



Berry Harbor Preschool
Manor Hall
Birdswell Lane
Berry Harbor
EX34 9SF

Tel: 07932 851052

Email: preschoolberryharbor@gmail.com

Health and Safety Policy

Introduction

Berry Harbor Preschool is committed to ensuring that the setting practices are carried out within the requirements of the Health and Safety Act 1974 and the management of Health and Safety at Work Act 1999.

The preschool has a responsibility to provide a safe environment for your child and the Manager is responsible for health and safety matters concerning the preschool premises. All staff are trained and aware of potential hazards within the preschool and surrounding environment and actively protect the children from hazards and potential risk. We aim to provide all staff with paediatric first aid training. All accidents and any incidents are recorded in the Accident Report Book. All accidents are accurately notified to the parent/carer as soon as possible. Hygiene rules relating to bodily fluids are followed with particular care and all staff are aware of how infections can be transmitted.

Berry Harbor Preschool recognises that a systematic approach to health and safety, based on a systematic risk assessment procedure (see risk assessment policy for more information) can minimise injury and ill health to staff and children.

Legal Framework

We follow all relevant legislation and associated guidance relating to health and safety within the preschool including:

- The requirements of the statutory Framework for the Early Years Foundation Stage
- The regulations of the Health and safety at work Act 1974 and any other relevant legislation such as Control of substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the Public Health England, the local health protection agency, the local authority environmental health department, fire authority or the health and safety executive.

Named Staff

The Overall and final responsibility for health and safety is that of the **Preschool Committee and the Preschool Leader Susanna Hands**

Day to day responsibility for ensuring this policy is put into practise is delegated to **Susanna Hands** and Deputy Manager **Lynne Parkinson**

Risk Assessments will be undertaken daily by **Lynne Parkinson**.

The findings of the risk assessments will be reported to **Susanna Hands**

Action required to remove/control risks will be approved by **Susanna Hands and Lynne Parkinson**

The person responsible for ensuring the action required is implemented will be **Susanna Hands**

The person who will check that the implemented actions have been removed/reduced the risks will **Susanna Hands and Lynne Parkinson**

We maintain lists of health and safety issues which are checked:

- daily before the session begins
- twice yearly when a full risk assessment is carried out or when the activity changes, whichever is soonest.

Our programme for Risk Assessment includes:

- Falls from a height
- COSHH
- Outside play areas
- High risk food preparation areas including
 - Cross contamination
 - Food handling
 - Stock rotation etc

Information, instruction and supervision

The health and safety law “What you need to know” poster is displayed by the kitchen above the wash hand basin. Health and safety advice is available from **Susanna Hands and Lynne Parkinson**

Supervision of young workers/ trainees will be arranged/undertaken/monitored by **Susanna Hands and Lynne Parkinson**

All employees must:

1. Co-operate with supervisors and managers on health and safety matters
2. Not interfere with anything provided to safeguard their health and safety
3. So far as is reasonably practicable safeguard the safety and welfare of these persons who they are supervising
4. Take reasonable care of their own health and safety and detailed in this policy

Competency for task and training

Induction training will be provided for all employees by **Susanna Hands**

Job specific training will be provided by **Susanna Hands**

Specific jobs are requiring special training are:

- First aiders
- Working with babies
- Cooking
- Sen staff

Training records are kept in the filing cabinet in the main room.

Training will be identified, arranged, and monitored by **Susanna Hands**

Our first aid kit is kept in the kitchen. We have a travel one kept in the ruck sack in the store cupboard.

Our aim

Our overall objective within this policy is to make the contents of this document intrinsic to our working practises on a day to day basis.

We are committed to:

- Involve and motivate preschool staff in all matters concerning Health & Safety.
- To provide adequate control of the health and safety risks arising from our work activities.
- To regularly review and risks and check that control measures remain adequate.
- To consult with all employees on all matters affecting their health and safety.

- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the team.
- To consult with all employees on all matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling use and storage of any substances.
- To provide the necessary instruction, training, information and supervision for all staff, to ensure the competence of all staff.
- Achieve a high standard of occupational health, safety, welfare and hygiene.
- Provide a healthy environment.
- Eliminate hazardous situations
- To prevent accidents/ill health through good risk assessment processes and to create a culture of thinking safely where staff regularly bring forward any observations and concerns.
- To provide adequate funds to rectify any health and safety issues.
- To review and revise this policy as necessary at regular intervals.
- Toys indoor and outdoor regularly checked and cleaned
- Toys containing small parts kept away from younger children.
- All medicines and hazardous substances are kept out of reach.
- Necessary safety equipment is in place appropriate to the age of children in care.
- Children encouraged to develop good hygiene practise
- When outside children must hold hands or held on walking reigns/ walk-o-dile.
- Pushchair and highchair harnesses are always used
- Check for broken glass or dog/fox faeces when visiting parks
- Never leave child unattended when out
- Children are restrained in appropriate safety seats in car
- The nursery is a completely no smoking area

Insurance Cover

We have public liability insurance and employers' liability insurance.
The certificate is displayed in the Preschool room

Awareness 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

- 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.
- well-being, including safe lifting and the storage of potentially dangerous substances.
- 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 preschool.
- as necessary, health and safety training is included in the annual training plans of staff and 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.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) and are registered with Ofsted, as child carers, have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We operate a free flow during the session between indoor and outdoor play.

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 securely stored during preschool sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- Doors have high handles and locks to prevent unauthorised access and departure
- 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 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.
- 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.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked annually.
- The boiler room is locked
- The electrical switch, gas 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.
- 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.

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 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 daily cleaning routine for the preschool which includes the play room, kitchen, rest area, toilets and nappy changing areas.
- We have a termly 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.

We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing - aprons and disposable gloves as appropriate
- providing sets of clean clothes
- providing paper hand towels, tissues and wipes

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 preschool.
- 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 who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff that prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink are stored appropriately. Daily temperatures checks are made. Fridge temperature is kept at or below **40° F (4° C)**. The freezer temperature should be **0° F (-18° C)**.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of 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.

A list of all allergies and medical conditions are kept on the fridge in the kitchen.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place and evaluated on the return to preschool.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children
- Children are encouraged to wear Hi-Viz jackets

- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

For those children remaining at preschool, the adult to child ratio conforms to the statutory requirements of the Early Years Foundation Stage (EYFS).

Animals

- Animals visiting the preschool are free from disease, safe to be with children and do not pose a health risk.
- Our preschool pets 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.
- Smoke detectors/alarms and firefighting 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 regularly at least once every six weeks.
 - Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

- At Berry Harbor Preschool staff are trained in paediatric first aid officer.
- The preschool leader is responsible for regularly checking the first aid equipment and keeping all staff updated with any changes to first aid regulations.
- At least two members of staff with a current first aid training certificate (relevant to infants and young children) 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.

Our first aid kit

- complies with the Health and Safety (First Aid) Regulations 1981
- 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 preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Accident Book

- is kept safely and accessibly
- all staff and volunteers know where it is kept and how to complete it
- 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, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 requiring treatment by a General Practitioner or hospital

- any dangerous occurrences (i.e., an event which does not cause an accident but could have done).

Medicines

- Children's prescribed medicines 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 parent informs us of the time of the last dose administered to the child.
- The administration is recorded accurately and parents sign the form 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 at preschool. In case of vomiting or diarrhoea a 48-hour exclusion will apply to the child since the last attack.

Ofsted is notified of any infectious diseases 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 in appropriate languages.
- 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.
- The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS), we keep records of:

- Adults who are authorised to collect children from preschool
- 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
- 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.

Photographs

All staff are aware they must not take photographs of children with their mobile telephone

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/23

Signed on behalf of the preschool..... Date.....