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**All Saints Preschool**

**Health and Safety Policy**

**Statement of intent**

At All Saints Preschool we believe that health and safety is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

*Insurance cover*

We have Public Liability Insurance and Employers' Liability Insurance. The Certificate for Public Liability Insurance is displayed in the entrance hall of All Saints Preschool at North Leatherhead Community Centre.

*Risk assessment*

Our risk assessment process is continual, it covers adults, children and premises. It includes:

* checking for and noting hazards and risks indoors and outside
* assessing the level of risk with every activity and who might be affected

Written risk assessments are carried out daily before the session begins

*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 procedures as they 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.
* We operate a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

*Children's safety*

* All staff must hold a current DBS Certificate which includes the annual update. For permanent members of staff this will be paid for by the preschool. The annual update fee will be met by the employee. If the employee fails to sign up for the annual update within the set time limit, they will be responsible for meeting the cost of their own updated DBS Certificate within three years of the date on the original certificate.
* Certificate numbers and dates are stored in the Single Central Record.
* All children are supervised by adults at all times.
* Whenever children are on the premises at least two adults must be present.

*Security*

* Systems are in place for the safe arrival and departure of children.
* Visitors must sign in the visitors’ book on arrival, stating the nature of the visit
* Our security systems prevent unauthorised access to our premises.
* Our security systems prevent children from leaving our premises unnoticed.

*Kitchen*

* Children do not have unauthorised access to the kitchen.
* All surfaces are clean and non-porous.
* 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
* do not have unsupervised access to electrical equipment

*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 daily for safety and cleared of rubbish before it is used.
* 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.
* 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 with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a termly or as needed 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.

*Activities*

* 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 used by the children, including paint and glue, are non-toxic.
* Sand is clean and suitable for children's play.
* Outside 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 staff complete a level 2 online Food and Hygiene Certificate course before preparing food for the children’s consumption.
* All food and drink are stored appropriately.
* All hot drinks must be in a safety leak proof cup with lid and not be left in reach of the 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 food/drinks to which they are allergic.
* Dietary needs/allergies are recorded in All About Me forms, stored in the children’s personal file and in our Information Folder and near to snack bar. All staff are made aware of any allergies the children may have.
* A healthy snack is provided by parents to which children have supervised access.
* Parents are asked to provide a healthy packed lunch if their child stays for the lunch session.

*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.
* Parents always sign consent forms before major outings.
* A risk assessment on the proposed venue is carried out before an outing takes place.
* Our adult to child ratio for outings is high, normally one adult to two children.
* 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 take the work mobile phone on outings, and supplies of tissues, wipes, 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 even where parent volunteers are assisting and a minimum of two staff should remain behind with the rest of the children.

*Missing child*

* A detailed account of this can be found in the Missing Child Policy

*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.

*Fire safety*

* The person in charge and staff are familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006 and replaced any previous fire safety regulations.
* Details are downloadable from www.opsi.gov.uk
* Guidance that applies to early years settings is set out in: *Fire Safety Risk Assessment - Educational Premises* (ISBN: 978 1 85112 819 8)
* The basis of the new regulations is risk assessment. Managers will carry out a risk assessment; this will be written where there are more than 5 staff. This will follow the guidance as set out above.
* Settings in rented premises will ensure that they have a copy of the risk assessment that applies to the building and that they contribute to regular reviews.  
  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
* practised at least once every term
* Records are kept of fire drills.

*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. All permanent staff attend the two-day paediatric first aid course and updates as required.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.

The first aid box is easily accessible to adults and is kept out of the reach of children. A supply of plasters and wipes is kept in the locked shed for easy access to staff when supervising children outside.

The only unprescribed medication given to the children will be emergency liquid paracetamol/ Piriton please see Medication policy for more details. Parents/ carers will sign a permission slip for this.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

*Our accident book:*

* is kept safely and accessibly
* 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 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.
* 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 File. 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 File*

* We have ready access to telephone numbers for emergency services, including local police. As we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
* We keep an incident file for recording incidents including those that 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
* an intruder gaining unauthorised access to the premises
* 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
* a terrorist attack, or threat of one
* In the incident file, 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. Our standard Fire Safety Policy will be followed, and staff will take charge of their key children. 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.
* The incident file is not for recording issues of concern involving a child. This is recorded in the child's own confidential file.

*Administration of medication*

* Only prescribed medication may be administered with the exception of emergency liquid paracetamol/Piriton in an emergency as noted above. 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 medication is to be administered.
* The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication sheet 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.

*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 whilst in the setting.

* We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
* Children with headlice are not excluded but must be treated to remedy the condition.
* Parents are notified if there is a case of headlice in the setting.
* Parents are notified if there is an infectious disease, such as chicken pox.
* HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not 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.
* The local authority's medical officer for environmental health is notified of any infectious diseases that a qualified medical person considers notifiable. (Infectious Disease (Notification) Act 1889). Ofsted is also informed where this is the case. The full list is obtainable from www.patient.co.uk and includes common childhood illnesses such as measles.

# *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 light bulbs they are provided with safe equipment to do so.
* All warning signs are clear.
* Adults do not remain in the building on their own or leave on their own after dark.

*Records*

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

Adults

* the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
* the names and addresses of the owners or of all members of the management committee
* all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

* the 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 illnesses of individual children
* the times of attendance of children, staff, volunteers and visitors
* accidents and medicine administration records
* consents for outings, administration of medication, emergency treatment
* 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.
* 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.

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| This policy was adopted at a meeting of | All Saints Preschool | |
| Held on (date) | 13 August 2018 | |
| Signed on behalf of the Management Committee/Proprietor |  | |
| Role of signatory (e.g. chairperson etc.) |  | |
| This policy was reviewed on | 22/4/2020 | (date) |
| *continue as necessary* | 10/3/22 | (date) |