

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

Here at Ladybirds preschool we believe that the health and safety of children and adults is of paramount importance. We make our preschool a safe and healthy place for children, parents, staff and volunteers by making children, parents and staff aware of health and safety issues, and by assessing and minimising the hazards and risks to enable the children thrive in a healthy and safe environment.

Health and Safety officer: **Hollie Openshaw**

Ladybirds preschool 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 in case of a fire or any other emergency evacuation. Ladybirds preschool has appropriate fire detection and control equipment which is checked to be in working order. Fire exits are clearly identifiable and clear from obstruction.

Risk assessment

Our risk assessment process covers adults and children. Ladybirds preschool determines potential hazards by drawing up a risk assessment in relation to specific issues by:

- Checking for and noting hazards and risks in the building, and in our activities and procedures.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.

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

- Daily- when the setting risk assessment check lists are completed.
- Annually- when a full risk assessment is carried out.

Risk is reviewed continuously throughout each session as appropriate.

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

All staff are informed and asked to read each time a risk assessment is produced and changed.

Insurance cover

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

Awareness raising

- Our induction training for staff and volunteers includes 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.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at staff meetings.

Children's safety (see Maintaining children's safety and security on the premises policy 8.2)

Security (see Maintaining children's safety and security policy on the premises policy 8.2)

Kitchen

- Children do not have access to our kitchen.
- Cleaning materials and other dangerous materials are stored away from children.
- When children take part in cooking activities, they are supervised at all times. An appropriate risk assessment is carried out for all cooking activities.

Electrical / gas equipment (all serviced and maintained)

- All electrical/gas equipment conforms to safety requirements. Appliances will be checked for loose wiring, faulty plugs, etc before using them. Any faulty equipment will be removed from use and clearly labelled as such. Faults will be reported immediately to management team immediately.
- Heaters, electric sockets and leads are properly guarded, and the children are taught not to touch them.
- All electrical items are PAT tested.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked to prevent them accidentally falling or collapsing.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- Hand washing is actively encouraged after using the toilet and before eating. Liquid soap and handtowels are used.
- We have a daily cleaning routine for the preschool which includes all areas of the preschool.
- We implement good hygiene practice by cleaning tables between activities; wearing protective clothing such as aprons and disposable gloves as appropriate; providing sets of clean clothes; providing tissues and wipes; using disposable hand towels.
- Hygiene rules related to bodily fluids are followed with particular care. Gloves and aprons will be worn when in contact with bodily fluids. Areas of broken skin will be covered at all times. 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 to disposal.
- Staff are aware of how infections including HIV/AIDS, can be transmitted.
- Any shortfalls in hygiene standards will be reported to the management team. Any accidents/incidents that occur due to lack of cleanliness will be investigated.

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 preschool.
- The layout of the 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. Any hazards are logged.
- 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 and safety and personal hygiene through the activities we provide and the routine we follow.

Food and drink/ Food hygiene

- This pre-school regards snack and meal times as an important part of the pre-school's session/day. Eating represents a social time for children and adults and helps to learn about healthy eating.
- We provide and/or serve food for children on the following basis, Snacks and Packed lunches. (See Food and drink policy and Food hygiene policy 6.6)

Outings and visits

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. (Where applicable: Our/My setting does not have direct access to outdoor provision on the premises and will need to take children out daily.) (We/I) ensure that there are procedures to keep children safe on outings, all staff and volunteers are aware of and follow the procedures as laid out in Supervision of children on outings and visits. (See Supervision on outings and visits policy **8.3**)

Animals

- Children learn about the natural world, it's animals and other living creatures, as part of their Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls. (See Animals in the setting policy **8.6**)

No smoking

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

Alcohol

- The consumption of alcohol outside of working hours is a personal and private matter. However, anyone who is working in the preschool- staff, students, or volunteers- should be aware of the processed time it takes for alcohol to be processed by 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, and breach of this condition will constitute gross misconduct and will result in immediate dismissal.

Drugs

- Illegal substances- the taking or possession of illegal substances during working hours constitute gross misconduct and will result in immediate dismissal.
- Medication - If staff are taking medication which may affect their ability to care for children, they must seek medical advice. Staff/volunteers will only be able to work directly with children if medical advice confirms that the medication is unlikely to impair the staff's ability to look after children properly.

Recording and reporting of accidents and incidents

- We follow the guidelines of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this. (See Recording and reporting of accidents and incidents 6.3)

Managing children who are sick Infectious or with Allergies

- We aim to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with allergenic trigger. (See Managing children who are sick, infectious, or with allergies 6.2)

First Aid

- We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children. (See First aid policy 3.3)

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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.
- All warning signs are clear.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which will be addressed.
- Uniform tops are provided to all staff. Bottoms must be appropriate for working with children, causing no restriction of movement or to be trip hazard. Staff must wear appropriate shoes, no flip flops are allowed to be worn by staff members when working with children.

COSHH (The Control of Substances Hazardous to Health Regulations)

- A list of hazardous or potentially hazardous substances that are used will be kept on the premises by the Health and Safety Officer. This record states what the risks are and what to do if they have contact with eyes, skin or are ingested.
- All hazardous substances will have a risk assessment in place.
- All substances which are included on the COSHH list, including bleach and general household chemicals, will be stored safely.
- All hazardous substances will be used with care, to avoid inhalation, ingestion and skin contact. Gloves and aprons will be worn as appropriate. All cleaning chemicals will be kept in their original containers.

Emergency closure procedure

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

Records

In accordance with the statutory guidance for the Early years foundation stage, we keep and 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 name, address and date of birth.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- 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 and or carers, and between providers if a child is attending more than one setting. Where requested or appropriate Ladybirds includes parents/ carers comments into children's records.

Records are kept accessible but securely in the preschool 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 2000

Ladybirds preschool understands the need to protect the children in our care as well as legal requirements that exist to ensure that 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.

In addition, the following policies and documents in relation to health and safety are in place;

- Risk assessment.
- Record of visitors.
- Fire safety and emergency evacuation (See policy 8.5)
- Administering Medicine (See policy 6.1)
- Permissions to give medication (See administration forms)
- Record of the administration of medicines. (See administration forms)
- Prior parental consent for emergency treatment.
- Accident record.
- Lone worker policy (See Lone worker policy)
- Missing children (See policy 1.5)
- Nappy changing (See policy 6.4)
- Online safety (See policy 1.6)
- Sickness absence policy and procedure (See Sickness and Absence policy)
- Sun care and cold weather policy (See Sun care and Cold Weather policy)
- Uncollected children (See policy 1.4)

Health and safety legislation to early years settings

The Health and Safety at Work Act 1974 (Great Britain)

Childcare Act 2006

Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Recording of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Food Hygiene (England) Regulations 2006

Statutory Framework for the Early Years Foundation Stage 2012 (England)

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