

11. Health and Safety Policy

| Version number | Dates produced & approved | Reason for production & revision | Author | Locations | Proposed next review date |
|----------------|---------------------------|---|-----------------------------|------------------------|---------------------------|
| V1.0 | Jan 2010 | First adopted | Cttee | Setting | |
| V2.0 | Jul 2012 | Updated for staff changes | Cttee | Setting | |
| V3.0 | Oct 2014 | Reviewed | S Huxley-Reynard | Dropbox.com Website | |
| V4.0 | Nov 2015 | Reviewed (ratified by Cttee Jan 2016) | H Fink | Dropbox.com Website | |
| V5.0 | Apr 2017 | Significant changes to comply with Ofsted and EYFS requirements | K Coupe & H Mansfield | Dropbox.com Website | |
| V6.0 | Sept 2018 | Update re use of mobile phones and deputy re safeguarding | K Coupe | Dropbox.com Website | 2020 |
| V7.0 | 29 Apr 2019 | Update re. staff use of mobile phones, Pre-school mobile phone & general update | K Coupe, J Dyer K Jones& | Dropbox.com Website | May 2020 |
| V8.0 | 4 Nov 2020 | Updated re. COVID-19 together with a change in H&S representative | P Momber | Dropbox.com Website | January 2022 |
| V9.0 | 25 Apr 2022 | Updated as follows: <ul style="list-style-type: none"> • information regarding the Setting's no smoking policy, in line with EYFS 2021; • of list of associated policies & procedures as per GSCP section 175/157 Safeguarding audit 2022 • change of H&S rep | K Coupe & D Burton | Dropbox.com Website | Apr 2024 |

Statement of Intent

North Nibley Pre-school believes that the health and safety (H&S) of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of H&S issues to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The Committee member responsible for H&S is **Darrell Burton**, who is competent to carry out these responsibilities. We display the necessary H&S poster in the North Nibley Village Hall.

This policy needs to be read in conjunction with the setting's latest Action Plan re COVID-19.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the parents' notice board.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of H&S issues so that all adults are able to adhere to the policies and procedures as they understand their shared responsibility for H&S. The induction training covers matters of employee well-being, including manual handling and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions (contained in New Employee Induction Pack), and new staff and volunteers are asked to ensure that their Pack is signed to confirm that they have received the induction.
- H&S issues are explained to the parents of new children during their initial visit and again at the child's settling in session so that they understand the part they play in the daily life of the Pre-school. Parents are directed to the website and a folder at the Pre-school for all policies and procedures associated with North Nibley Pre-school. They are reminded via the Committee newsletter of these on a termly basis.
- As necessary, H&S training is included in the annual training plans of staff and H&S is discussed regularly at staff and committee meetings.
- We have a no smoking policy. We comply with health and safety regulations and the Welfare Requirements of the Statutory Framework for the Early Foundation Stage (EYFS) in making our setting a no-smoking environment - both indoor and outdoor. Thus enabling us to satisfy our "Duty of Care" requirements¹.
 - No one is permitted to smoke at any time on the Village Hall premises or in the outdoor area, including the car park during pre-school session times and/or during their hours of work.
 - Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues, and ensure that their hands are washed before caring for any child
 - The term "smoking" includes tobacco cigarettes, pipes, e-cigarettes and vaping (this list is not exhaustive).
- Children are made aware of H&S issues through discussions, planned activities and routines.
- Emergency evacuation drills are carried out every six weeks. These drills are logged in a red book and in the register.
- A book is available at each session for the reporting of any accident/incident.
- Children only leave the pre-school with authorised adults over the age of 18 years of age.
- A member of staff carries out a risk assessment daily and initials the H&S check list to show tasks have been performed/checked
- The layout and space ratios allow children and adults to move safely and freely between activities.
- A register of both adults (including visitors) and children is completed, documenting arrival and departure times to ensure there is an accurate record of attendance in the pre-school, which is vital for emergency evacuation.

¹ As per para 3.80 of the Statutory Framework for the Early Foundation Stage (EYFS)

Safety of staff and volunteers

- The appropriate child to adult ratio recommended by the National Standards for Childcare is applied at all times.
- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosures and Barring Service (DBS) and are registered with Ofsted as child carers, have unsupervised access to the children, including helping them with toileting and nappy changing.
- All children are supervised by adults at all times.
- Whenever children are on the premises, at least two adults are present.
- Photographs are only taken of the children when permission is expressly obtained.
- All staff mobile telephones are switched off and kept in personal bags and placed in the meeting room throughout the session, if the meeting room is in use then the bags will be placed in the kitchen. Mobile phones are strictly not permitted in working time. A breach of this directive will be taken very seriously. The Pre-school landline is the only point of contact that parents/carers have during session time.
- When the staff and children go out for walks locally, the Play Leader will take the Pre-school's mobile phone with them in case of emergencies. At all other times this mobile phone is kept switched off and locked away, being checked once a week (during term times) for messages.
- Staff and volunteers are trained to recognise child protection issues and child abuse. They know the legal position and recognise their responsibility to refer to social services. Our designated officer who oversees this work is **Elaine Roberts**, her deputy is **Rebecca Powell**. Our Safeguarding and Child Protection Policy covers this issue in more detail.

