



Health and Safety Policy for Number One Pre-school

Last Updated: 17th December 2013

This policy will be reviewed at least every 12 months to ensure it is relevant in serving the interests of children their families/carers and our staff.

This policy will be reviewed on (or before): 17th December 2014



Statement of Intent

Number One Pre-school believes that the health and safety of our children is paramount. We make our setting a safe and healthy place for children parents/carers, staff and volunteers.

- We aim to make children, parents/carers 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.
- Our member of staff responsible for health and safety is **Julia Bone**.
 - She is competent to carry out these responsibilities.
 - She has carried out health and safety training and regularly updates her knowledge and understanding.

Insurance cover

We have public liability and employers' liability insurance. The certificate is displayed in the pre-school.

Awareness raising

- Our induction process for new staff, volunteers and students includes a clear explanation of health and safety issues so that all adults are able to adhere to our policies and procedures. This induction includes fire safety and evacuations, emergency exits and copies of risk assessments to read and sign.
- We provide an information pack to all new staff, students and volunteers that they must sign to say that they have read and understood the information given and that they will adhere to this at all times.
- As and when necessary, health and safety training is included in our annual training plans of staff and health and safety issues are discussed regularly.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines (for example, washing of hands after going to the toilet and before having snack, walking as opposed to running etc.).
- A list of daily safety checks are completed and are found in the record inside the red units by the pre-school door.
- The first aid kits are checked each week and are replenished as required.
- Bathrooms are checked frequently throughout the day.

Safety of adults

- Adults are reminded about safe storage, movement, lifting and erection of large pieces of equipment.
- Peter Hammond is the Trustee responsible for buildings and maintenance; any concerns regarding the safety of the building must be reported to him immediately.
- Peter Hammond's contact details can be found in the 'Community Centre communication book – maintenance' in the office along with contact details for approved tradesmen (e.g. plumber) who can be contacted when a maintenance issue needs to be dealt with immediately.
- Adults do not remain in the building on their own.
- All cleaning chemicals are kept in their original containers and are kept out of reach of children.



- We keep records of all adults' and children's allergies which are on file and also displayed above the snack trolley and in the bathroom.
- After 5pm at least two members of staff will take the rubbish to the bins.

Windows

- Our windows are above ground floor level and are secured so that children cannot climb through them.
- Our windows are double-glazed and covered with film to stop the glass from splintering if a window is broken.

Doors

- Staff are diligent in ensuring the doors are closed and locked during the pre-school's opening hours, even if the children are having outdoor play.
- Entrance doors into the pre-school have high handles and bolts out of the children's reach.
- The main entrance into the pre-school has a doorbell.

Floors

- All floor surfaces are checked daily and throughout the sessions to ensure they are clean and any spillages are either mopped or wiped up.
- Staff are aware of what cleaning chemicals are used in the pre-school room.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to children although it is situated in the pre-school room; it is always kept locked.
- Radiators, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient electrical sockets and extension cables to prevent overloading.
- The temperature of the hot water in the bathrooms is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- All electrical equipment is subject to PAT (portable appliance testing) inspections which are carried out by qualified electricians.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoors

- The public park area that we use for outdoor play has metal fencing all the way round and staff members are vigilant with regards to the gate.
- The park is checked on a daily basis for safety and cleared of rubbish before our children use it.
- Staff members ensure that the first aid bag and outdoor boxes are taken out along with other resources and equipment.



- All outdoor activities are supervised at all times.
- Walkie-talkies are used by staff when outdoors.
- Risk assessments are carried out before outings.

Hygiene:

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine at the end of the day, which includes cleaning the bathrooms and changing mat, the floor being swept and bins emptied.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings and everything gets a deep clean during the holiday periods.
- The toilet/bathroom area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - A. cleaning tables before and after snack and as when necessary;
 - B. cleaning toilets regularly, including a thorough clean at lunchtime and at the end of the day;
 - C. wearing protective clothing such as aprons and disposable gloves as appropriate;
 - D. providing sets of clean clothes;
 - E. providing tissues and wipes;
- Staff preparing snack hold a current food hygiene certificate.

Activities and Resources

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and development stages of the children currently attending our pre-school.
- The layout of the room and equipment allows adults and children to move safely and freely between activities.
- All pre-school equipment and furniture is regularly checked for cleanliness and safety and any dangerous items are either repaired or discarded. Any faulty equipment is removed from use and is repaired; if it cannot be repaired it is 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 and provided with sleep mats.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Large pieces of equipment are discarded with the approval of the whole staff team.

Procedures for dealing with incidents that are reportable

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

RIDDOR regulations impose a duty on all employers/self employed persons to report work related accidents, diseases and dangerous occurrences to the Health and Safety Executive or, as in the case of child care, to the local authority. Employers must ensure that all their staff are aware of the reporting procedures.



Reportable events include:

- deaths;
- major injuries;
- over three-day injuries (the injured employee is unable to work due to the injury for more than three days);
- injuries to members of the public – this includes children and parents – where they are taken to hospital;
- work related diseases (e.g. an outbreak of legionella); and
- dangerous occurrences – where no-one is injured, but someone could have been.

Actions to be taken by the Pre-school Manager in conjunction with the Board of Trustees:

- in the case of a reportable event, complete an incident and/or accident report immediately;
- arrange for any witness statements (from those who saw what happened) to be written and kept in a confidential file;
- telephone the Incident Contact Centre on **0845 300 9923** and report what happened (they will note down what is said and send a copy of the report to the pre-school) – the Incident Contact Centre acts as a single reporting point and will forward the report to the respective local authority;
- report what has happened to Ofsted and keep them updated (an injured party may also have contacted them to make a complaint, so it is important that all record keeping is kept up-to-date);
- the Board of Trustees will investigate any concern about staff behaviour or about failure of procedures brought to its attention via the witness statements and will draw a conclusion;
- from the conclusion a decision will be made of what action needs to be taken – e.g. disciplinary action of a member of staff, review of procedures, improved risk assessment etc.; and
- make an action plan and agree review date(s).

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1992)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)
- Electricity at Work Regulations (1989)
- Control of Substance Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992) (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- Health and Safety Law: What you Should Know (HSE 1999)
www.hse.gov.uk/pubns/law.pdf
- Health and Safety Regulation... a short Guide (HSE 2003)
www.hse.gov.uk/pubns/hsc13.pdf



- Electrical Safety and You (HSE 1998)
www.hse.gov.uk/pubns/indg231.pdf
- COSHH: A Brief Guide to the Regulations (HSE2005)
www.hse.gov.uk/pubns/indg136.pdf
- Manual Handling – Frequently Asked Questions (HSE)
www.hse.gov.uk/contact/faqs/manualhandling.htm

Signed: _____

Name: _____ **(Trustee)**

Date: _____

Signed: _____

Name: _____ **(Pre-school Manager)**

Date: _____

Version History			
Date written:	#:	Written/updated by:	Comment(s):
November 2012	v1	M Kerwin	New policy to be implemented by pre-school staff
December 2012	v2	M Kerwin	RIDDOR section added
December 2013	v3	L Langford	MDow changed to PHammond