

Health and safety policy

See also **Health and Safety policy statement**

Statement of intent

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

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.

Methods

Overall responsibility for health and safety is that of First Steps Management Team.

Day to day responsibility in performing daily checks is delegated to Lou Mawditt or in her absence the named second.

The following people have responsibility for specific areas-

Becky Russell – co-ordination of risk assessments

Louise Mawditt - Staff, volunteer and student inductions

- **New equipment**

Becky Russell - COSHH file

The member of staff responsible for health and safety is **Becky Russell**. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the corridor.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- A risk score is given to the hazard
- The action(s) needed to reduce the hazard and the risk score as a result of mitigation.

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

- daily before the session begins;
- termly - when a full risk assessment is carried out.
- Risk Assessment may be completed when needed eg. for a piece of new equipment of new activity.

Insurance cover

We have public liability insurance and employers' liability insurance which is displayed in the Sunflower Room.

Awareness raising

- Our induction training for staff, volunteers and students 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 and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff, volunteers and students are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to all the parents of new children (parent brochure) so that they understand the part played by these issues in the daily life of the setting. Parents are asked to sign to say they have read and understood the information relating to safeguarding.
- 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 & vaping policy.
- Children are made aware of health and safety issues through discussions, plays, planned activities and routines.

Children's safety

- We ensure all staff employed have a DBS check and other checks to verify their identity such as Right to Work Checks.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- Volunteers and students receive a full induction and are constantly supervised. A risk assessment is performed before a student placement.
- Children's toilets are for the use of children. However, staff will also be in the area for intimate care and may use the children's toilets themselves usually while children are in another area eg at snack time or lunch time. No staff will use the toilet while a child is present and will lock the door of the toilet they are using. A separate toilet is available for staff use at the front of the building. A sign on the children's toilet area shows the area is for staff and children only.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals after 9am and departures before the end of the session 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 kept in out of reach of children during sessions. Mobile phones are kept in the kitchen porch.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Cords for blinds are hung up out of children's reach.

Doors

- 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. Any issues are reported to CBT.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach (locked cupboard). Appropriate COSHH sheets are kept for cleaning products (in the files by the Information board). Training has been given for the use of products.
- Fridge temperatures are taken every session and recorded.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly (annual PAT test)
- Our boiler/electrical switchgear/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 from 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.
- We have an outside area code between staff to alert other staff to a problem.
- 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 have any relevant information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. The building is subject to inspections by an Environmental Health Inspector.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a 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 - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes.
 - Using appropriate hand washing detergent/soap and cleaners for surfaces.

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 setting.
- 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. We have check lists to record cleaning and any broken/discarded items.
- 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 who prepare and handle food receive appropriate training - and comply with - food safety and hygiene regulations.

- All food and drink is stored appropriately.
- 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 (inside and outside).
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting. If the planned visit is not covered by existing consent, separate consent will be sought.
- Parents always sign consent forms before major outings.
- Pre-school held medication (inhalers etc) are to be taken on outings (emergency numbers, mobile phone, first aid box).
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio meets minimum requirements.
- Named children are assigned to individual staff to ensure each child is individually supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in a risk assessment stating:
 - the date and item of outing and where applicable -
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Missing child

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the Nominated Individual who comes down to the setting as soon as possible.

The investigation

- The management committee and/or Nominated individual carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The insurance company is informed.

Animals

- Animals visiting the setting are required to be free from disease and safe to be with children, and do not pose a health risk. Children with known allergies are considered before contact with animals.
- Children wash their hands after contact with animals.

- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.
- A risk assessment may be carried out.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire fighting 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; Pre-school notice board
 - explained to new members of staff and volunteers; and
 - practised regularly at least once every half term.
- Records are kept of fire drills and the servicing of fire safety equipment (fire extinguishers and smoke alarms). Full fire risk assessments are undertaken.

First aid and medication

At least one member of staff with current first aid training 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; and
- is kept out of the reach of children.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident books:

- are kept safely and accessibly;
- all staff and volunteers know where they are kept and how to complete them; and
- are reviewed at least half termly to identify any potential or actual hazards.

Reportable Incidents:

Ofsted is notified of any serious injury, or the death of a child or adult via a portal;

- the death of a child
- where a person's suitability to look after children might be affected, including:
 - involvement with social services or the police
 - something significant affecting their health
- events that might affect the smooth running of the childcare, such as a fire or flooding at the premises

- serious accidents, injuries or illnesses to a child, including confirmed cases of COVID-19 (coronavirus)
- food poisoning affecting 2 or more children
- allegations of harm or abuse

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

The following injuries/accidents are reportable to Ofsted:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness
- any confirmed cases of coronavirus (COVID-19) in staff or children
- penetrating injury to the child’s eye
- chemical or hot metal burn to the child’s eye
- from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
 - a harmful substance
 - a biological agent
 - a toxin
 - an infected material

<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

Certain incidents will also be reportable to the local authority.

Dealing with incidents

Minor incidents are recorded in the **incident books** (at the back of individual accident books).

Staff, volunteer and student accidents are recorded in the named accident book.

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 Health and Safety Executive:

Deaths, specified injuries, over 7 days incapacitation of a worker, non-fatal accidents to non-workers; specified occupational diseases, dangerous occurrences and gas incidents

Reports are made by the ‘responsible person’ who is Paul Wilkinson.

- Any dangerous occurrence or death is also recorded in our Critical Incident Book. See below.

Our Critical Incident Book

- We keep a critical incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.
- See also Intruder policy and risk assessment.

Administration of medication

- Children taking medication must be well enough to attend the setting.
- Children's drugs 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. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by 2 members of staff (one who gives the medication and one who checks quantity etc). Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

See Administration of Medicines Policy

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 while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. We follow current guidance about the length of time children and adults should remain at home following sickness and/or diarrhoea.
- Children with headlice are not excluded but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Ofsted is notified of any infectious diseases that 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.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed. Staff with sickness, diarrhoea or who have an infectious illness should not be at pre-school.
- Staff are given training in the use of the fire equipment (fire extinguisher).
- Staff use a separate lockable cloakroom for their personal belongings.
- A separate toilet (disabled) is available.
- A risk assessment is undertaken relating to staff safety including lone working. This is also covered in staff inductions and can be raised at staff supervision.
- Intruder risk assessment also considers staff safety.

Linked policies – Safeguarding, Intruder, Staff Sickness

Records

In line with statutory frameworks for Early Years, we keep records of (this list is not exhaustive):

Adults

- names and addresses of all staff on the premises, including temporary staff and volunteers who work with the children or who have substantial access to them;
- names and addresses of all members of the management committee;

- all records relating to the staff member's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- Names of any one not authorised to collect the child (child protection /custody reasons) that is made known to us
- Names of adults with parental responsibility (as named on the child's birth certificate)
- 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 and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- incidents.

Health and safety

- Risk assessments.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.

Health/Medicines

- Administration of medication.
- Prior parental consent to administer medicine, sun cream and insect bite cream.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident records.
- Sick children.
- No smoking.

GDPR

Records are held in line with the regulations of the GDPR (2018). Privacy Notices are issued to parents and published on the website and includes third party sharing. The member of staff responsible for GDPR compliance at First Steps is Becky Russell.

See First Steps Privacy Notice for Parents/Carers, First Steps Privacy Notice for Employees.