



Ladybirds Pre-School



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

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

Health and Safety Policy

Statement of intent and aim:

Here at Ladybirds Pre-School we believe that the health and safety of children and adults is of paramount importance. We make our pre-school a safe and healthy place for all children, staff, and visitors.

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.

Health and safety officer: **Hayley Coles**

Ladybirds Pre-School complies with requirements of health and safety legislation, including fire safety and hygiene requirements. Reasonable steps are taken to ensure the safety of all children and adults on the premises.

Risk Assessment

Ladybirds Pre-School determines potential hazards to children or adults by drawing up a risk assessment in relation to specific issues:

- Checking for hazards and risks inside and outside as well as in our activities and procedures.
- Deciding which areas need attention.
- Developing an action plan, which specifies the actions required and a timescale for the action.

We maintain lists of health and safety issues which are regularly checked by reviewing our risk assessments:

- Daily – when a risk assessment is carried out.
- Annually – when a full risk assessment is carried out.
- Continually – throughout each session.



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The aim of our risk assessment is to ensure we assess, pre-empt and understand any risks to the safety of adults and children.

All staff are informed and asked to read each time a risk assessment is produced and changed. Staff sign to say they have read and understood the risk assessment.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate is displayed in the main room of the setting.

Awareness Raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can 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 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 of new children so that they understand the part they play in daily life at preschool.
- As necessary, health and safety training are included in the annual training plans of staff and 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.

Windows, Doors and Floors

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from outside breakage or vandalism from people outside the building, as they are all inside fenced areas.
- We take precautions to prevent body parts being trapped in doors by following the risk assessment.
- All surfaces are checked daily to ensure they are clean and undamaged.



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Kitchen

- Children do not have access to the kitchen.
- All surfaces are cleaned after each use.
- Cleaning materials and other dangerous substances are stored in a locked cupboard.
- When children take part in a cooking activity, they:
 - Are supervised at all times
 - Are kept away from hot surfaces and hot water
 - Do not have access to electrical equipment

Electrical and Gas Equipment

- All electrical and gas equipment conforms to safety regulations and is checked regularly. All appliances will be checked regularly for loose wiring, faulty plugs, and any other damage before using them. Any faulty equipment will be removed and clearly labelled. Any faults will immediately be reported to the manager.
- Our boiler and meter cupboards are not accessible to the children.
- Heaters, electrical sockets, wires, and leads are properly guarded, and the children are taught not to touch them.
- Storage heaters are checked regularly throughout the day to make sure they are not covered.
- 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.
- All electrical items are PAT tested.

Storage

- All resources and materials which children select are stored safely and easily accessible.
- All equipment is stored in a way which will prevent them falling or collapsing.



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Outdoor Area

- Our outdoor area is securely fenced.
- It is safety checked and cleared of rubbish before use.
- 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.
- Our outdoor sandpit is covered when not in use.
- Outdoor activities are supervised at all times.

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 routine encourages the children to learn about personal hygiene.
- Hand washing is actively encouraged after using the toilet and before eating. Liquid soap and disposable hand towels are used.
- We have a daily cleaning routine for the preschool which includes playrooms, kitchen, story room, toilets and nappy changing area.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- Hygiene rules relating to bodily fluids are followed with particular care. Gloves and aprons are always worn when dealing with bodily fluids and broken skin will always be covered. Detergent and hot water will be used to clean spilled bodily fluids in the first instance and disinfectant as appropriate. Anything used to mop up bodily fluids will be double bagged prior and disposed of into the correct bin.
- Staff are aware of how infections such as HIV/AIDS can be transmitted.
- 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 disposable aprons and gloves
 - Providing sets on clean clothes as necessary
 - Providing tissues and wipes

Any shortfalls in hygiene standards will be reported to the management team.



Room Temperature

We ensure the preschool maintains a minimum temperature of 16°C inside the building during opening hours. Regrettably, due to the nature of the building, this may mean that during exceptionally cold weather we are obliged to close the pre-school temporarily.

Activities

- Before purchase or loan, equipment and resources are checked to ensure 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, any dangerous items are repaired or removed.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children to play in.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are not left unattended.
- Children learn about health, safety and personal hygiene through the activities we provide and routines we follow.

Fire Safety

- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate, high risk areas and are checked daily.
- Records are kept of fire drills and servicing of fire safety equipment.

No Smoking

Ladybirds preschool has a no smoking policy. There will be no smoking on the premises at any time, including when the children are not present. This includes the use of e-cigarettes.



