

**HEALTH AND SAFETY POLICY**

**Safety**

Branston Pre-School promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

**Food** - see Healthy Eating Policy

**Outdoor play** - children have the opportunity to play in the fresh air throughout the year.

**Illness** - see Illness/Sick child/First Aid policies.

**Information sources** - parents are given the opportunity to discuss health issues with Pre-School staff and are given access to the information available to Pre-School. Branston Pre-School gathers health information and advice from the local health authority information services and/or other health agencies.

**Personal hygiene**

The following good practices are to be observed:

Hands are washed after using the toilet and before snack.

Children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically. Children are encouraged to shield mouths when coughing.

Paper towels are used and disposed of appropriately. Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections can be transmitted. We provide tissues, wipes and paper towels. We provide beds for any child who wishes to have a rest.

**Cleaning and clearing**

Spills of blood, vomit or excrement are wiped up and flushed down the toilet. Rubber gloves are used when cleaning up spills of bodily fluids. Floors and other affected surfaces are disinfected. Spare laundered pants and other clothing are available in case of accidents. Polythene bags in which to wrap soiled garments are also available. All surfaces are cleaned regularly with an appropriate detergent. Tea towels and utensils are kept clean.

## **Safety**

The safety of young children is of paramount importance. To ensure the safety of both children and adults, Branston Pre-School ensures that:

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 relevant medical conditions of individual children; the times of attendance of children, staff, volunteers and visitors; any accidents/incidents. Termly safety monitoring includes checking the accident and incident book. A register of both adults and children is completed at the beginning of a session so that a complete record of all those present is available in an emergency. Whenever children are on the premises (inside or outside) appropriate ratios are respected. There is no smoking anywhere on the school site. The premises are checked before locking up at the end of the session. There is a phone for emergencies. A correctly stocked first aid box is available in each room at all times.

## **Risk Assessments**

We operate a stringent risk assessment process, which includes daily, weekly and termly checks. We also complete additional risk assessments on special events and outdoor trips. These assessments check for hazards and risks indoors and outdoors, in our activities and the procedures we follow. Our assessments cover both children and adults. The Pre-School manager and Committee Chairperson are notified immediately of any areas of concern. A record is made of any action required, who is to be responsible for carrying out the action, and the timescales involved. All staff are made aware of any risks identified to ensure that everyone's safety is protected in the interim period.

## **Floors**

All floor surfaces are checked daily to ensure they are clean and not uneven or damaged. Any spillages are cleared away immediately. Any wet floors are clearly marked with the correct signage to prevent accidents. The area is sectioned off to prevent the children gaining access.

## **Kitchen**

Children do not have unsupervised access to the kitchen. All surfaces are clean and non-porous. Cleaning materials and any other dangerous materials are stored safely out of children's reach. When children take part in cooking activities,

they are supervised at all times; are kept away from hot surfaces and hot water; do not have unsupervised access to electrical equipment. Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches. Adults do not walk about with hot drinks. We have a daily tick sheet to ensure all tasks are completed i.e. fridge temperature checked, properly cleaned etc. and the staff member must sign to say that these have been completed. Internal safety gates are used as necessary.

### **Electrical/gas equipment**

Equipment conforms to safety requirements and is checked regularly. Our boiler/electrical meter cupboard is not accessible to the children. Heaters, electrical sockets, wires and leads are properly guarded. Heaters are checked daily to make sure they are not covered. There are sufficient sockets to prevent overloading. 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. Any dangerous materials are stored safely away out of the children's reach.

### **Outdoor area**

Our outdoor area is securely fenced. Our outdoor area is checked for safety and cleared of rubbish before it is used. All outdoor equipment is checked for damage before use. All outdoor activities are supervised at all times.

### **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 Pre-School. The layout of play equipment allows adults and children to move safely and freely between activities. Large equipment is erected with care and checked regularly. All equipment is regularly checked for cleanliness and safety. Any damaged or dangerous items are repaired (if appropriate) or safely disposed of. 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 equipment safely. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Activities such as cooking, woodwork and energetic play receive close and constant supervision. During the summer term we advise children to attend with a sun hat and we require they attend having had sun cream already applied. If they do not have sun cream then they will be encouraged to play in the shade.

Dealing with Incidents - We meet our legal requirements for the safety of children, employees, parents, volunteers and visitors by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations.) We report to the Health and Safety Executive.

### **Insurance**

We have Public Liability Insurance and Employers' Liability Insurance. The certificate is displayed on the notice board in the foyer.