



HEALTH AND SAFETY POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Steph Gattenby
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	April 2010

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	April 2009	Checked against PSLA guidelines & to reflect change in staff member responsible for H&S
1.1	April 2009	Added EYFS key themes and commitments
1.2	June 2009	Clarified staff responsibilities and location of paperwork
1.3	June 2009	Numerous small changes
1.4	October 2009	Changes following H&S course

Introduction

The Management of the Lydiard Millicent Pre-School (LMPS) believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising hazards and risks to enable our children to thrive in a healthy and safe environment and by having clear procedures in place to ensure that health and safety standards are maintained.

LMPS recognises that it has a responsibility to ensure that the health, safety and welfare of staff is maintained, both on our own premises and at any other site where employees may work.

LMPS also understands that the health and safety of those children under its care is of paramount importance, and that stringent controls must be put into place to protect the well being of children at all times.

LMPS also recognises that it has a responsibility to secure the health, safety and welfare of any person visiting or carrying out works on any premises under its control.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

The Pre-School

In order to ensure that this policy is effective, LMPS will:

- comply with relevant health and safety legislation and codes of practice relating to the provision of child care;
- take appropriate steps to prevent accidents or injury;
- provide appropriate and comprehensive procedures and guidelines;
- provide safe and healthy places of work and equipment;
- ensure that employees receive any necessary instruction, information, training and supervision to enable them to carry out their respective duties safely;
- appoint competent persons to ensure that the aims of the policy are met;
- protect the health and safety of other persons who may be affected by our business activities;
- introduce suitable arrangements to allow for communication and discussion on health and safety matters;
- regularly review, and where necessary update, this policy and any relevant procedures.

Employees

Employees must recognise that they have an important part to play in the success of this policy, by:

- taking reasonable care of themselves, their colleagues, visitors and members of the public;
- complying with all LMPS procedures and guidelines;

- only carrying out activities which they have been trained to undertake;
- never interfering with, damaging, or misusing any equipment, safety device, material or facilities provided for their work activities;
- co-operating with LMPS in all aspects of health and safety;
- ensuring that any health and safety hazards are adequately controlled and promptly reported to the management;
- ensuring that all accidents are properly reported in line with the relevant procedure.

Responsibilities

Overall responsibility for health and safety rests with the Committee of LMPS.

Caroline McKellar is the line manager responsible for Health and Safety. She has delegated routine Health and Safety duties to Jenny Watson, the Health and Safety Officer, whom she supports and manages. Both members of staff are competent to carry out their responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. Jenny Watson is responsible for the day to day implementation of Health and Safety issues, including risk assessments and ensuring that we have an active input into risk assessments carried out by our landlord, Lydiard Millicent Primary School. She is also responsible for implementing procedures if an incident occurs. We display the necessary health and safety poster inside the pre-school room.

Contractors working on behalf of LMPS will also be expected to:

- comply with all relevant health and safety legislation;
- abide by our policies and procedures, and any local instructions given by LMPS staff
- take reasonable care for the health and safety of their employees, and any other persons affected by their activities;
- carry out their activities in a safe manner, and ensure that any equipment used is suitable and maintained in a safe condition;
- co-operate fully with the management of the LMPS;
- promptly report all accidents to the management of the LMPS.

Risk assessment

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.

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;
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Assessing for students (see Student Policy) and for specific circumstances such as pregnancy

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the wall outside the Pre-school.

No Smoking Policy

We operate a no smoking policy for all staff and volunteers within the school grounds.

Awareness and Training

- 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. 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.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
- Health and safety training is included in the annual training plans of staff as necessary and health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- There is access to a telephone on the premises.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children.
- Adults do not normally supervise children on their own. No child is left alone with a member of staff/volunteer without being visible to others.
- All children are supervised by adults at all times, whilst allowing for the free movement of children and adults within the setting. Children are allowed to go to the toilet independently only after asking permission from a member of staff.
- Whenever children are on the premises at least two adults are present.
- Space is made for children who wish to relax or play quietly and is equipped appropriately.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

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, volunteers and visitors - are recorded.
- 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 safely stored during pre-school sessions.
- Children are supervised at all times. In the event of a child being lost or not collected there is a clearly defined procedure to be followed.
- Violent or threatening behaviour towards staff is unacceptable. In any situation of this kind, we will use the panic button to summon help and will call the police.

Premises

The registered premises are for the sole use of the pre-school during the hours of operation. LMPS will take appropriate steps to ensure that the premises remain clean,

are well lit, adequately ventilated and kept at an adequate temperature, and maintained in a suitable state of repair and decoration.

Windows

- Low level windows are either made from safety glass or are suitably covered to prevent breakage.
- Windows above ground level are secure so that children cannot climb through them.

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, to avoid slips, trips and falls.

