is competent to carry out these responsibilities and has undertaken health and safety training and regularly updates her knowledge and understanding.

A current HSE Health and Safety poster will be clearly displayed within the provision.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them.

An Annual premises audit will be carried out.

All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

All staff should inform the Manager if they are taking any regular prescribed medication.

Staff will undertake any relevant training to support Health and Safety within the provision.

All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

Risk Assessments

Risk assessments will be conducted to assess the environment and to ensure that it is safe and suitable for all children, parents, staff, volunteers and visitors. This will be in accordance with the requirements of the EYFS 2012 and Health & Safety legislation.

- Risk assessments will be undertaken for all areas/activities of the setting
- Where necessary these will be written and kept on site so that they are accessible at all times
- As part of these risk assessments, daily checks will be carried out on the indoor and outdoor environment
- Risk assessments will be carried out yearly or more frequently where the need arises
- All staff will be involved in the risk assessment review process
- Management will maintain a record of all safety issues and any action taken
- Specific risk assessments will relate to the inside and outside environments and outings

Insurance

Welbourn Preschool holds Public and Employer's Liability Insurance. The Public Liability Insurance certificate is displayed on the notice board in the entrance area

Fire

The safe evacuation of the building is of primary importance

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building
- Exits will be kept clear. If it is necessary to lock any outside door this will be done by preferably bolt or Yale catch and not a key. However, if it has to be locked with a key, then the key must be placed or hung out of reach of children, next to the door
- Fire doors will be kept shut at all times
- A practice fire drill will be carried out at least every 6-8 weeks. Routes and times/days will be varied and recorded
- Fire Safety appliances will be checked annually and the staff will be made aware of where they are located
- All radiators will be checked to a safe temperature on their individual thermostat.
- Matches will be inaccessible to children
- All visitors will be made aware of the fire evacuation procedure
- New staff will take part in a fire evacuation drill as part of their induction, this should be carried out within the first week of their appointment
- A fire risk assessment will be undertaken

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and those checks recorded
- All faults will be reported to the Manager
- All electrical appliances will be unplugged when not in use
- Electrical leads will be placed so they do not trail in such a way as to be dangerous
- No liquid containers will be placed near any electrical appliance
- All electric socket points will have covers in place when not in use

Building and Equipment

- Any faults will be reported to the Manager who will contact the relevant person
- Equipment and resources will be checked and cleaned at regular intervals and records will be kept
- Equipment and resources will conform to the required legislative standards
- All staff should have regard to the Manual Handling Policy when equipment and resources are being moved

Windows

- Our windows are secured so that children cannot climb through them
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children

Doors

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

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents
- Hot drinks will not be consumed in the presence of children
- All storage areas will be kept tidy and equipment stored appropriately
- Steps will be provided for items stored on high shelving

Outdoor areas

- Our outdoor area is securely fenced. All gates and fences are childproof and safe
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Our outdoor sandpit is covered when not in use and is cleaned regularly
- We supervise children at all times, and particularly children on climbing equipment

Car Parking (if applicable)

- Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors

Hygiene

It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go."

We will ensure that:

- Paper towels and soap will be provided for hand washing
- Hands are washed after using the toilet, before handling food, after handling a variety of resources and after handling animals
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required

- We seek information from the Public Health England to ensure we keep up-to-date with the latest recommendations
- We have a daily cleaning routine for the setting, which includes the main room, kitchen, toilets and nappy changing area. Children do not have unsupervised access to the kitchen
- Tissues will be available for use; these will be disposed of appropriately after use and hands washed
- Antibacterial spray will be used to clean surfaces for food preparation and after use

Control of substances hazardous to health

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH)
- Any potentially dangerous substance will be kept out of sight and reach of children in a locked cupboard/area.
- We keep a record of all substances of substances that may be hazardous to health, such as cleaning chemicals, or gardening chemicals if used, and where they are stored
- Screw tops of containers will be tightly closed
- Cleaning materials will be stored in original containers or labelled containers
- Members of staff wear protective gloves when using cleaning materials

