



Health and Safety Policy

A unique child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

Statement

The Village Pre-school operates from Walthamstow Cricket, Tennis and Squash Club, 48a Greenway Avenue, E17 3QN.

They have responsibility for the following: Gas Safety, Fixed Electrical Safety, Asbestos Management, Water maintenance and Fire Safety including maintenance of firefighting equipment and alarms.

The Village Pre-school E17 is responsible for Chemical Safety (COSHH), Portable Appliance Testing (PAT) and Fire Risk Assessments.

All building repairs are referred to Walthamstow Cricket Club for maintenance and we have their assurance that they use suitably qualified personnel with due diligence. This includes all day to day reactive repairs and any planned larger programmed repairs. This excludes any repairs arising from damage caused by the Village Pre-school during their hours of use.

Our pre-school believes that the health and safety of children is of paramount importance and we ensure that our pre-school is a safe and healthy place for all children, parents, staff and volunteers.

We aim to make children, parents/carers 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.

Method

The named members of staff for health and safety are Sue Oudit and Dziuginta Mayache. They must be competent to carry out these responsibilities.

He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding.

We display the necessary health and safety poster in the lobby.

Risk assessment

Our risk assessment process includes:

Checking for hazards and risks indoors and outside, and in our activities and procedures.

Our assessments cover adults and children;

Deciding which areas need attention; and

Developing an action plan if necessary, which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

- daily before the session begins;
- weekly; and
- annually- when a full risk assessment is carried out and reviewed termly

Insurance Cover

We have public liability insurance and employers' liability insurance.

The certificate is displayed in the lobby and upstairs office.

Awareness raising

Our induction training for staff and volunteers 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 and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents/carers of new children during the induction process, for example, the importance of keeping the main door locked, so that they understand the part they play in the daily life of the pre-school.

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 do not permit smoking in the building.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

Only persons who have been checked for criminal records by an enhanced disclosure from the DBS and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

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 are present.

Accessibility

We ensure that access to the building for all users is possible in line with our Equalities and Diversity policy and that the disabled toilet is free from obstruction. We have due regard for the Equality Act 2010 and strive to ensure that the building and facilities plus our pre-school activities are available for all, i.e. staff, parents/carers and children.

Security

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded, with a note made of all late arrivals so that any patterns can be assessed.

This allows the pre-school to keep a record of the times that children are on the premises.

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 securely stored during pre-school sessions.

Windows

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

Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

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

Floors/Paths

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

Paths are cleared regularly to prevent slips, trips and falls and gritted where possible in inclement weather.

Kitchen

Children do not have unsupervised access to the kitchen.

All surfaces are clean and non-porous.

There are separate facilities for hand-washing and for washing up.

Cleaning materials and other dangerous materials are stored out of children's reach.
(see COSHH below)

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.

COSHH (Control of Substances Harmful to Health)

The pre-school keeps an inventory of the cleaning/activity products it uses as well as the relevant safety data sheets in the Health and Safety folder.

The Village Pre-school does not use products that contain bleach or hazardous chemicals and all cleaning products are kept away from children in the kitchen or in high cupboards in the hall. The Cricket Club has cleaning materials stored in the kitchen but children never have access to the kitchen.

A risk assessment for using substances harmful to health is also kept in the Health and Safety folder and reviewed termly.

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.

Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

Storage heaters are checked daily to make sure they are not covered.

There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds as far as possible.

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.

Outdoor area

Our outdoor area is secure and is checked for safety and cleared of rubbish before it is used.

Trees will be have an annual check by a tree surgeon or similar qualified body to see that they are safe and any branches prone to breaking off and causing harm will be removed.

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.

Building Works

In the event that Building works are planned to take place at the pre-school, a risk assessment and procedures will be drawn up to ensure the safety of children, parents/carers and staff from any hazards which may arise.

Asbestos

A management of asbestos plan is held in the Health and Safety folder. Staff will be informed of the presence of asbestos in the building and a 6 monthly check will be made on its condition. Procedures as laid out in the Asbestos Management plan will be carried out if there is a deterioration in the condition of the asbestos. Whilst asbestos surveys say that the risk from asbestos is low, there can be no guarantee that asbestos is not present, hence we endeavour to minimise risk. If any part of the building is

damaged, the Cricket Club would be alerted and children would be kept away from the area. The Cricket club ensure due diligence with repairs. It is very unlikely that we will be responsible for contractors in the building but we have a policy in place if the occasion should arise in the future, see procedure for the management of asbestos regarding contractors. In this instance, contractors will be referred to both the Asbestos Management Survey and Asbestos Refurbishment and Demolition survey for the Asbestos registers of the building.

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.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the pre-school which includes hall, kitchen, lounge, 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.

Water Safety - Water risk assessments are to be conducted on a regular basis every 2 years or sooner depending on report recommendations or whether there has been any change to the water system. If recommendations are made, a risk assessment is drawn up with an action plan to make the system safe and guard against Legionella or any other bacteria harmful to health. Risk assessments should be reviewed annually. Taps to be run at start of term for 5 mins to flush pipes through. Taps with TMVs will have temperature tested monthly.

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 pre-school.

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.

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 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. Children have a named water bottle that is always available to them. These are cleaned thoroughly after every session.

We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Records are kept of what snack was offered to children as well as the ingredients contained within food offered at snack time.

Outings and visits

We have agreed procedures for the safe conduct of outings.

Procedures to be followed on outings are contained within our operational plan.

A risk assessment is carried out before an outing takes place.

Parents always sign consent forms before major outings.

Our adult to child ratio is high, normally one adult to two children.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

All children wear wristbands with the pre-school name and telephone number, but not their names.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the Standards set by the Early Years Foundation Stage.

Animals

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

Fire safety

Fire doors are clearly marked and should not be obstructed. They should be easily opened from inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. Emergency lighting is checked as part of our daily health and Safety list and if the red light is on it is working. The club undertakes to service it regularly as part of their insurance agreement and provide us with their documentation.

Our emergency evacuation procedures are approved by the Fire Warden (Kelly Girling) and are:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and
- practised regularly at least twice every term.

Records are kept of fire drills and the servicing of fire safety equipment.

A fire risk assessment is kept in the Health and Safety folder and reviewed termly to ensure no new risks have arisen.

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) 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 pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

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 requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent/carer, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 local office of the Health and Safety Executive:

any accident to a member of staff requiring treatment by a General Practitioner or hospital; and

any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

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

Parents/carers give prior written permission for the administration of medication.

The administration is recorded accurately and parents/carers sign the record book to acknowledge the administration of a medicine every time it is administered.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents/carers.

This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

Ofsted and the Health Protection Unit are notified of any infectious diseases which 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 they are provided with safe equipment to do so.

All warning signs are clear and in appropriate languages.

Adults do not remain in the building on their own or leave on their own after dark.

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

Records

In accordance with the Standards set by the Early Years Foundation Stage, we keep records of:

- adults authorised to collect children from pre-school;
- 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
- incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

- Risk assessment.
- Record of visitors.
- Fire safety procedures including emergency evacuation procedure and Fire Warden certificate
- Fire safety records and certificates.
- Operational procedures for outings.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.

- Accident record.
- Sick children.
- No smoking.

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992