



Kingsdown Pre-school Health and Safety Policy

General statement of Health and Safety at Work

Kingsdown pre-school accepts its obligations under the Health and Safety at Work Act 1974 and related legislation to ensure, so far as is reasonably practical, the health and safety of its employees and of other persons who may be affected by its activities.

Particular attention is paid to the maintenance of:

- Equipment and systems of work that are safe and without risk to health
- Safe arrangements for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
- A working environment which is safe and without risk to health
- A safe place of work without risk to health and with safe access to and from it
- Adequate welfare facilities.

Where accidents at work and occupational ill health occur, their causes are investigated and appropriate action is taken to try to prevent their reoccurrence. Required reporting procedures are followed including notifying Ofsted and HSE as appropriate.

Kingsdown pre-school reminds its employees of their own duties under section 7 of the Health and Safety at Work Act to take care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, and to co-operate with the Kingsdown pre-school committee in meeting its responsibilities.

A copy of Section 7 of the Health and Safety at Work Act 1974 is attached at Appendix B

Our named Health and Safety officer at Kingsdown Pre-school is Sandra Boddy

She has undertaken training in health and safety, and writes, reviews and updates our risk assessments which are read by all staff. She is supported in this role by the manager.

The pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults

Other policies relating to health and safety at Kingsdown Pre-school are:

- Accident policy
- Administration of Medicine policy
- Collection of Child policy
- Emergency Evacuation procedure
- Food and Drink policy
- Healthy Practice
- Missing Child policy
- Outings policy
- Sick Child policy
- Smoking policy
- Sun Protection policy

Accidents See Accident policy

- A book will be available at each session for the reporting of any accident/incident. A separate book is available for recording any accidents to adult staff member or visitor
- Regular monitoring of the accident books will be used as a basis for risk assessment

Activities

Some areas and activities pose particular hazards. ALL STAFF WILL BE AWARE OF THESE

- Children playing with or near water will be continuously supervised
- There will be safe surfaces both beneath and around all climbing equipment and such activities will be appropriately supervised
- All cooking activities including the use of heat will be continuously supervised
- Wood work activities - children wear safety goggles at all times at this activity and access this at a maximum of two children at any one time per adult supervising them

Cleaning and Clearing

- The cleaning schedule is followed including the 'Cleaning Protocol to minimise the risk of the spread of Covid-19'
- In the case of body fluids; any spills of blood, vomit or excrement are wiped up with disposable blue roll and double bagged before going in the bin
- Non latex disposable gloves and disposable aprons are always used when cleaning up spills of bodily fluids or when changing nappies. Floors and other affected surfaces will be cleaned thoroughly with antibacterial solutions. Fabrics contaminated with body fluids are removed and thoroughly washed in a washing machine at a high temperature
- Soiled/wet children's clothes are placed inside a separate plastic bag and handed to their parent/carer at end of the session
- Parents are encouraged to send spare clothes in with their child but in addition, spare laundered clothes are available

COSHH

- All chemicals are stored appropriately according to instructions on the container. They are stored securely and out of reach of children. This includes medicines.
- There is a COSHH list in the cupboard in the kitchen

Doors

- Safety guards are placed on toilet doors to prevent trapped fingers
- The doors to the outside area and to the main room are securely hooked back when in use and an adult is present
- When children line up to go outside from the main room they wait beyond an area set by staff in case of swinging door

Entrance area/stairs

- Access to dangerous areas such as stairways will be physically restricted and closely supervised
- There are risk assessments in place for individual children who need specific assistance on the stairs

Equipment - Handling and Storage

- Staff are given information/training on how to safely move and handle equipment
- Heavy materials or storage boxes will not be stored above head height
- If adults need to reach up for stored equipment they should use the kick stool or 3 rung ladder provided.

- Staff should call for assistance when lifting or moving heavy items
- Items are stored safely both during and at the end of the sessions for other hall users
- Children are not permitted in storage areas such as the toy cupboard and chair/table cupboard
- Cupboards other than the toy cupboard are kept locked during the sessions and only unlocked for access of a resource when needed
- Stored equipment belonging to other organisations will be checked for potential hazards

Fire safety - *see fire policy and emergency evacuation procedure*

Food and drink - *see food and drink policy*

- We use the Safer Food Better Business Food Management System
- Allergens are checked and recorded during food preparation. A list of children who have known allergies and/or dietary preferences is clearly displayed
- Parents are requested to provide healthy packed lunches with ice packs inside. Lunch boxes are stored in a cool place at the setting

Hot drinks

- Hot drinks are only allowed by adults and consumed in the kitchen area or standing next to kitchen hatchway
- Adults will not walk about with hot drinks or place hot drinks within reach of children
- On the rare occasion a hot drink needs to be moved, for example to a visitor in another room in the building, then a member of staff guides the adult through the room making sure children are not in the way

Hygiene

We promote a high standard of hygiene and teach children this through day to day care practices as well as through discussions and looking at books and posters

To prevent cross infection, adults in the group will support children in ensuring that the following good practices are observed:

- Hands washed after using the toilet and before handling food
- Children encouraged to blow and wipe their noses when necessary to dispose of soiled tissues hygienically and wash their hands
- Paper towels are used and hand hot air dryers are installed in all toilets and kitchen
- Children are encouraged to shield their mouths when coughing
- Children with pierced ears may wear small studs and are not allowed to share each other's earrings

Hygiene practices related to bodily fluids is followed with particular care and all staff and volunteers are aware of how infections, including HIV, can be transmitted.

Illness - *see also sick child policy and Administration of Medicine*

- Parents are asked to keep their child at home if they are unwell and to inform the pre-school as to the nature of the illness. This will allow the pre-school to alert other parents as necessary (for example chicken pox) and to make careful observations of any child who seems unwell
- The guidance on exclusion time for illnesses must be followed
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48hours has elapsed since the last episode. This also applies to staff
- Parents/carers will be contacted if their child becomes unwell during the session (see sick child policy)

- If the children of pre-school staff are unwell, they will not accompany their parents/carers to work in the pre-school
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. If staff are preparing food then the plaster must be blue in accordance with good food hygiene practice
- If a child is well enough to attend pre-school but still requires prescribed medication please see the Administration of Medicine policy

Kitchen

- Children will not be allowed in the kitchen
- The kitchen door is locked so children cannot gain access

Lone working

- Staff will not be required to be in the building alone. At least two members of staff set up in the morning and clear up after the session
- If for some reason staff are working alone either before or after the session then a senior member of staff is to be made aware of this and message when they have finished. They should have a mobile phone on them
- Staff should not leave alone after dark

Outdoor area

- The outdoor space is securely fenced with two gates between the area accessed freely by the children and the road. These gates both have bolts on the sides furthest from the play area and are kept bolted at all times
- There is a notice on the gate to remind people that it is a safety gate and must be kept locked
- When going outside, the first member of staff outside will check both these gates are securely bolted. This is to be done on every occasion

PPE

- Adequate supplies of PPE will be available to staff at all sessions. This includes latex free gloves, disposable aprons and face masks

Risk assessments

- Risk assessments are regularly updated and new layouts, resources and activities will be assessed.
- Staff are required to read all risk assessments and become familiar with them

Safety checks - see Appendix A at end of this policy

Security see *Collection of Child policy, Missing Child policy*

- All staff, parents and other carers will be aware of the systems in operation for children's arrivals and departures and an adult will be at the door during these periods
- Buzzer and intercom for visitors
- Only people named on the child's registration form will be allowed to collect a child see collection of child policy
- Systems will be in place to ensure that no child can leave the premises unattended this includes shutting the main door during the session if all children are indoors, buzzer on the main door, bolts on the gates securely locked

Smoking *see Smoking policy*

Kingsdown Pre-school operates a no smoking or vaping policy throughout the building and all grounds

Staff

- The EYFS ratios are adhered to at all times, often exceeding these
- Children are closely supervised and are always within sight of an adult
- Staff working for a full session i.e. 8.15/8.45 till 3.15/3.45 will access a 20 minute break, in total, away from the children either at lunchtime or during the morning and afternoon sessions

Training

- The Health and Safety officer has health and safety training which is refreshed every three years or sooner as required
- The Manager and Health and Safety officer keep up to date with current legislation on health and safety requirements and recommendations
- All staff, including the Manager and Health and Safety officer, access health and safety training as appropriate to their role

Visitors

- Visitors will only gain access via the intercom system
- Visits to the setting are booked in advance where possible
- Visitors to the building are required to sign in and out in the visitor book and their ID is checked by staff on arrival
- Visitors, volunteers and students will be vetted for suitability and supervised at all times

This policy was reviewed by the pre-school on 11 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of pre-school A.Bridges
Chairperson Kingsdown Pre-school

These checks should be carried out at the beginning of each session. The person carrying out these checks should initial the Health and Safety checklist to confirm that each check has been done. This page is then signed by the supervisor of that day.

- all sockets are in the off position
- fire door alarm is activated
- Toilet areas
 - Check toilets and toilet bins for foreign objects, water puddles, toilet rolls, insects, put in steps and child seats. In the disabled toilet, the help pull is hooked out of reach from children. (when not in use for disabled adult/child)
 - grab rail in disabled toilet is in the down position and that a toilet roll is fitted
 - put safety guards on doors
 - remove toilet brushes
 - water temperature in handbasins accessed by children not too hot
 - all dispensers have paper towels and that all dispensers are properly locked after being filled. Spare towels together with a dispenser key should be left in basket in main toilet cloakroom area
- mobile telephone is switched on and charged and landline is connected to both telephone point and power
- check hall and stairway for foreign objects
- check outside area including play house for foreign objects
- both outside gates are shut and secure. **This should be done prior to each outside session**
- home corner fixings are secure. Ensure these are regularly checked during session.
- gate to mezzanine floor is shut and secure
- all staff mobile phones are placed in designated box on admin table
- door to table cupboard is locked
- kitchen door is locked
- hall temperature is suitable
- radiator guards are in place and secure
- gate to the downstairs room is shut and bolted
- once children have arrived ensure hall door alarm is activated
- main door is shut when all children have arrived
- If the downstairs room is to be used by children then the following additional checks should be made
 - check downstairs room for foreign objects.
 - radiators are not too hot and should be turned down if necessary
 - safety guards on the toilet door
 - child steps are located by the toilet and wash hand basin
 - a large heavy table is placed in front of the stack of chairs by the toilet area

General duties of employees at work

It shall be the duty of every employee while at work -

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.