Kitchen

- There is a kitchen area which is adequately equipped for the preparation and storage of snacks and drinks for children and staff on the premises.
- Children do not have unsupervised access to the kitchen.
- Food preparation areas conform to environmental health and food safety regulations. 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. The correct storage and usage information for cleaning materials is recorded in the Control of Substances Hazardous to Health (COSHH) book
- When children take part in food preparation 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.
- Any cooking activity will be microwave based and will be carried out by an adult. The cooker and hob are not used.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements, does not pose a hazard to the children and is checked regularly.
- 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.
- 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.
- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.

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.

- There is adequate space for storage.

Outdoor area

- We will ensure that children can play safely outside through a combination of supervision at all times, by competent employees and protection from hazards.
- The outdoor area is securely fenced.
- The outdoor area is checked for safety and cleared of rubbish before it is used.
- Usually hazardous indoor plants and outdoor plants are not on the premises; if they are present they are inaccessible to children. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Ponds, drains, pools or any natural water are made safe or inaccessible to children. Outdoor water activities are closely supervised at all times. Where water can form a pool on equipment, it is emptied before children start playing outside.
- The outdoor sand pit is covered when not in use.

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.
- The registered person ensures that staff are informed and aware of the importance of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.
- We work with Lydiard Millicent Primary School and the After School Club to ensure that the room, toilet facilities and cloakroom are kept clean.
- All resources and equipment, dressing up clothes and furnishings are cleaned as and when necessary. A record of cleaning is made in the diary each time it is carried out.
- 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;
 - ensuring sole use of paper towels.
 - double bagging used nappies
 - emptying the bin when it is full and at the end of each day

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 pre-school.
- Furniture, toys and equipment on the premises are in good repair and conform to BS EN safety standards or the toys (Safety) Regulations (1995) where applicable.
- Large equipment will be erected with care and checked regularly.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- We meet the following minimum indoor space provision per child: children aged 2 - 2.5 square metres and children aged 3-5 years - 2.3 square metres. Play areas are large enough

to give scope for free movement and well spread out activities. There are separate areas for different 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, protected from contamination and is 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

- Staff who prepare and handle food receive appropriate training and understand, and comply with, regulations relating to food safety and hygiene. All injuries are covered.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack 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.
- Information from the parent about any special dietary requirements, preferences or food allergies are kept on the door of the food cupboard to ensure that children do not have access to food/drinks to which they are not allowed.

Outings and visits

- We have agreed procedures for the safe conduct of outings, which will be followed at all times.
- For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

Animals

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- We review the policy to take account of any current health issues and keep abreast of developments via the media.

Fire prevention

We will take all steps possible to prevent fires occurring. Staff are responsible for:

- Ensuring that power points are not over loaded and, where possible, that plugs are removed from sockets at the end of each session.
- Ensuring that the pre-school's no smoking policy is observed.
- Checking for frayed or trailing wires.
- Storing potentially flammable materials safely.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- All staff, volunteers and children are made aware of the fire exits and the assembly point. Children will be made aware of the fire procedures during their settling in period and regularly from then on.

- Fire drills are carried out regularly and without prior warning and are logged in the fire drills book.
- Fire extinguishers will be checked annually and staff will know how to use them.
- 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 once each term (6 times a year) Normally, this will coincide with the school's practice. If there is not a school practice at the appropriate time, we will instigate our own.
- Records are kept in a fire logbook of fire drills. Fire safety certificates and the records of the servicing of fire safety equipment are held by Lydiard Millicent Primary School, from whom we rent the setting.

First aid

At least one member of staff with a current first aid training certificate 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 and is consistent with any guidance issued by the Secretary of State.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- contains a list of contents (determined through risk assessment)
- 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 the pre-school, parents' written permission for any necessary emergency medical advice or treatment for the future is sought. Parents sign and date their written approval.

Our Accident Book:

- records any accidents, and if to a child, is signed by the parent/guardian
- is kept safely and accessibly
- all staff know where it is kept and how to complete it. Volunteers report any accidents to a member of staff, who will assist them in completing the form.
- is reviewed at least once a term (on 6 term calendar) to identify any potential or actual hazards
- we have a separate accident book for staff and adults

Accident books are kept for a minimum of three years and we comply with the Data Protection Act 1998.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

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 local office of the Health and Safety Executive:

- any accident to a member of staff, parent, child, volunteer or visitor requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Medication

There is a clear policy, understood by all staff and discussed with parents, regarding the administration of medication.

If medicine is to be given, it includes the following:

- medicines are stored in their original containers, are clearly labelled and are inaccessible to children;
- medicines are not usually administered unless they have been prescribed for that child by a doctor;
- the parent gives prior written permission to administer any medication;
- written records are kept of all medicines administered to children, and parents sign the record sheet to acknowledge the entry;
- if the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.

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 become ill at pre-school. Ofsted is notified of any infectious diseases affecting either children or adults in the setting which a qualified medical person considers notifiable.

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 and legible.
- Adults do not remain in the building on their own or leave on their own after dark
- The sickness of staff and their involvement in accidents is recorded.
- All staff will be required to attend a moving and handling course.

Records

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

- adults authorised to collect children from 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.

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.
- Insurance
- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- First Aid
- Accident record
- Sick children
- No smoking

All records are reviewed regularly to identify any issues which need to be addressed.