

17. Health and Safety

Statement of intent

To develop and promote a strong health and safety culture within the Playschool for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Aim

Polesden Lacey Playschool aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and a safe early learning environment in which children learn and are cared for.

Practice

The Health and Safety Lead is Nicky Monroe. In their absence the Manager will assume this responsibility.

All employees have the responsibility to cooperate with the Health and Safety Lead and the Manager to achieve a healthy and safe environment and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see Disciplinary Policy).

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the Health and Safety Lead. Parent/guardians and visitors are requested to report any concerns they may have to the Manager. Daily contact, individual supervisions and termly staff meetings provide opportunities for consultation and discussion on health and safety matters.

General health and safety arrangements:

- All staff are responsible for general health and safety in the Playschool;
- Children are made aware of health and safety issues through discussions, planned activities and routines;
- Employees and visitors are permitted to consume hot drinks in flip top thermal cups;
- All outings away from the Playschool (however short) will include a prior risk assessment (see Outings Policy);
- We provide appropriate facilities for all children, employees, parent/guardians and visitors for their basic care needs, e.g. easy to access toilet area and fresh drinking water;
- Polesden Lacey Playschool has a clear accident and first aid policy. We review accident and incident records to identify any patterns/hazardous areas;
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the Playschool. This is to be shared with all employees, parent/guardians and visitors;
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes;
- We teach children to respect their bodies, how to look after themselves and how to move and play safely; and
- Parent/guardians are invited to contribute to any policy through the suggestion scheme, during informal discussion and completing parent/guardians questionnaires.

Risk assessment

Our Risk Assessment process includes:

- a daily check of equipment, rooms and outdoor spaces by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe/removed by this member of staff. If this cannot be achieved the Manager will be notified immediately;

- a termly inspection, carried out by the Health and Safety Lead using our termly risk assessment document. These are kept on file;
- the completion of annual risk assessments in accordance of our insurance policy;
- individual risk assessments for children with complex needs and disabilities; and
- developing an action plan which specifies the action required, time scales, person responsible and any funding required.

Insurance cover

- Polesden Lacey Playschool has Public Liability insurance and Employers' Liability insurance. The certificate is displayed on the Parent notice board.
- At the point of annual renewal, the Administrator will check that the level of insurance cover is adequate for the setting.

Training

- Our induction training for staff includes a clear explanation of health and safety issues so that they are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially hazardous substances.
- All employees will receive appropriate health and safety training/supervision which will include paediatric first aid, risk assessments, manual handling and fire safety.
- Health and safety issues are explained to the parent/guardians of new children so that they understand the part they play in the daily life of the Playschool.
- As necessary, health and safety training is discussed at supervisions and appraisals and all identified training in the setting is recorded in the Staff Development and Training Plan.

Children's safety – (also see Safeguarding and Child Protection Policy and Staff Deployment Policy)

- All employees will have an Enhanced DBS checks and endeavour to be on the DBS Update Service. Reviewed every 3 years if not on the Update Service.
- All children are supervised by adults at all times, adhering to EYFS staff ratios.
- Whenever children are on the premises at least two adults are present.
- All children are supervised by adults at all times and will always be in sight and hearing of an adult.

Security

- Systems are in place for the safe arrival and departure of children.
- The perimeter of the playschool is checked before children are allowed to play outside
- The arrival and departure times of staff members and visitors is recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff are stored away from the children during playschool hours. Staff are reminded not to bring valuable items to Playschool.

Building

- Low level windows are made from materials which prevent accidental breakage.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged prior to each day.

Kitchen/craft area

- Children do not have unsupervised access during cooking activities..
- All surfaces are clean and non-porous, routinely checked by staff.
- There are separate facilities for hand washing and for washing up.

- Cleaning materials and other dangerous materials are stored out of children's reach and in the toilet area.
- All sharp objects are stored safely.
- The refrigerator will be kept at a temperature of **below 5°C**
- Prepared food will be kept out of the refrigerator for the shortest time.
- Food will be kept refrigerated until ready to serve.
- The refrigerator temperature is checked daily and documented on the daily check list.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly. Annual Portable Appliance Testing (PAT) is also carried out on electrical items.
- Our boiler/electrical meter cupboard is located on the school premises and not accessible to the children.
- Electric wires and leads are properly guarded and the children are taught and reminded not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is centrally controlled to prevent scalds and monitored by the school caretaker.
- 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.
- Children are not to enter the storage cupboard or external sheds.
- Storage cupboard door is closed during session time and the light turned off to discourage children entering.
- All food is stored in clean, suitable containers, chilled food is kept in the fridge.
- All food placed in the freezer will be stored in an air-tight container or wrapped well in freezer bags or freezer wrap, dated and labelled.

Outdoor area

- Our outdoor area is securely fenced and checked for safety.
- Rubbish will be cleared from the outdoor area before it is used.
- Adults and children are alerted to the dangers of plants, berries and animal excrement.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- All outdoor equipment is checked for safety and broken items removed.
- We require parent/guardians to provide suitable outdoor clothing for their children, including, but not restricted to, coats, hats, sun hats and wellington boots. Where appropriate we will have a limited supply of these for use in an emergency.

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.
- We have a daily cleaning routine across the Playschool which includes the main room, kitchen area, toilets and nappy changing areas.
- We ensure that resources, equipment, dressing-up clothes and furnishings are cleaned on rotation.
- All rooms have easy access to warm running water, soap, anti-bacterial gel, anti-bacterial spray for cleaning purposes.
- We use colour coded cloths, mop and bucket for different cleaning requirements.

- The toilet areas are checked routinely throughout the day by staff to ensure they are clean and well stocked.
- Staff are required to wear appropriate Personal Protective Equipment (PPE) for the task; such as disposable aprons and gloves for all child intimate care procedures including cleaning up bodily fluids.
- Suitable hygienic nappy changing facilities are cleaned after each use.
- Our daily routines encourage the children to learn about personal hygiene.
- Tissue stations are available to children and adults. Children are encouraged to blow and wipe their noses and dispose of used tissues hygienically.
- Children are encouraged to shield their mouths when coughing.
- Spare laundered clothing is available in case of accidents. Soiled clothes are placed in individual nappy bags for parent/guardians to take home.

Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Playschool.
- 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.
- When children take part in cooking activities, they are supervised at all times, kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.
- Staff initiate conversations with children about the food they are eating each day, especially at mealtime.
- 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.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults use flip top thermal cups and place them out of reach of children.
- Snacks are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- Allergy chart is displayed on the side of cupboard door by the first aid kit in the kitchen area.
- We will notify Ofsted of any food poisoning affecting two or more cared for children.

Outings and visits

- A risk assessment is carried out before an outing or visit takes place.
- Parent/guardians receive written details of the outing; including when, how, who, what, why, where.
- Parent/guardians will give their signed consent before visits i.e. greengrocers, post box.
- Staff will also discuss the outing with parent/guardians beforehand to address any worries they may have and ensure they are fully aware of the purpose and learning intention of the outing.
- Our adult to child ratio is increased for outings and visits.
- We meet the statutory requirements for paediatric first aid.

- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A number of fully charged and operational mobile phones with different network coverage will be taken on the outing. In addition, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children will be carried in a specific rucksack.

Fire safety (see Fire Safety and Emergency Evacuation Policy)

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire fighting equipment 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 clearly displayed, explained to new members of staff and parent/guardians and practiced regularly.
- Records are kept of fire drills.
- The servicing of fire safety equipment is the responsibility of the school.

Accidents and Incidents (see Accident and Incident Policy)

First aid kits:

- We meet the statutory requirements for paediatric first aid.
- Our first aid kits comply with the Health and Safety (First Aid) Regulations 1981 are regularly checked and restocked as necessary

Accident/incident/injury books:

- Are kept safely and are accessible.
- Contain one accident, incident or injury per page to promote confidentiality.
- Are explained at induction, shown where they are kept and how to complete them.
- Are shared with parent/guardians at collection, they are asked to sign to confirm they understand the circumstances leading up to the actual accident/incident and the treatment given.
- Are reviewed at least termly to identify any potential or actual hazards.

Ofsted is notified of any serious accident, injury or the death of a child or adult by the Manager as soon as soon as possible. The Manager will refer to the Ofsted Early Years Compliance Handbook for a list of notifiable injuries.

Children's medication (see Administering Medicines Policy)

Sickness (see Illness Policy)

- Polesden Lacey Playschool's policy for the exclusion of ill or infectious children is discussed with parent/guardians and is based on guidance from the Health Protection Agency.
- This includes procedures for contacting parent/guardians or other authorised adults if a child becomes ill at Playschool. A list of common illnesses and their exclusion periods is displayed in the children's cloakroom for reference purposes. For information the exclusion period in the case of sickness and diarrhoea is 48 hours after the last occurrence of the illness.
- If a child becomes unwell at Playschool, the parent/guardians will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.
- Surrey and Sussex Health Protection Team is notified of multiple infectious diseases which are included on the Gov.uk Health Protection Infectious Diseases list.
- Advice will be sought from the relevant bodies regarding informing the other families at the Playschool.

Safety of adults

- Staff are given manual handling training as part of their induction.
- Maintenance staff will undertake tasks at heights, moving extremely heavy items, constructing large resources and equipment.
- Staff sickness is monitored and reviewed for themes and patterns.
- Staff accidents are recorded. When appropriate, the records are reviewed to identify any issues which need to be addressed.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- The Playschool will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, employees, parent/guardians and visitors are safe in relation to any chemicals we may use on the premises.
- All cleaning equipment and supplies are stored safely and out of reach of children.
- Polesden Lacey Playschool keeps safety data sheets of all our stored cleaning products in the COSHH folder.

Smoking, drugs and alcohol.

- Polesden Lacey Playschool is a non-smoking or vaping environment.
- Visitors to the building and staff are asked not to smoke or vape on the school premises, and we would encourage smokers to move away from the perimeter of the school.
- The welfare of the children is of paramount importance to the Playschool, and as such the use of drugs and alcohol at the Playschool premises is not allowed.
- Any staff member who reports for work and is believed to be under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action.

Policy Review

As part of Polesden Lacey Playschool monitoring of health and safety this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25