

ASHENGROUND COMMUNITY PRESCHOOL



Telephone: 07591 309509

E-mail: ashengroundspreschool@gmail.com

Website: www.ashengroundpreschool.org

Southdown Close
Haywards Heath
West Sussex
RH16 4JR

Health and Safety Policy

Statement:

Ashenground Community Preschool believe that the health and safety of children is of paramount importance. We make our preschool 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.

Safety:

The Centre Manager has overall responsibility for ensuring that this policy is implemented. On the days that she is not in the Centre Office the responsibility rests with the Pre-school Manager Eva Sims. However, final responsibility for the safety of the building rests with the Centre Board of Trustees.

It is the responsibility of all adults in the group to ensure the working environment is safe and to identify and report any hazards that could lead to injury or damage. Identified safety hazards should be removed or dealt with immediately.

Risk assessments will be completed daily.

The outside play area must be checked for hazards daily.

- Staff should inform the Preschool Manager of any lack of safety equipment immediately.
- All water activities are closely supervised at all times.
- Hazardous indoor and outdoor plants will not be kept on the premises.
- Cleaning products must be kept out of children's reach.
- When cleaning, all walkways must be kept clear and all cleaning materials e.g. Mops, buckets, etc. must not be left unattended.
- Gas, electrical and other appliances, and fittings conform to safety requirements and do not pose a hazard to children
- A competent person must check all equipment.
- In the interest of safety, staff should consider the suitability of clothing and footwear
- Staff and children should not wear looped pierced earrings that could be caught on clothing or equipment.
- Clothing and footwear should also be suitable for climbing and active pursuits.

- A member of staff should accompany all visitors or parents from the premises and ensure doors are securely fastened. If anyone is staying in the setting he/she will be asked to sign the visitor's book.
- The manager is responsible for taking the register at the beginning of every session and at the end of the session.
- Children are not allowed in the kitchen unsupervised.
- Unless we have been notified children are not allowed home with anyone other than the parent/carer.
- Safety mats to be used when appropriate.
- All entrances and exits to be kept clear.
- Children to be supervised at all times, both inside and out, ensuring that there is sufficient cover in all areas. This may require higher than required adult/child ratio to ensure safety. Staff should accompany children to the toilet and if appropriate be aware of children using the toilet independently.
- Signed permission must be obtained from the parent/carer if children are taken off the premises and a ratio of 1 adult to 2 children will be maintained. Letters regarding outings will be sent out separately. Transport will comply with legislation and insurance requirements.
- Hot drinks must be always kept out of children's reach and in thermos mugs with lids.
- When setting up and clearing away equipment, staff should work together and never lift heavy furniture alone. Every care should be taken that staff lift correctly to minimise back strain. Staff should never stand on chairs or tables to access high boards/ surfaces.

Health:

- Children will be taught basic hygiene rules and hands will be washed before eating/cooking activities and after using the toilet. Adults will lead by example.
- Premises, toys and equipment to be washed and checked regularly.
- Plastic gloves and aprons are supplied and will be worn by staff when cleaning wounds, changing nappies and also when dealing with blood and bodily wastes.
- Soiled nappies will be sealed in a bag and disposed of
- Soiled clothing will be placed in a bag and secured, ready to take home.
- The first aid box must be complete and comply with registration requirements.
- Staff should check regularly and advise the Manager if any items need replacing

Parents will be notified, or will notify the Pre-School, of any infections. A notice will be placed on the door. Any serious illness will be notified immediately, and appropriate action taken. We will notify OFSTED of any children or staff contracting any communicable diseases as defined by the Health Protection Agency. We will only administer prescribed medication and written permission must be obtained from the parents/carers to do so. Medicines to be clearly labelled by the parents and be kept in the preschool staff cupboard. Written records to be kept and parents to counter sign these. Staff must be trained to administer certain medication, and this must comply with insurance regulations. Any cuts, on child or staff, to be covered to avoid infection. Staff must inform the Preschool Manager of any changes in their personal health which could ultimately affect their ability to manage the children in their care. They will then take guidance from OFSTED.

2 Written by: Eva Sims Checked by: Susan Neatherway September 2021
Date next review due: Continuously

- The first aid box and accident / incident book is to be kept in the preschool cupboard.
- All accidents to be entered in by a staff member and signed by the person collecting the child. The name of any child who comes in with significant existing injuries is also to be entered and details of the injuries explained and signed by the parent.

95% of staff (of which one is always present) hold a full Paediatric first aid certificate.

Any child with spots, sickness, diarrhoea or conjunctivitis should be isolated and parents contacted to collect the child who should not attend the group again until they have been clear of symptoms for 48 hours. Please refer to our Sickness Policy. For Covid-19 please see our covid-19 policy and our Risk Assessment.

We realise that some people amongst us may knowingly or unknowingly carry viruses. To prevent any risk of spreading infection all agreed precautions will be taken by all staff, students and other helpers. Support will be given to anyone who asks for it. Confidentiality will be maintained.

Method:

The member of staff responsible for health and safety is the Preschool Manager Eva Sims. Eva Sims and all staff will undertake Health and Safety training to regularly update their knowledge and understanding. When Eva Sims is absent from the setting, Sue Neatherway the Centre Manager will act as Health and Safety Officer. Eva Sims will display the necessary health and safety poster in the kitchen.

Eva Sims or Sue Neatherway will feed back to the Ashenground Management Committee any health and safety issues/concerns as they arise to enable the committee to deal with these as soon as possible.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the preschool.

We maintain a daily list of health and safety issues which are completed as follows:

- Daily before the children arrive.
- Continually throughout the session, the week and the term.
- All the staff working closely with the children, have been DBS checked with an enhanced disclosure from the Disclosure and Barring Service and are registered with OFSTED.
- All children are supervised by adults at all times, adhering to staff ratios.
- Whenever children are on the premises at least two adults are present.
- We have a policy specifically for child protection.
- The Centre Manager Sue Neatherway will oversee the necessary DBS checks and the Preschool Manager/Child Protection Officer Eva Sims oversees Child Protection.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adults, 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 securely stored during pre-school sessions in the Preschool office.
- Arrival and departure of children is recorded.
- All internal doors and the side gate are locked during the session time.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous. They are checked daily by staff.
- There are separate facilities for hand washing, food preparation and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach, in a locked cupboard.
- When children take part in cooking activities, they are supervised at all times, kept away from the main kitchen and all the cooking facilities. Sharp objects are stored safely in the kitchen, in a locked cupboard. Children are kept away from hot water and do not have unsupervised access to any electrical equipment.

Storage

- All resources and materials which children can select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. The Manager Eva Sims and all the staff present during session times oversee tidiness of the cupboards in an orderly way.
- Children are not permitted to enter the storage area.
- The storage cupboard door is closed during session times.
- All food is stored in clean, suitable containers, chilled food is kept in the fridge in the main Centre Kitchen and the fridge temperature is regularly checked and documented on the internal checklist.

Outdoor area

- Is securely fenced
- Our outdoor area is checked for safety and cleared of dangerous objects/rubbish before it is used.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

- All our floor surface is checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

Electrical/Gas Equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switch gear/meter cupboard is not accessible to the children.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.

Hygiene

- We have regular inspections from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- We ensure that resources, equipment, dressing-up clothes and furnishings are cleaned when necessary.
- The toilet area has a high standard of hygiene and is cleaned daily and throughout the session if required. We have hand washing and drying facilities and a separate bin for 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, helping children with appropriate disposal of tissues.
- Also see the Covid-19 risk assessment and Covid-19 policy.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager and the management team.

Activities

- Before purchase/donation of equipment and resources they are checked to ensure that they are safe for the ages and stages of the children currently attending the preschool. Extra provision is given to younger children playing with small toys to prevent choking.
- 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.

Food and Drink

- Staff who prepare and handle food are appropriately trained and understand 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. Consumption is confined to the kitchen or office areas when children are in setting.
- 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, upon request.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. The allergy chart is displayed in the inside of the kitchen cupboard and one in the staff office.

Safety of Adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)