

ST JAMES' CHURCH PRESCHOOL - HEALTH AND SAFETY POLICY

Statement of Intent

St. James' Church Preschool 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.

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 - deciding which areas need attention and developing an action plan.

We maintain lists of health and safety issues, which are checked daily before the session begins, weekly or annually - when a full risk assessment is carried out.

Insurance cover

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

Awareness raising

Our induction training for staff covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances. 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

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.

Adults do not normally supervise children on their own.

All children are supervised by adults at all times and whenever children are on the premises at least two adults must be present.

Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the register.

The arrival and departure times of visitors are recorded on our 'Visitor Record Sheet' on the wall by the main door. Staff and helpers present are recorded in the register.

We have a doorbell which rings in the Preschool room which is answered by a member of staff to prevent unauthorised access.

Our systems prevent children from leaving our premises unnoticed. At least one member of staff stands by the door to the Preschool room at the beginning and end of the session whilst the door is open (to let parents in and out) so that any child leaving the room would be spotted. At the end of the session a member of staff also stands by the main exit to ensure that children are accompanied by an adult with authority to collect the child and another member of staff collects name cards from the children as they leave.

The Preschool internal door remains shut at all times except when children are accompanied by staff to the meeting room to watch the television or to use our second toilet. The main front door remains closed at all times during the sessions.

Windows

Low level windows are made from materials that prevent accidental breakage or are made safe.

Doors

We take precautions to prevent children's fingers from being trapped in doors. When children are accompanied from the room the door is clipped open or a doorstop is used.

Children are also discouraged from opening or shutting cupboard doors themselves to prevent accidents.

Floors

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

Kitchen

Children do not have unsupervised access to the kitchen.

All surfaces are clean and non-porous.

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/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

Electric sockets, wires and leads are properly guarded and the children are taught not to touch them or the radiators.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds and radiators have a safety dial to prevent them being turned up to too high a temperature.

Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials to which children have access are stored safely to prevent them accidentally falling or collapsing.

Outdoor area

Our outdoor area is securely fenced with a gate in case of needing to exit in an emergency.

The gate has a bolt at the top out of children's reach and another at the bottom to prevent intruders gaining access.

Our outdoor area is checked for safety and cleared of rubbish before it is used and outdoor activities are supervised at all times.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Hygiene

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 and toilets.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

The toilet area has a high standard of hygiene including handwashing and drying facilities.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking toilets regularly;
- wearing protective clothing - such as disposable gloves - when appropriate;
- providing sets of clean clothes;

- providing tissues, disposable handtowels and wipes.
- using nappy bins for the collection of nappies/pull-ups
- ensuring that children wash their hands after using the toilet

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. Physical play is constantly supervised.

All indoor and outdoor 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.

Children are taught to handle and store tools safely.

Children who fall asleep are checked regularly and never left alone in the room.

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 understand - and comply with - food safety and hygiene regulations.

At least one member of staff has an up-to-date Food and Hygiene certificate and ensures that information is passed on to the rest of the staff.

All food and drink is stored appropriately. Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.

A jug of fresh water and plastic cups are kept in the Preschool room to ensure that fresh drinking water is available to the children at all times.

A food/drink allergy list is kept in the Preschool room and children's allergies are also recorded on their name cards which are used at snack-times.

Animals

Animals visiting the setting are free from disease, are safe to be with children and do not pose a health risk.

Our setting's pet guinea pigs are free from disease, safe to be with children and do not pose a health risk. They are given medication monthly for protection against mites and have regular

check-ups with a vet.

Children are taught how to stroke our pet guinea pigs correctly and are always supervised when touching or handling animals.

Children wash their hands after contact with animals.

Fire safety

Fire doors are clearly marked, never obstructed and easily opened from inside.

Smoke detectors/alarms and 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 by the exit door from the Preschool room;
- explained to new members of staff, volunteers and parent helpers;
- practised at least once every six weeks.

Records are kept of fire drills (in the register) and the servicing of fire safety equipment.

First aid and Medical Emergencies

All permanent staff except one have up-to-date First Aid training. This ensures that 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:

- is checked weekly 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 sign and date a consent form 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 efforts are being made by staff to contact parents.

Medication

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to children.

Parents give prior written consent for the administration of medication in our 'Medications Record' with details of how much, how often and any other important information.

When staff administer medication, the dosage and the time is recorded in our Medications Record book which parents then sign to acknowledge this information.

All staff (except one member of our supply staff) have received training on the use of Epipens.

Our accident book

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

Ofsted is notified of any injury occurring during Preschool opening hours requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

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:

- any accident to a member of staff requiring treatment by a general practitioner or hospital;
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Any dangerous occurrence is recorded in our Incident Book.

Information for reporting the to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

Our Incident Book

We keep an incident book for recording incidents including those that 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 event 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 the 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 is followed.

The incident book is not for recording issues of concern involving a child - these are recorded in a separate confidential incident book.

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 whilst at 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.

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.

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.

The Health Protection Agency is notified if there are 5 or more cases of the same illness - they then give us advice or send us information leaflets for parents if applicable.

At the present time, one member of staff has received training from the HPA on how to prevent the spread of infection within settings. This information was passed on to all permanent staff and notes were kept for future reference.

Our registration documents given to parents when their child gains a place at our setting have been updated (April 2008) to include more details of health conditions and allergies.

Protection from the sun

We ask all parents to supply their child with sunhats and to apply sunscreen before coming to Preschool when the weather is hot/sunny.

We do not, however, exclude children from outside activities if these are not provided - staff apply sunscreen provided by the parent or use Preschool's own when necessary. (Parents are informed that we will do this.) We have spare sunhats which can be used if a child does not bring their own. We have a gazebo in the garden to provide extra shade.

Children are encouraged to stay in the shade when the sun is very strong and staff use their discretion as to how long to permit them to stay out in extreme temperatures.

Missing Child

In the unlikely event of a child going missing from the setting we have procedures in place which will be followed.

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.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed regularly to identify any issues that need to be addressed.

Records

In accordance with the EYFS Statutory Framework, we also keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- names and addresses of the owners or of all members of the management committee,
- all records relating to the staff'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,
- 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, for photos to be taken for use within Preschool and for children to be observed by the specialist teaching service.

In addition, the following procedures and documentation in relation to health and safety are in place: ,

- Fire safety procedures.
- Missing child procedures

- Operational procedures for outings

Updated 07.06.08 JC