

MANEA PRESCHOOL

Health and safety policy

Manea Pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, staff, visitors 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.

Methods

This Early Years policy acknowledges that the overall responsibility for Health and Safety lies with the school. The Manager and staff are responsible for ensuring the daily risk assessments are completed and any issues, to be raised with the Head. The manager will undertake health and safety training and will regularly update his/her knowledge and understanding. We display the necessary health and safety poster in the cloakroom.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks inside and outside, and in our activities and procedures. Our assessment covers adults and children;
- Deciding which areas need attention
- Developing an action plan that 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.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the pre-school.

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.
- 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 so that they understand the part played by these issues in the daily life of the setting.

Approved June 2025

- 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 have a no smoking/vaping policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff/persons aged 16 or over, who are employed, have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service.
- Adults do not normally supervise children on their own except in exceptional circumstances.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present, and within sight or hearing of each other.
- Staff are expected to disclose any convictions, court orders etc. This is checked at supervisions and staff sign these to confirm there have been no changes.

Security

- Systems are in place for the safe arrival and departure of children. The children's arrival times are recorded, and if any children leave a session early or late this is also recorded. Visitors enter arrival and departure time on the school's visitor system.
- A daily log of staff and volunteers is completed.
- 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 sessions.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

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

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.
- 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.

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 where necessary and the children are taught not to touch them.
- All 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.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from 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 securely fenced.
- A daily risk assessment is carried out on outdoor areas.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- 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.

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 setting which includes play room, kitchen, rest area, toilets and nappy changing areas.
- We ensure that the cleaning of resources and equipment, dressing-up clothes and furnishings happens regularly.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- 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 tissues and wipes and cleaning equipment.

Activities

- Before purchase, donation or loan, equipment and resources are checked to ensure that 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 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.

- All hot drinks are kept in lidded mugs at all times.
- 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.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents/carers always sign consent forms before outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff or volunteers to ensure each child is adequately supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in the risk assessment stating:
    - the date and time of outing
    - the venue and mode of transport
    - names of staff assigned to named children
    - time of return
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a first aid pack and relevant medication. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety / Emergency evacuation

- Fire doors are clearly marked, never obstructed and easily opened from inside.

- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
    - clearly displayed in the premises;
    - explained to new members of staff, volunteers and parents/carers
    - practised regularly at least once every term, including whole school drills.
    - Practised on different days and at different times to ensure all children get a fire drill at least once a term.

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

First aid and medication

At least one member of staff with current first aid training 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
- is kept out of the reach of children.

At the time of admission to the setting, Parents/carers' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.

Please also see our Medication and illness policy.

Our accident book:

- is kept safely and accessible
- all staff and volunteers know where it is kept and how to complete it
- is reviewed termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor of a child, or the death of a child or adult at work.

When there is any injury requiring general practitioner or hospital treatment to a child, parent/carer, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Any serious accident, injury to, or death of a child while in the care of the setting must be reported to the Local child protection agencies and must act on the advice given by these agencies.

Dealing with incidents

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 Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

- We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
    - break in, burglary, theft of personal or the setting's property;
    - fire, flood, gas leak or electrical failure;
    - attack on member of staff or Parent/carer on the premises or nearby;
    - any racist incident involving a staff or family on the centre's premises;
    - death of a child.
    - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded following our safeguarding policy.

Illness

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children should not return to the setting until they are clear of the symptoms for 48 hours.

- Children with head lice are not excluded
- Parents/carers are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea should not be at work and do not handle food for at least 48hrs.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.
- Please also see our medication and illness policy.

HIV/AIDS/Hepatitis procedure.

- HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread, through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/sluicing clothing after changing.
- Soiled clothing is rinsed and either bagged for Parent/carers to collect or disposed of.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

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 or to change light bulbs 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 that need to be addressed.
- Any staff medication on the premises must be securely stored and out of reach for the children.

- Any staff must not be under the influence of any substance or alcohol, which could affect their ability to care for the children.

- The setting must ensure (by seeking medical advice) that any medication a member of staff is taking will not impair their ability to care for children in the setting.

Records

In accordance with the Welfare Requirements, we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;

- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- The ‘All About Me forms’ have the child’s details, including full name, date of birth, parent/carer responsibility

- names, addresses and telephone numbers of parents/carers and adults authorised to collect children from setting

- 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 medicine administration records

- consents for, administration of medication, emergency treatment

- incidents

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.

- Record of visitors.

- Fire safety procedures.

- Fire safety records and certificates.

- Operational procedures for outings.

Safeguarding and promoting children's welfare.

- Administration of medication.
- Prior parent/carer consent to administer medicine.
- Record of the administration of medicines.
- Prior parent/carer consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.,

Nappy Changing & changing of clothes

While changing a child's nappy/clothes, we ensure that:

- Other staff are informed.
- There is privacy for the child, whilst also safeguarding the child and adult.
- Changing mat available and used where a child needs to lay down to be changed.
- Disposable gloves and aprons are worn when needed.
- Changed when required and then indicated on our list whether wet/soiled.
- Parents/carers are to provide nappies and wipes.
- Please also see the intimate care policy.
- All children using nappies or pull ups have an individual care plan.
- Where a change of clothes takes place when there is not an intimate care policy this is also recorded on a take home slip indicating who has changed the child and the time, date and reason.