



Health and Safety Policy

Policy Statement

St Helen's 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.

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.

Procedure

We will 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.

Our Health and Safety Officer is **Joanna Greengrass**.

The health and safety poster is currently located in the main Hall

Our Public Liability Insurance Certificate can also be found on the parents notice board

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 developing an action plan which specifies the action required.
- When staff start at the pre-school they are told of guidelines for staff well-being, including safe lifting. Records are kept of this and new staff and volunteers are asked to sign the records to confirm that they have been informed.
- 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.

Safety

- The safety of both children and adults is of paramount importance. To ensure of this safety the pre-school will:
- Make sure only persons who have been checked for criminal records by an enhanced DBS check and have unsupervised access to the children, including helping them with toileting.
- All children are supervised and kept in sight and hearing by adults at all times.
- Always have 1 adult at the door on children's arrival and departure.
- Children are always supervised when using scissors and the climbing frame.

- Large equipment is checked regularly and erected safely and with care.
- Children do not have unsupervised access to the kitchen or storage cupboard.
- All dangerous cleaning materials are kept in a locked cupboard away from the children.
- Electric points are guarded.
- Fire doors/equipment is never obstructed.
- Fire drills are held at least once a term. All people present at the group on these particular sessions will be registered so that a record of who is present will be available in any emergency.
- A well stocked first aid box is available at all times.
- There is always at least one qualified first-aider and first aid officer is present at all times.
- Spillages (water, sand, paint) will be cleared up immediately to ensure nobody slips up on it.
- Children are not allowed to climb on stacked chairs or tables.
- Adults only drink hot drinks in the kitchen or staff room.
- Children are supervised when cooking and kept away from the cooker and hot water.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of 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 unsupervised access to the kitchen.
- All surfaces are kept clean.
- Cleaning 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.

Electrical/gas equipment

All electrical equipment conforms to safety requirements and is checked regularly. 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 accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- 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.

Activities

- Before purchase, 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 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

- 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 times are appropriately supervised.
- Fresh drinking water is available to the children at all times.

Animals

We will ensure that 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, never obstructed and easily opened from inside.
- Fire fighting appliances are checked regularly by the church warden.
- Our emergency evacuation procedures are approved by the Council Fire Safety Officer and are:
 - Clearly displayed in the premises;
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly at least once a term
 - 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 at any one time. The first aid qualification includes first aid training for infants and young children.
- Our first aid kit:
 - Is available in all areas – kitchen, mail hall, outdoors and office
 - Is regularly checked by a designated member of staff and re-stocked as necessary;
 - Is easily accessible to adults;
 - Is kept out of the reach of children.
- At the time of admission to St Helen's 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; All staff and volunteers know where it is kept and how to complete it; and is reviewed regularly to identify any potential or actual hazards.
 - Ofsted, HSE and LADO will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
 - 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. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

Illness

- We expect the children to be kept at home if they have any type of infection, and for parents/carers to inform the Pre-School so other parents may be informed.
- We allow 48 hours to elapse after an attack of sickness/ diarrhoea before sending the child back to Pre-school.
- We expect children/adults to have cuts and sores covered with a dressing.

Safety of adults – Staff, students and volunteers have to:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- So far as is reasonably practicable safeguard the safety and welfare of these persons who they are supervising.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Adults are provided with guidance about the safe storage, movement, lifting and assembly of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.

Records

We keep records of:

- adults authorised to collect children from St Helen's 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;
- incidents.

Additional Health and Safety Policies

Sun Safety

We are aware of the dangers of exposing a young child to direct sunlight, therefore during the summer months; sun cream needs to be applied to children BEFORE they arrive at St Helen's Pre-School. Staff will also, with permission, help children to re-apply sun cream, if necessary.

All children will be required to wear a sun hat, which are provided outside during summer months and hot sunny days .

We will also encourage children to wear tops that cover their shoulders (vests and strappy tops are discouraged). Staff will set a good example wearing a hat outside on hot days.

Drinking water is supplied during the session and if it is considered too hot to be outside the children will be taken inside to play.

Smoking and Drinking

- The Pre-School has a no smoking policy. This applies to staff, parents, visitors and contractors entering the Pre-School.
- The staff at the Pre-School are not allowed to work under the influence of alcohol or other illegal substances.

Policy for the wearing of open toed sandals

Children may wear open-toed sandals at their parent's discretion and at their own risk.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and 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 and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- Health and safety Law: What you need to know (HSE revised 2009)
- RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor/index.htm
- Working with substances hazardous to health: what you need to Know about COSHH (HSE revised 2009)
- Getting to Grips with manual handling – Frequently asked questions – A Short guide (HSE 2011)

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: May 2016

Review Date: May 2017