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Alcohol

The consumption of alcohol outside of working hours is a personal and private matter. However, anyone who is working within the preschool – staff, student or volunteers – should be aware of the time it takes for alcohol to be processed through the body and ensure they are in a fit state to care for children during working hours. Practitioners must not be under the influence of alcohol during working hours. Breach of this condition will constitute gross misconduct and will result in immediate dismissal.

Drugs

The taking or possession of illegal substances during working hours constitute gross misconduct and will result in immediate dismissal.

If staff take medication which may affect their ability to care for children, they must seek medical advice. Medical advice must confirm that the medication is unlikely to impair the staff members ability to care for children for staff to be work directly with children.

First Aid and Medication

At least one member of staff with a current first aid certificate is always on the premises or on an outing.

Our first aid kit:

- Complies with Health and Safety Regulations
- Is regularly checked by a designated member of staff and restocked as necessary
- Is easily accessible to adults
- Is kept out of reach of children

Our accident folder:

- Is kept safely and accessible
- All staff and volunteers know where it is kept and how to complete it, ensuring the parents/carers sign and date the document
- Is reviewed half termly to identify any hazards
- All accident forms are explained to parents



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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, staff member, parent, volunteer or visitor is reported to the local office of Health and Safety Executive.

Safety to adults

- Adults are provided with guidance about the safe storage, movement and lifting of large pieces of equipment.
- Lifting must be avoided if it might cause injury. Appropriate aids will be provided to ensure safe moving of equipment.
- Uniform tops are provided to all staff, bottoms are to be appropriate for working with children, causing no restriction and must not cause a trip hazard. Staff must wear appropriate shoes; flip flops are not to be worn when working with the children.

COSHH (Control of Substances Hazardous to Health)

- A list of hazardous substances that are used on the premises will be kept in the health and safety folder.
- All hazardous substances will have a risk assessment in place that states where products should be kept and what to do if they come into contact with skin, eyes, etc.
- All substances will be stored safely, locked away and out of reach of children.
- Hazardous substances will be used with care, gloves and aprons are to be worn whilst using substances.

Emergency Closing Procedure

- There may be occasions when Ladybirds preschool has no alternative but to affect an emergency closure, examples of this may include, staff illness, infectious diseases or a failure in the heating, water or power supply.
- Should closure be necessary after the session has started, we will contact the first person on the Emergency Contact Form, if the first contact is not available, other contacts will be contacted.
- Should we have sufficient notice of an emergency closure, we will endeavour to telephone parents as soon as possible.
- The decision to close the preschool rests with the preschool manager.



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Records

In accordance with the statutory guidance for the Early Years Foundation Stage, we keep, obtain and share information (with parents, carers and other professionals working with a child, the police, Social Services and Ofsted as appropriate) to ensure the safe and efficient management of the setting and to ensure the needs of all the children are met.

Records kept include:

- Children's names, address and date of birth
- The names, addresses and telephone numbers of emergency contacts in case of accident or illness
- Adults authorised to collect children from preschool
- The allergies, dietary requirements, and illnesses of individual children
- Accidents
- Incidents

Ladybirds preschool enables a regular two-way flow system of information with parents, carers and between childcare providers if a child is attending more than one setting. Where requested or appropriate Ladybirds includes parents and carers comments into children's records.

Records are kept securely but accessible in the office.

Confidential information and records about staff and children are held securely in a locked cabinet and are only available to those who have a right or a professional need to see them.

Ladybirds preschool is aware of and adheres to the Data Protection act 1998 and the Freedom of Information act 2000.

Ladybirds preschool understands the need to protect children in our care as well as legal requirements that exist to ensure the information relating to a child is handled in a way that ensures confidentiality.

Parents/Carers will be given access to all records about their child, provided that no relevant exemptions apply.



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Other policies relating to Health and Safety can be found within the policy folder:

- Maintaining Children's Safety and Security on Premises Policy – 8.2
- Food and Drink policy and Food Hygiene – 6.6
- Supervision on outings and visits – 8.3
- Animals in the setting – 8.6
- Recording and reporting of accidents and incidents – 6.3
- Managing children who are sick, infectious or with allergies – 6.2
- First Aid policy – 3.3
- Fire Safety and Emergency Evacuation – 8.5
- Administering Medicine – 6.1
- Missing Children – 1.5
- Online Safety – 1.6
- Nappy Changing – 6.4
- Uncollected Child – 1.4

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26th November 2020 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee