



Health and Safety Policy

Effective from 1 September 2018. Latest Future review date September 2019
Written by Louise Kirby

Statement of intent

The Kindergarten at St Joseph's believes that the health and safety of children is of paramount importance. The UNCRC article 19 demonstrates that children have the right to be protected from being hurt. The Early Years Foundation Stage Statutory Framework makes it clear that "Children learn best when they are healthy, safe and secure." We make our setting a safe and healthy place for children, parents, staff and volunteers and believe that everyone has their individual duty to ensure that the setting remains safe.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. This policy aims to cover all areas of our practice to ensure that all who enter the Kindergarten at St Joseph's will feel safe and welcome. We also wish to make clear that we all have individual responsibility for ensuring the safe environment.

All children have a right to be safe and treated with dignity and respect.

To make you aware that Health and Safety is an umbrella term that covers many areas of operation within the Kindergarten at St Joseph's. Within this policy are many smaller more specific topics. You will find a contents page with the list of these topics.

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Methods

Responsibility

Louise Kirby as manager has responsibility for Health and Safety. It is each staff member's responsibility to ensure that they are aware of the policy and understand that they have day to day responsibility that the children have a safe place to play in and that their colleagues have a safe place to work in.

We receive regular updates via the Early Years and Childcare service and Mentor but in addition Louise will check the Health and Safety Executive's website in April and October for changes in legislation (<http://www.hse.gov.uk/legislation/forthcoming.htm>)

We display the necessary health and safety poster to inform staff and visitors of their responsibility with regards to Health and Safety.

Health and Safety Issues and this policy are reviewed at our half termly staff meetings.

Risk assessment

Louise completes an annual and termly risk assessment. The purpose of the risk assessment is to assess hazards in the environment and to take measures to reduce their potential harm. The written risk assessments are displayed in the kitchen. Our process includes:

- Checking for hazards indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- We list hazards and the risk they pose are graded High, Medium or Low. Any hazards that are deemed to be medium to high are then investigated to find ways to manage them into a lower category.
- We deem a high risk to be one where a fatality could occur; a medium risk would mean hospital treatment; and low risk will require first aid treatment.
- We look at the benefit of the risk, that is to say that we look at what the children could learn against the potential threat and make a decision on how best we can provide for that learning opportunity.
- Deciding which areas need attention.

- We carry out a daily risk assessment which is a tick list and no copy is kept. The check is made before the start of each session. The check is delegated to a member of the staff team on arrival.
- A snagging list is kept inside the door of the kitchen cabinet and these are actioned at the earliest possible time.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board in the nursery and a copy is on display in the office.

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 understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting.
- The record of this induction training has to be signed by the new staff member and the member of the SMT carrying out the induction training and is kept in the employee's file.
- Staff are made aware that they are individually responsible for ensuring that the play areas are safe and that they are to inform Louise of any issues that may affect this safety.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at every staff meeting.
- A snagging list is kept and all staff are aware of it. Staff are told to inform Louise as well as adding items to the list.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Security

- Systems are in place for the safe arrival and departure of children. There is an adult on each door to welcome the child and their carer; ticking their names on a laminated checklist as they arrive. This ticklist is cross checked when the register is finalised. There is an adult on each door at departure time and the tick is crossed as the child leaves.
- An electronic register is taken when all the children have arrived and the register acknowledges the time it is taken. Both children and adults are recorded on the register. If a child arrives late the time they have arrived is noted on the register. When the child leaves a member of staff marks the register to demonstrate their departure. Should a child leave early the time will be record on the register.
- Volunteers and visitors are recorded on our welcome board. Visitors are asked to provide ID when signing in. Their time of entrance and departure is recorded. They are never left unaccompanied.
- Volunteers are given health and safety and safeguarding advice before starting their session.
- We have a locked gate and entrance can only be obtained by a practitioner opening the gate. This prevents unauthorised access to the premises.
- The locked gate and high fence prevents children from leaving the premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during pre-school sessions in the office

Windows

- 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.

Doors

We take precautions to prevent children's fingers from being trapped in doors by installing hinge covers to the doors and finger jammer stops when the internal doors are open.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or badly damaged.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements.
- 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.
- Electrical equipment is PAT tested annually.
- The boiler is serviced annually and this is organised by our Landlord.

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.
- Cleaning materials are necessary to use to keep the setting clean and disease free. We need to have cleaning materials and therefore we keep them out of reach of the children. The cupboards that store the cleaning materials in have child locks to prevent unwanted little hands getting to them.

Smoking, alcohol and drugs

We do not allow smoking, vaping, alcohol consumption or illegal drug taking at any time in or around the setting. Staff are permitted to take prescribed medicines if they do not interfere with their daily routines.

Staff, parents and visitors will not be permitted onto the premises

- if they smell excessively of smoke .
- if they are suspected of being under the influence of alcohol or illegal substances.

Parents will be informed if their child smells excessively of smoke as this can be detrimental to the child's development and possibly to other children and staff of the Kindergarten at St. Joseph's.

If a member of staff arrives to work and Louise considers them to be under the influence of alcohol they may be sent home. If they continually arrive at work under the influence of alcohol they could face disciplinary procedures which may include asking the Local Area Designated Officer for advice.

If a parent arrives with a child and the parent appears under the influence of alcohol or drug use the staff are trained to consider whether the parent is capable of caring for the child. And whilst they are in the care of the Kindergarten at St Joseph's the parent has the opportunity to become sober. A parent who arrives to collect a child under the influence and staff feel the parent is not capable of caring for the child the Surrey Safeguarding Board will be called for help.

The same would apply to staff, volunteer or parent suspected to be under the influence of illegal substances.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- The outdoor area is used in all weathers to support children in their knowledge and understanding of weather and natural conditions.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. An audit of plants has been carried out and only plants known not to cause ill effects are planted.
- Where water can form a pool on equipment, it is emptied before children start playing outside. If it cannot be safely emptied then children are closely supervised when outside and are encouraged to have an understanding of water safety.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are supervised at all times
- We ask all parents to apply sun cream before bringing children to the start of the session and we request that they leave a named bottle in the child's bag so that we are able to top up if required.
- Parents are also requested to dress their children appropriately for weather conditions.
- When it is possible the practitioners talk to the children about remaining safe in sunny weather or cold wet weather as appropriate and demonstrate this by being good role models themselves wearing the appropriate clothing.

Activities

- New equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

- An inventory is kept of all resources and is kept updated with new purchases or acquisitions. New acquisitions will be logged with price and date of purchase.
- Furniture and equipment in the nursery is mostly child sized in order to make it safe and enjoyable for the children to use.
- Children who fall asleep will be allowed to continue in a safe and quiet space usually the book corner. A member of the staff team will check every ten minutes or more frequently if necessary.

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.
- All staff are asked to attend food safety training.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the pre-school which includes play room(s), rest area, toilets and nappy changing areas.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Children wearing nappies are changed when required and soiled nappies are disposed of.
- We expect children to have toileting accidents. Firstly it is important to ensure that the child is clean and not distressed and then use appropriate cleaning materials to any area affected. In some circumstances these types of incidents may require more than one member of staff to deal with.
- 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, and ensuring sole use of flannels and towels.
- We put all washable toys through the dishwasher termly or if necessary more frequently.
- Dressing up clothes and soft toys are washed termly or if necessary more frequently.
- We encourage children to become responsible for their own hygiene needs by showing how to wash their hands and by pictures displayed in the bathroom in sequence. This is frequently communicated to parents through our newsletter. Children are also encouraged to wipe their own noses when they become able to.

Food and drink

- We ask all families to donate a piece of fruit each session and this is cut up to provide a shared snack. Milk and water is provided at this time.
- All food and drink is stored appropriately.
- Children who stay for lunch arrive in the morning with lunch boxes. Parents are guided with ideas for nutritious contents as well as food to avoid due to allergies.
- Adults carry hot drinks carefully and in containers/trays that is least likely to spill or cause injury, through the play area(s) only when children are supervised away from the area. We ensure that hot drinks are placed outside the 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. Children are encouraged to drink water at times other than their snack time when practitioners are aware that the child may be in need of a drink. We try never to refuse a drink to a child who asks.
- A list is displayed of all the children who have allergies to food/drink or environmental issues. All staff running snack time know to check the list before they start to serve the snack. This prevents children having access to substances that could cause them harm. Parents are advised about foods such as nuts and shell fish not being suitable for lunch boxes. Children are supervised and watched so that children do not share food.
- Other food on offer to the children is food donated by parents for end of term parties and food provided by the Kindergarten at St Joseph's for cookery activities.
- All staff have received Safe Food Handling training.
- Incidents of Food Poisoning will be notified to Ofsted within 14 days.

Fire safety

- Fire doors in our control are clearly marked, never obstructed and easily opened from inside.
- Fire extinguishers and blankets are close to possible ignition/combustible sites.
- Each morning 3 fire wardens are assigned; one for each play space.
- In the event of an evacuation the details are displayed in all areas and drills are carried out each half term.
- All volunteers are made aware of the fire escape routes.
- The Kindergarten keeps records of fire drills and the school keeps records of the servicing of fire safety equipment.
- Should the premises need to be evacuated the School or the church will be our designated places of safety.
- St Joseph's Primary School have practiced evacuating their premises and have made us aware of their procedure. They have made arrangements with Rosebery School to be their place of safety and should there be need to evacuate Kindiejoes will join their leaving.
- We have an emergency mobile phone and lists of children's contact details in our evacuation "grab bag."

First aid and medication

Most members of staff are qualified First Aiders with training in children and infants.

Louise keeps a log of who has the qualification and when the renewal is due.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

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

When treating a child

- as a child is being treated for an injury the practitioner will enquire as to how the accident occurred and where. It is the practitioner's responsibility to ensure that the play area is checked and is safe for all children to continue to play. If she needs support she can ask the advice Louise, Caroline or Annabelle (Senior Management Team);
- if it is thought that a child requires medical intervention the practitioner will seek the advice of another practitioner and Louise will be told. The parent will be called and if the parent is not able to accompany the child to hospital a member of the staff team will. The member of staff will be dependent on the injury and the need of the child.
- It will not be possible for a member of staff to take a child to hospital in their own car. A child needing hospital treatment will have to be taken in an ambulance.

Our Accident Book:

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it;
- it allows space to record the name of the child, the adult reporting the accident, a description of the events, a body map showing the injury and is required to be signed by the carer. A copy is given to the carer and a copy kept in the child's file;
- if a child receives an injury to their head an attempt is made to call the carer prior to pick up and advice sheet prepared by Surrey county council is also given to the carer at pick up time; The child will be continually monitored throughout the session.
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted are informed if a child dies or is taken into hospital as a result of an incident whilst the child was in the care of the Kindergarten at St Joseph's.

The Health and Safety Executive Incident Contact Centre on 0845 300 9923 or completing their online form on www.hse.gov.uk/riddor are 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 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).

Administering Medicines

For children attending Morning only or afternoon only sessions, we only administer prescribed medications such as inhalers, antibiotics and epi-pens and then only once we have agreed that there are exceptional circumstances. If we have agreed, the medications are stored in their original containers, are clearly labelled and are inaccessible to the children. Parents are required to give prior written permission and complete a medication form which contains a log which the parent will be required to sign at the end of the session. The log details the time, dosage and staff administering the medicine.

If a child refuses to take the medicine the parent will be called and told and asked for further advice.

If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health professional.

For children staying for a full day session we may be requested to give the child a paracetamol medication. In this case it will be discussed with the parent and the medication given if thought appropriate. The medication form and log will need to be completed.

Sickness

Parents are requested to inform the Kindergarten if a child becomes ill and cannot attend the nursery. In order to protect other children, staff and volunteers from the spread of infection, we do not allow a child who is or has been vomiting, had diarrhoea or contracted an infectious disease to attend the nursery until he/she is free of symptoms. Parents are informed of the of the minimum exclusion period before returning their child to the nursery. Advice is taken from Public Health England through their publication Infection control in schools and childcare settings. This publication can viewed be through the following link. <https://www.gov.uk/government/publications/infection-control-in-schools-poster>; on our website amongst our policies and a hard copy is on display in our office.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

If a child becomes ill during a session at the Kindergarten the parents/carers are notified immediately and asked to collect their child. Parents/carers are required to ensure that they are in a position to have their child collected within 20 minutes of being advised of the need to do so. As far as possible a child awaiting collection is cared for separately from other children to prevent any possible contamination.

If we become aware of illnesses such as chickenpox a notice is placed in the window by both entrances and a note put in the week's newsletter. Other instances, such as headlice are common and do not cause illness but irritation, are also informed to carers in the same way. We try to ensure that children remain anonymous in such cases.

If a child arrives with an injury the carer will be asked for an explanation and a record may be made in the accident or incident book. It maybe necessary to require carers to cover any cuts or sores on children with an appropriate dressing before they arrive.

We collect information regarding children's allergies. Parents are made aware that it is their responsibility to keep us updated about changes. If a child requires special care we will request information from a medical practitioner about the intolerance/allergy and advice on how we can best support the child.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear.
- Adults do not remain in the building on their own or leave on their own after dark.
- The involvement of staff in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Statutory Requirements of the Early Years Foundation Stage, we keep records of:

- the means by which adults demonstrate their authority to collect children from the Kindergarten;
- 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 dates of attendance of children, staff, volunteers and visitors;
- accidents and incidents

Records are required to be retained for statutory times eg Children's records are required to be kept for a reasonable period after the child has left but recommended until the child reaches the age of 21, registers for 2 years, employment for 6 years after cessation of employment. We will take advise on retention periods.

Website and Addresses

Ofsted	Piccadilly Gate, Store Street, Manchester, M1 2WD	0300 123 1231	www.ofsted.gov.uk
HSE	Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG	0845 300 9923 (Monday to Friday 8.30am and 5pm)	www.hse.gov.uk/riddor
Surrey County Council LADO		0300 200 1006 / 0300 123 1650 Select option 4. Safeguarding Children Unit. Select option 3 LADO	LADO@surreycc.gov.uk

Legislation and References

Health and Safety at Work Act 1974

Riddor 1995

Childcare Act 2006

Early Years Foundation Stage 2016

Regulatory Reform (Fire Safety) Order 2005

Employment Law

UNCRC 1989

Surrey County Council Early Years and Childcare Service

NSPCC www.nspcc.org.uk