Security (door policy)

- A system is in place for the safe arrival and departure of children. It is the Playleader/Deputy's responsibility to stand at the front door when children are arriving and departing the session to ensure that children arrive and leave safely. When all children have arrived the front door is locked and kept locked at all times.
- If the Playleader is absent, then the Deputy Playleader is nominated to stand on the door. This is recorded daily in a document kept by the front door. Parents are reminded of this policy in newsletters on a termly basis.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded. Staff are aware of the risks posed by visitors. All regular visitors will be DBS checked or checked by the vetting and barring procedure.
- Visitors are only invited to enter the pre-school in specific circumstances such as a work experience, maintaining the ratios with a parent volunteer, helping with an activity or settling in a child.
- Visitors/volunteers are never left alone with a child/children.
- 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 pre-school sessions.

Doors and windows

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

- Windows are kept locked at all times except the small top windows which are out of the children's reach.
- Fire doors are never obstructed.
- The main entrance is locked with a key at adult height. The glass door enables viewing visitors before the door is opened.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- No loose rugs or slippery coverings are placed on the floor. All mats are non-slip and non-trip.
- Any spills are mopped up immediately.

Kitchen²

- Children do not have access to the kitchen. The bottom section of the kitchen door is kept shut at all times to prevent children entering. The top part of the door is always pushed fully back against the wall to prevent children knocking their heads on it. The staff gently explain to the children on a regular basis that they must not go into the kitchen.
- All surfaces are clean and non-porous.
- The kitchen is clean and checked daily.
- There are separate facilities for hand-washing, for washing up and for after going to the toilet.
- Cleaning materials and other dangerous materials are stored out of children's reach as are knives and tools. These cupboards are labelled accordingly. The kitchen is checked daily on arrival to ensure such items have not been left out.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.
- Staff are only permitted to drink hot drinks inside the kitchen and do not bring them into the hall.

Safety of adults

- Staff and volunteers are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment and the movement and lifting of children when required. All staff have completed manual handling training (online course).
- When staff need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- Whenever children are within the pre-school setting, at least two members of staff must be present and hold the appropriate qualifications as per the EYFS. Adult to child ratios must be adhered to at all times.
- All warning signs are clear and in appropriate languages. (Languages not provided will be sought and used if/when needed).

² See also No 10 Food and drink procedure

- Before and after preschool opening hours there may be times when staff are required to set up/pack away on their own. Staff are to ensure that the external doors are locked when they are working on their own during these times. Mobiles are permitted to be on carried with staff during these times, in case of emergency.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- All medication and a correctly stocked first aid box are stored out of children's reach in original containers and in recommended conditions. This box is checked every six weeks.

Working at heights/use of ladders

- Two staff attended manual handling training in January 2016 and cascaded knowledge to other members of staff.
- Staff are taught not to overreach and not to overload. Heavy items are not stored at height and staff will work in pairs to pass items if necessary and to ensure stability.
- A loft ladder is used to gain access to the roof space storage.
- A step ladder is used in the storage cupboard to access high shelves. Low risk and short duration. The step ladder and floor are ensured to be level and stable.

Manual handling

- North Nibley Pre-school complies with manual handling regulations 1992, amended 2002.
- Staff are encouraged to look at ways of avoiding or reducing the risk of manual handling such as using lifting aids like trolleys or ensuring loads are small and placed at appropriate height.
- Staff are familiar with good manual handling techniques such as keeping loads close to the waist, avoiding twisting and working in pairs.
- Staff are encouraged to be aware of their own and other limitations in manual handling.
- All staff have completed an online manual handling course.
- Members of the pre-school committee liaise with staff to create specific risk assessments for any staff members who are pregnant, have back problems or for particularly heavy or awkward loads.

Display screen equipment

- Staff increasingly are using tablets to record children's progress. Usage is regularly reviewed to assess whether staff need any further equipment (ie. keyboard/mouse/desk).
- Children use the tablets for very short periods of time and are always supervised.

Control of Substances Hazardous to Health (COSHH)

- All substances use by staff to maintain a clean environment during the day are household cleaners and are kept out of children's reach, stored in a high or locked cupboard.
- North Nibley Village Hall is professionally cleaned when North Nibley Pre-school is closed, and any items used are stored in a locked cupboard.
- All cleaning chemicals are kept in their original containers.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly. Portable appliances are PAT tested (portable appliance testing) every two years by a qualified electrician.
- Our boiler/electrical switchgear/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. The circuit board is in a cupboard which is kept locked.
- Frost heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading. All sockets are covered with plastic safety plugs when not in use.
- The temperature of the hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards (British Standards European Norm), 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 Village Hall Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly, at least once every six weeks.
- Records are kept of fire drills – in a red book and noted on the register. The servicing of fire safety equipment (eg. fire extinguishers and smoke detectors) is recorded and held by North Nibley Village Hall.
- **Elaine Roberts** is the nominated Fire Marshall responsible for taking the register and checking all the children and staff have exited the building in the event of a fire. She will check every room in the hall if it is safe for her to do so. Rebecca Clare will assume these duties in Elaine's absence.
- The staff are only to use the fire extinguisher when they cannot exit the building without putting out the fire. Only staff who have been trained to use the fire extinguisher may do this. Their priority is to evacuate the building safely.
- All portable electrical equipment is PAT tested every 2 years by a qualified electrician (routinely week commencing 3 November).
- Fire detection and alarm maintenance records are kept by the North Nibley Village Hall Committee and the pre-school request copies for our own records.

Toilet safety

- Children are supervised when using the toilet area, as per the preschool risk assessment
- Nappy changes are carried out as per the preschool risk assessment

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.
- North Nibley Village Hall employs a cleaner for its premises. Pre-school staff have a daily (sessional) cleaning routine for the pre-school which includes the play area, kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources, toys and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Nappies are removed from the building for disposal.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - staff accompany the children to ensure they wash their hands after using the toilet and before eating, using running water and soap and individual paper towels;
 - wearing protective clothing – such as aprons and disposable gloves – as appropriate;
 - providing sets of clean clothes to replace soiled ones;
 - providing tissues and/or wipes; and
 - ensuring sole use of flannels, paper towels and towels when necessary.

Human waste disposal

- All human waste is disposed of appropriately. Body fluids and anything which comes into contact with body fluids are double wrapped in plastic bags and put in the appropriate bins. All bins are sealed so that they are inaccessible to children and emptied daily.
- When disposing of such waste we put on disposable gloves and aprons which are also double wrapped in plastic bags and disposed of in the appropriate bin.
- Any surface that the waste has been in contact with is thoroughly cleaned using anti-bacterial cleaning fluid and cloths are disposed of in the above manner.
- If body fluid is on clothes the child is taken to a private area, the soiled clothes are removed and the child is washed with wipes or mild soap and warm water. The child is dressed in clean clothes. We ensure that the floor or surfaces where the child was changed is thoroughly cleaned by wiping up fluids, disinfecting and drying the area. The soiled clothes are rinsed in hot running water before being double wrapped for the parent to take home and wash.
- Regarding concerns over HIV and AIDS virus and hepatitis, extra vigilance is taken and all cuts and open wounds are covered with plasters. Good hygiene practice always takes place regardless of such concerns with gloves and aprons put on for protection and all waste disposed of appropriately.

Activities and resources³

The toys and equipment at North Nibley Pre-school provide opportunities for children, with help from staff and volunteers, to develop new skills and concepts in the course of their play and exploration. The equipment provided:

- Is appropriate for the age and stage of the children. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- All equipment/resources/activities conform to all relevant safety regulations, are cleaned regularly and are risk assessed when used. Any faulty equipment is removed from use and is repaired (if cost effective). If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the Committee.
- 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 pre-school.
- The layout of play equipment allows adults and children to move safely and freely between activities. Activities are kept to specific areas (eg. tables, play mats or set areas).
- All materials – including paint and glue – are non-toxic.
- Sand is clean and suitable for children's play. The sand is changed every week when in use. The children are taught not to throw sand or put it in their mouths.
- Physical play is constantly supervised.
- No uncontrolled running is allowed.
- No climbing on the tables, chairs or equipment is allowed.
- 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.
- Hands are washed after gardening or handling wildlife and the children are taught not to put anything in their mouths.
- The bath used for water play is only filled up to a maximum of 5 inches.

Outdoor area

- Our outdoor area is securely fenced and the gates are locked/secured when the play area is in use.
- Our outdoor area is checked for safety and cleared of rubbish and animal waste before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form in a pool on equipment, it is emptied before children start playing outside.
- When outdoors, the sand pit is covered when not in use.
- Safety is discussed with the children before using the outside area, including trip hazards, children are taught not to stand in front of the swings when they are in use and not to climb up the slide.
- All outdoor activities are supervised at all times. An adult is stationed at the climbing frame and swings during outside play sessions. The adult to child ratios are maintained at all times.

³ See also No 9 Equipment and resources procedure

Animals

- Animals or creatures brought in by visitors to show the children are the responsibility of the owner.
- Animals visiting North Nibley Pre-school are free from disease, safe to be with children and do not pose a health risk.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.

Legal Framework

- Health & Safety at Work Act (1974)
- Management of Health & Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH 2002)
- Manual Handling Operations Regulations (1992) (as amended 2002)
- Health & Safety (Display Screen Equipment) Regulations (1992)
- Statutory Framework for Early Years Foundation Stage (2017)

Further Guidance

- Health & