Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment:

3.76 Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how 39 they are managing risks.

Health and Safety Policy

## **The aims of our Health and Safety policy are**:-

* To provide and maintain a safe and hygienic environment for adults and children
* To provide adequate control of health and safety risks
* To consult with employees on matters affecting their health and safety
* To provide and maintain safe equipment
* To provide information and instruction for employees and volunteers
* To ensure all employees and volunteers are competent to perform their tasks and give them

adequate training

* To prevent accidents
* To review and revise this policy as necessary at regular intervals

This policy was signed on behalf of the preschool – T Pattison (Preschool Manager)

### RESPONSIBILITES

1. Overall and final responsibility for health and safety rests with **Tori Pattison**

2.Day to day responsibility for ensuring this policy is put into practice rests with the supervisor on duty. A

risk assessment, indoors and outdoors must be carried out everyday before opening.

Supervisors:- **Tori Pattison, Lizzie Booth and Sarah Nevison**

3. All employees have to:-

* co-operate with supervisors on health and safety matters
* not interfere with anything to safeguard their health and safety
* take reasonable care of their own health and safety
* report all health and safety concerns to **Tori Pattison**
* report damage to premises, furniture, toys and equipment to **Tori Pattison**

#### HEALTH AND SAFETY RISKS

Risk assessment will be undertaken and any action required, implemented. Action taken will be monitored to check that risks have been removed and assessments will be reviewed annually or when work activity/environment change. Person responsible for implementation – **Tori Pattison**

##### **IDENTIFIED RISKS**

* Smoking is illegal on the premises and a “no smoking” notice is displayed on the entrance door
* All electric points to be adequately guarded
* Care to be taken when lifting equipment and children – manual handling leaflet given to all staff and opportunities to attend training courses
* Storage of equipment – equipment must be stacked neatly in storeroom and shed to ensure safety. Step ladder provided to reach high shelves. Children not allowed inside shed or storeroom.
* Medications to be stored on high shelf of store room and cleaning materials in secure kitchen cupboard
* Hand bags to be kept in store room
* Hot drinks to remain in kitchen area
* Care must be taken with entrance door to prevent trapping of fingers, fingerguards are fitted to the hinged side of the door. The entrance door must remain locked except during outdoor play.
* Gates in perimeter fence must be secured with child proof clip at all times – staff to check before outdoor play. The entrance gate to be padlocked at 9.00 a.m. and only opened at child collection times.
* Kitchen gate and store room door must be kept securely closed at all times. No children are allowed in these areas.
* Register to be marked with arrival and departure time of children and adults. Visitors to be given a badge and arrival/ departure time and purpose of their visit to be recorded on the appropriate page and to sign in with Whitkirk Primary School.
* An adult must be on duty outdoors at all times and at the door and gate during departure of children
* Children being collected by person other than parent/carer must be entered on the appropriate form. Persons under the age of 16 must not collect children
* Care should be taken when using the hob/oven – oven gloves are provided
* Disposal of bodily fluids – surgical gloves and plastic aprons are provided and must always be worn
* Cleaning toilets – protective gloves must always be worn
* Dressing up clothes are allowed outside but no long, floaty dressing up clothes or scarves must be worn on bikes, climbing frame or sandpit. E.g. Jackets, tabards and hats are acceptable. Shoes to be worn at all times although staff can use their discretion on hot days.
* Water – supervised visits to the school pond will have a ratio of 1 member of staff to 3 children. The water tray

will be supervised at all times and emptied promptly after use.

* Hazardous plants – visits to the school grounds and adjacent field will be closely supervised. Staff are aware of potentially dangerous plants

### SAFE EQUIPMENT

## Regular routine checks of all equipment will be carried out by employees to ensure that it has not

## become worn or damaged

## Dressing up clothes, dolls clothing will be washed on a regular basis

## Sand will be replaced as necessary

## Playdough will be changed on a weekly basis

## Table toys and construction equipment will be washed on a regular basis

* The outdoor play area should be checked for sharp objects etc. before play commences

All employees are responsible for reporting faulty or damaged equipment to **Tori Pattison** who will ensure maintenance is implemented

Damage to the building fabric should be reported to **Tori Pattison** who will notify the School Superintendent

Electrical equipment will be inspected every two years by a qualified electrician to ensure it is safe to use.

### INFORMATION AND INSTRUCTION

## All employees will be consulted and given a copy of this policy

New members of staff will receive a copy of this policy as part of their induction training.

A copy of this policy will be displayed in reception for the benefit of volunteers and visitors

Copies of our Employers Liability and Public Liability insurance certificates are displayed on the parent’s notice board.

Appropriate training with regard to manual handling is available through the Pre-school Learning Alliance.

Working practices will be revised for pregnant employees/volunteers e.g. Lifting/moving equipment.

Health & Safety Law and Manual Handling Posters displayed in staff kitchen area.

Health & Safety Act 1974, 2008

Health and safety advice and leaflets are available from **Tori Pattison**

**MONITORING**

**Tori Pattison** is responsible for monitoring the accident book to ascertain areas of risk and prevent re occurrence

**Tori Pattison** is responsible for monitoring and reviewing this policy on an annual basis.

###### **ACCIDENTS**

* A fully stocked first aid box is located in the store cupboard (on the left)
* All accidents are to be recorded by the person dealing with the incident on the child’s individual accident report form and signed by the parent/carer.

* Parents/carers should be notified of any accident when collecting their child and asked to sign the appropriate page.
* Accidents involving bumps to the head should have the appropriate completed slip to ensure parents are aware of any symptoms of concussion.
* In the event of an accident or illness, where medical assistance is required, the first aider will instruct a member of staff to telephone for a doctor or ambulance, as appropriate, and also inform the child’s parent or adult’s next of kin. Request paramedic ambulance in the event of a heart attack
* If the parent or next of kin has not arrived at school, the first aider will nominate a member of staff to accompany patient in the ambulance.
* Serious accident, illness, injury to, or death of any child whilst in pre-school care and the action taken, must be reported to Social Services, Ofsted and the Health and Safety Executive within 14 days of the incident – **Supervisor**  to be responsible.

**A list of nominated first aiders who have completed paediatric training is displayed on the staff and parent’s notice boards**

### EMERGENCY EVACUATION PROCEDURE – in the event of fire, flood, gas leak etc.

* Children will be escorted from the premises by the nearest exit in accordance with the fire drill procedure used by **Whitkirk Primary School** and assembled at a safe distance.
* Fire drills to be held each half term
* Escape routes to be kept free from obstruction
* Copies of fire drill procedure are displayed on the notice boards in reception and kitchen.
* **Whitkirk Primary School** are responsible for maintenance of fire extinguishers and testing of fire alarm
* If it is not safe to return to the school classroom, children will be escorted to a safe place and parents/carers notified by telephone