



Health and Safety

- **policy statement**

- Downside children 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, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. Downside have employed outside company to come and identify any risk. Health and safety audits are carried out annually for the safety of our children.

- Our risk assessment processes follow five steps:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

- **Procedures**

- Our risk assessment process covers adults and children and includes:
- checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis and reviewed every six months when a full risk assessment is carried out.

Hazards

- **Policy statement**
- This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.
- 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.
- **Our member of staff responsible for health and safety is: Tanya Head6**
- He/she is 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: **class room**
- **Insurance cover**
- We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in: **class room**
- **Procedures**
- **Raising Awareness:**
- 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 procedures as they 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 of new children so that they understand the part played by these issues in the daily life of the setting.
 - 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 operate a no smoking policy.
 - Children are made aware of health and safety issues through discussions, planned activities and routines.
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- **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 that need to be addressed.
 - We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
 - We keep all cleaning chemicals in their original containers.
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- **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 floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

- **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/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.
- 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.
- 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- 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(s), kitchen, rest area, 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;
 - cleaning toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes

- **Activities and resources**
 - 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 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 who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner.

Fire safety and emergency evacuation

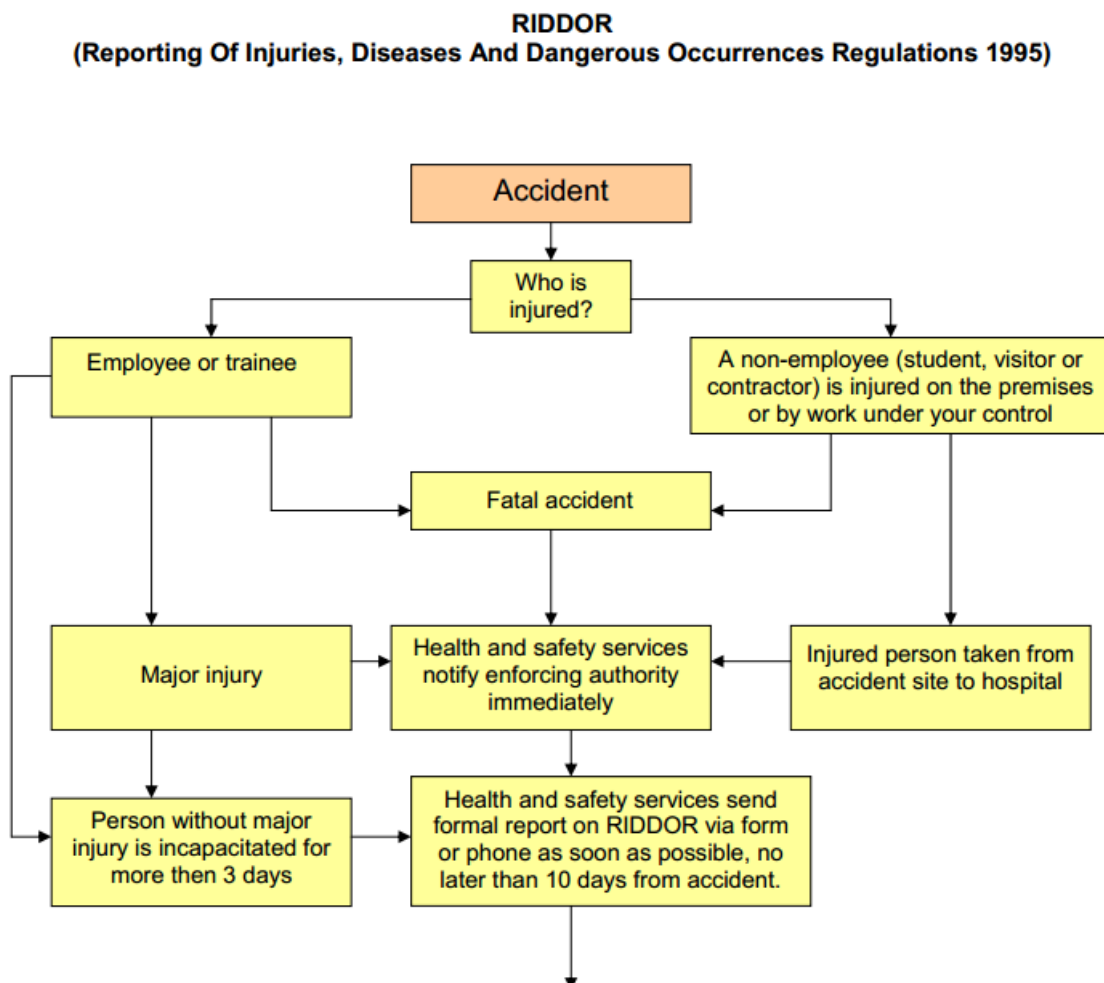
- **Procedures**
- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent in carrying out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the 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; and
 - Practised regularly at least once every six weeks.

- Records are kept of fire drills and the servicing of fire safety equipment.
- Emergency evacuation procedure
- Every setting is different and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:
 - How children are familiar with the sound of the fire alarm.
 - How the children staff and parents know where the fire exits are.
 - How children are led from the building to the assembly point.
 - How they will be accounted for and who by.
 - How long it takes to get the children out safely.
 - Who calls the emergency services and when in the event of a real fire.
 - How parents are contacted.
- The fire drill record book must contain:
 - Date and time of the drill.
 - How long it took.
 - Whether there were any problems that delayed evacuation.
 - Any further action taken to improve the drill procedure.

Recording and reporting of accidents and incidents

- **Policy statement**

- We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (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. Here is the flow chart for recording and reporting of accidents and incidents:



- **Procedures**

- Our accident book:
- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.

- When there is any injury requiring general practitioner or hospital treatment to a child, parent, 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.
- 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 have ready access to telephone numbers for emergency services, including local police. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
 - 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;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - 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 in the child's own file.
- Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.
- The Ofsted contact number is : **0300 123 1231**

This policy was adopted at a meeting of Downside Children's Pre-school held on _____

Signed on behalf of Downside Pre-school

by: _____



Fire Evacuation Procedure

Rahila, Salma, Katie, Tanya, Nazira and Neela = Gather all children calmly and leave by the nearest and safest exit.



DO NOT:

- Stop to collect any personal belongings
- Attempt to put the fire out yourself
- Re-enter the building until notified by the Fire Brigade that it is safe to do so

Salma and Tanya = Collect registers

Rakia = Phone emergency services, check all areas and shut all doors

Assembly Point:

If the fire is in the PRIMARY SCHOOL we need to go to the Pre-school playground. If the fire is in the PRE-SCHOOL we need to go to reception playground.



Safe House: Chaul End Children Centre