Smoking

- There is strictly **NO SMOKING** allowed on the premises of Welbourn Pre-School, including the outdoor area
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action
- It is illegal to sell cigarettes to children under 18
- It is illegal for children under 18 to smoke in public
- No cigarettes are allowed on the premises

Alcohol/Other Substances

- There is strictly **NO ALCOHOL** or any other substances allowed on the premises of Welbourn Pre-School
- It is illegal for children under 18 to buy alcohol and drink in public
- All staff and volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the Manager and medical advice sought. The employee will only work directly with the children if the medical advice confirms that the medication is unlikely to impair their ability to look after the children. Staff medication on the premises must be securely stored, and out of reach of children at times
- Welbourn Pre-School will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol or any other substance will be refused admission and Welbourn Pre-School will determine if it is appropriate and safe for the child to leave with them

Solvents

- There is strictly **NO SOLVENTS** allowed on the premises of Welbourn Pre-School
- It is illegal to sell solvents to children under 18
- All glues etc. used at the setting will be safe to be used by children and all children will be supervised in the use of them
- Any solvents brought onto the premises by a child will be removed from them and parents/carers informed

Animals

- We will ensure that the setting's pets are free from disease and safe for the children
- Welbourn Pre-School will ensure that any animals visiting the setting are free from disease
- Children will be required to wash their hands before and after contact with animals
- A full risk assessment will be undertaken before children come into contact with any animals/pets.
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a setting pet or as a visiting animal

Supervision of Children

- Children will be supervised in accordance with the adult: child ratios as set out in the EYFS requirements
- Children will be supervised at all times
- Headcounts will be conducted regularly throughout the day and particular attention will be paid to when outdoor play has concluded
- When children are playing outside, if anyone uninvited enters the grounds a member of staff will ask them to leave and all other members of staff will ensure that the children are safe. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use.
- All children will be taught the correct use and care of equipment.
- Children's arrival/departures time will be recorded
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seat/seatbelt. Vehicle details and a list of named drivers will be kept
- A qualified lifesaver will always be present if swimming

Sun Care

- No children will be exposed to sunlight unless their skin is adequately protected
- Sun cream will only be applied to children with prior written consent from parents

- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately
- Parents will be asked to provide sun hats and appropriate clothing for children
- We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 noon and 3pm.
- All outdoor equipment and floorings will be checked for high temperatures and the risk of burning during the warmer climates

Accidents and Sickness

- A minimum of one staff member holding appropriate qualifications will be on duty at all times.
- Welbourn Pre-School will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is **Jo Crosby** (in Jo's absence the staff member responsible is **Yvonne Poole**)
- Any medication required to be on the premises will be stored appropriately (in a locked cabinet) in accordance with the product instructions, and must be within the original container in which it is to be dispensed.
- Accident, First Aid and Medication Policy will be followed

Food

- Children will be supervised at all times when eating
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition
- All staff involved in handling food will comply with regulations relating to food safety and hygiene
- Staff members preparing food will hold the relevant food hygiene certificate
- Food hygiene will be included in the induction process and in the job training/guidance provided
- Separate different coloured cloths will be used for kitchen, toys, toilet, etc. cleaning
- Raw & cooked food should be prepared on separate surfaces and in line with guidelines
- All fresh fruit and vegetables will be washed thoroughly before use
- All utensils will be kept scrupulously clean and stored in a dust free container/drawer
- Fresh drinking water will be available at all times
- Drinking beakers will be washed in hot soapy water after use
- Any cracked or chipped items will be disposed of immediately
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely
- Kitchen facilities will be kept clean on a daily basis with fridge, freezer, microwave, etc. cleaned within a weekly cleaning routine
- Fridge/Freezer temperature will be checked daily and recorded
- If parents provide packed lunches these will be stored safely and information will be given about appropriate foods
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet
- Welbourn Pre-School will be registered and undergo regular checks/inspections from the Environmental Health Department
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring

Legal framework

- Health & Safety at Work Act (1974)
- Management of Health & Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992) (As amended 2004)
- Health & Safety (Display Screen Equipment) Regulations (1992)

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting by:

Chairperson

Secretary

Date

Review Date

October 2020

October 2021