



Health and Safety

The health and safety of the children and adults in our setting is of paramount importance and we aim to create a safe and healthy environment through our implementation of procedures in compliance with current health and safety legislation.

Insurance

- We have public liability insurance and employers' liability insurance and the certificates are displayed in the entrance hall.

Roles and Responsibilities

- The Manager and Management Committee have overall responsibility for the health, safety and welfare of children, staff and visitors to our setting. Our health and safety procedures and practices, including risk assessment, are regularly reviewed and assessed as part of our ongoing self-evaluation.
- A designated Health & Safety officer is responsible for the day to day implementation of health and safety procedures and they have received additional health and safety training. Our appointed Health and Safety Officer is Mrs McCartan.
- All staff understand their responsibility for maintaining the health, safety and welfare of children and adults in the setting and the setting's health and safety procedures must be followed at all times.
- All staff receive health and safety training as part of their induction, including safeguarding children, fire safety, hygiene practices and accident procedures.
- The Manager and staff ensure that health and safety issues and procedures are appropriately communicated to children, parents and visitors to the setting.

Risk Assessment

- Risk assessments of the indoor and outdoor environments, play equipment, resources and activities are undertaken and recorded, in line with EYFS requirements. The risk assessments identify potential risks and hazards and specify how these risks and hazards can be minimised.
- Dynamic risk assessments are carried out throughout the day and steps taken to minimise risk as necessary. Staff report any hazards to the health and safety officer and the manager for action and a record is kept.

- Daily health and safety checks are carried out on the indoor and outdoor environment by the staff at the start and end of the day.
- Any planned outings are risk assessed in advance and the outings procedure followed (see Outings policy).

Environment

- Our premises are securely fenced with one high entrance gate which has a bolt. The entrance door is fitted with a key pad lock (see Key Pad policy). The key pad and gate are checked before and after a session to ensure they are working correctly. Red stop signs are placed on the entrance door to show the children that they cannot go outside to play through this door.
- Parents are asked not to open the entrance door for others.
- The garden door is only opened when free-flow play is in operation and staff are outside. Green go signs are placed on the door as a visual sign to the children that they can go outside if they wish.
- Our single storey building is easily and safely accessible with ramped access at the main entrance and from the play room to the outside area.
- The outside sand-pit is checked before use and kept covered when not in use.
- Hazardous and poisonous plants are not grown in the vegetable garden or in the outdoors space.
- The organisation and layout of rooms and equipment allows children and adults to move safely and freely between activities both inside and out.
- There is no smoking allowed on the premises.
- Heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials including medicines and cleaning materials are stored out of reach of children. Our storage, recording and use of substances hazardous to health complies with COSHH regulations.

Equipment and Resources

- All play equipment and resources within the setting are fit for purpose and suitable for the ages, needs and abilities of the children cared for. All equipment and resources are stored safely and securely.
- Equipment and resources are kept clean and regularly checked to ensure they are in good working order and safe to use.
- Materials such as paint, glue and sand are non-toxic and specifically designed for use by children.
- Large play equipment is installed and maintained as per manufacturer's instructions.
- All equipment is carefully positioned to ensure there is enough space for children and adults to safely use it.
- All electrical/gas equipment conforms to legal safety requirements and is annually tested and checked by registered companies.

- All taps accessible by children are fitted with thermostats to ensure children do not scald themselves.
- Staff role-model and promote safe and appropriate use of equipment and resources, whilst supporting children to challenge themselves and extend their skills.

Supervision

- Whilst ensuring the free movement of children and staff through the setting, all children are supervised by staff; usually within sight and hearing of staff and always within sight or hearing (see Safeguarding Children policy regarding suitable adults).
- Staff ensure that those children who go to the toilet independently are monitored and kept safe.
- Staff are deployed, according to the age, needs and abilities of the children.
- Volunteers, parent helpers and visitors are never left alone with children they have no parental responsibility for.
- There is always a minimum of two members of staff present at the setting with children.
- All staff implement our systems for children's arrivals and departures.
- The arrival and departure of staff, children and visitors is always recorded.
- Children are only released into the care of those with parental responsibility or an individual (aged 16 or above) named by the parents.
- Children are not allowed to leave the setting unsupervised and there are clear procedures in the event of an uncollected or missing child (see Non-Collection of Child and Missing Child policies).
- Intruders are prevented from entering our setting (see Intruder policy).
- Children are not allowed to have unsupervised access to the kitchen. Where children are helping to prepare food or drinks they are to be closely supervised at all times.

Hygiene

- Children are encouraged and supported by staff to use and understand good hygiene practice, such as washing hands before eating and covering their mouth when coughing.
- There are separate bins for paper, general rubbish and soiled tissues. Children are supported to blow their noses with tissue and dispose of the tissue in the designated bin.
- Anti-bacterial soap and paper towels are always available to support effective hand washing.
- A mop head, bucket and supply of clean mop heads are available and there is a system in place for cleaning mop heads.
- Different coloured cloths are used for different cleaning purposes to prevent cross-contamination.

- Additional cleaning is undertaken when needed (e.g. case of threadworms)
- Cutlery, toys, plates and kitchen equipment are regularly cleaned in a dishwasher.
- The temperature of the fridge is regularly checked.
- There is a list of cleaning/kitchen duties displayed in the kitchen for staff to follow. Our Food Hygiene officers, Alison Lyons and Sue Booth, hold a Level 2 in Food Safety and Hygiene for Catering and are responsible for ensuring correct food safety procedures are followed.
- The setting is professionally cleaned three times a week.
- Staff use the appropriate protective clothing when changing nappies and clearing up spillages.
- Staff clean the changing mat after each use with antibacterial spray.
- Spare clothing is available in case of accidents and any soiled clothing is bagged and placed in the child's pre-school bag. Parents are notified when they collect their child.

Procedures for disposal of waste:

- Urine and faeces are disposed of in the toilet. NO wet wipes to be put in the toilet.
- Nappies are double-bagged and placed in the black bin outside.
- Vomit is cleaned up using paper towels and then double-bagged and placed in the black bin outside.
- Waste containing minimal blood is double-wrapped and then placed in the black bin outside.
- Surfaces where waste has been spilt are disinfected after cleaning.

Fire Safety

- The Manager and staff take all steps possible to prevent a fire at the setting.
- In the event of a fire, there is a clear evacuation procedure to follow. The procedure is clearly displayed in the main room, story room and hall.
- Fire drills are held at least twice a term and a report on the drill recorded in the fire file by a manager.
- Appropriate fire control equipment (fire extinguishers and fire blankets) is installed throughout the setting and checked annually.
- Fire exits are kept free from obstructions.
- Emergency signs and lighting is fitted to the doors and the lights are checked every month by the Health and Safety officer.
- There is a smoke detector in the kitchen and this is checked weekly by the Health and Safety officer.

Incidents/Accidents

- As part of their induction, all staff receive training as to the correct procedures to follow in the event of an accident or incident at the setting (see Emergency Plan, Fire Evacuation procedure and Intruder policy).
- Accidents and incidents are accurately reported on the appropriate forms: General Accident Record, Head Injury Sheet or Previous Injury Record.
- A photocopy of any Accident/Injury sheets should be put in the lunch box of any child going to After School Club immediately after Pre-school. A note should be put on the master copy to advise that this has been done. School Club must be made aware of any head injuries, so should receive a copy of any Head Injury Sheet.
- In an emergency we use a staff members car to transport the injured party to the Doctors surgery, without a car seat in place.
- Managers and the Management Committee carry out regular safety monitoring including checking the accident and incident records.
- Ofsted are to be notified of any serious accidents or injuries. The Health and Safety Executive are to be notified if staff are absent for more than three days as the result of an accident/incident at the setting.
- All staff are trained in paediatric first aid. Correctly stocked First Aid boxes are available at all times in the bathroom and kitchen areas.
- A defibrillator is located near the High School office entrance. Staff should take their mobile phone to the defibrillator box and dial 999. The code on the front of the box is then given to the emergency services, who will then give out an access code. The unit can then be taken to the emergency location. All staff have been given training on the use of the defibrillator.

Staying Healthy

- Information regarding children's' allergies, medical conditions and dietary requirements is collected on our Registration form, completed by parents. Information on children's allergies and dietary requirements is recorded in the children's register, displayed on the inside of a kitchen cupboard door and all staff informed.
- Planned activities and experiences, in conjunction with staff interaction and discussion, encourage children to understand and adopt healthy practices.
- Secure emotional environment where key people build close relationships with their key children and families (see Key Person policy).
- Children always have access to fresh drinking water, milk and healthy snacks at the snack bar (see Healthy Eating policy)

- Children are kept safe and healthy whilst outside through the implementation of clear procedures (see Safeguarding Children, Outdoor, Outings and Sun Cream policies).
- To help prevent infection and promote children's health, staff implement procedures that comply with good practice and current legislation (see Illness and Exclusion for Communicable Diseases and Medication policies).
- Staff promote and support positive behaviour through role-modelling and effective behaviour management procedures (see Behaviour and Anti-Bullying and Equality & Diversity policies).