



Health and Safety Policy

Statement of Intent

Ditton Church Pre-School believes that the health and safety of children is of paramount importance. We make Ditton Church 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

The member of staff responsible for Health and Safety is Lyn Taylor. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the Church Centre corridor. Becca Fisher is the committee representative for Health and Safety Liaison.

Ill Child

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 while in Pre-School

- See Administration of Medication Policy and Procedures
- We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease
- In the case of vomiting and diarrhoea, 48 hours must have elapsed since the last attack before the child can return, regardless of the cause, unless a doctor's note confirms that it is not contagious. For other diseases, return to Pre-School is governed by advice from their GP
- Children with head lice are not excluded, but must be treated to remedy the condition
- Parents are notified if there is a case of head lice in the Pre-School
- Parents are notified if there is an infectious disease, such as chicken pox
- HIV (Human Immunodeficiency Virus) may affect children or families attending the Pre-School. Staff will be informed about it
- Children or families are not excluded because of HIV
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times



- Cuts and wounds will be covered with a dressing whilst having regard for individual children's allergies
- Staff suffering from sickness and diarrhoea do not attend, regardless of the cause, unless a doctor's note confirms that it is not contagious
- OFSTED is notified of any infectious diseases as stipulated by The Kent Health Protection Unit
- We refer to the Guidance on Infection Control in Schools and Other Childcare Settings.
<http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures using daily Health and Safety check sheets and Risk Assessment sheets.
- Our assessment covers adults and children;
- deciding which areas need attention; and

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

- daily before the session begins;
- Annually - when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the corridor.

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. Staff members are expected to read and adhere to the Health and Safety Policy
- An information sheet regarding safe lifting is included in the staff handbook
- Parents of new children are asked to read all policies, including the Health and Safety policy so that they understand the part played by these issues in the daily life of the setting



- Health and safety is discussed at staff meetings, as needs arise
- We are a no smoking Pre-School and do not permit smoking in any rooms or the outside play area when children are present or are about to be present. Staff are not permitted to smoke whilst wearing Pre-School uniform
- 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 Disclosure Barring Service
- All children are supervised by adults at all times
- Whenever children are on the premises at least two adults must be present

Security

- A register is completed on a daily basis, recording the arrival and departure of each child, member of staff and any visitors
- 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
- The premises are checked before locking up at the end of each session
- Staff are vigilant of other people entering the complex to access other parts of the building. There is a notice on the gate reminding all visitors to keep it closed

Windows

- All windows are inaccessible to children

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
- Wet floors are dried as soon as possible

Kitchen

- Children are not allowed access to the kitchen. The kitchen door is a fire door and is therefore kept closed
- All surfaces are clean and non-porous
- Cleaning materials and other dangerous materials are stored out of children's reach. We keep COSHH datasheets
- 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
- No electrical toys, such as the stereo, are in use at the same time as indoor water play
- 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
- Socket covers are used on all uncovered electrical parts
- 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 where possible and any concerns are reported to the landlord



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 area is securely fenced
- Our outdoor area is checked for safety and cleared of rubbish, sand and surface water before it is used
- Our outdoor sand pit is covered when not in use and the sand is changed regularly
- All outdoor activities are supervised at all times

Hygiene (See also toileting procedures)

- Our daily routines encourage the children to learn about personal hygiene:
 - hands are washed after using toilets and before eating snacks or lunch
 - paper towels will be used for all hand washing and will be disposed of appropriately
 - children will be encouraged to shield their mouths when coughing or sneezing. Used tissues will be disposed of in the bin and hands washed afterwards
- We check cleanliness daily, which includes play room(s), kitchen, play tables and toilets
- We review the cleaning of resources i.e. equipment, dressing-up clothes and furnishings termly
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Nappies are disposed of in the outdoor bins
- 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; and
 - providing tissues and wipes



- In the event of an outbreak of infectious illness, a deep clean of the setting would be carried out

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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow
- • Children will have plenty of opportunity to play in the fresh air throughout the year

Food and drink - See Food and Drink Procedure

Administration of Medication - See Administration of Medicine Procedure

Outings and Visits

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of Ditton Church Pre-School
- A risk assessment is carried out before an outing takes place and will include the following procedures:
- A visual check of the area
- Our adult to child ratio is as follows:

1 adult to 3 children if the children are under 3 years old. 1 adult to 4 children if the children are over 3 years old.



- 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
- Staff will take medical consent forms and a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, and a snack and water if necessary. 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 and a minimum of two should remain behind with the rest of the children

Missing Child - See Safeguarding Policy for our procedure

Animals

- Animals visiting Pre-School 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
- Dogs are not permitted in the grounds of the Church Centre at any time(except for guide dogs)

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 approved by the Fire Safety Officer and are: - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least termly.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire extinguishers are checked annually.



First Aid and Medication

At least one member of staff with current first aid training 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 Ditton Church 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 accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards
- is used for recording accidents of children. Accidents to staff are recorded in a separate accident book

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

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

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.

Our Incident Book

- The Administrator is responsible for keeping an incident file for recording incidents including those that are reportable to the Health and Safety Executive as above. This is stored in the office.
- 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.
- 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 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. (See Lockdown Procedure) Our standard Fire Safety Policy will be followed and children will be cared for in a place of safety (St. Peter's Church) if it is not appropriate to stay in the building, until their parents/carers are able to collect them. The incident is recorded when the threat is averted
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed
- All emergency contacts can be found in the Pre-School's Emergency Contacts Folder. A copy is also kept in our evacuation pack
- We have a separate Confidential Incident Record book for recording issues concerning a child. This is stored in a filing cabinet only accessible to staff.



Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- All warning signs are clear and in appropriate languages
- If adults choose to remain in the building on their own or leave on their own after dark, they take responsibility for their own safety. They will however inform another member of staff (Supervisor or Deputy) by telephone once they have completed their work safely
- 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 Ofsted, 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 all members of the Management Committee;
- all records relating to the staff's employment with the Pre-School, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from the Pre-School;
- 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 medicine administration records;
- consent 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 and certificates
- Operational procedures for outings

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

This policy was adopted by the:

Ditton Church Pre-School Management Committee

Date:

January 2020

Signed on behalf of the Management Committee:

Role of signatory:

Chair of Management Committee

Next review date:

January 2021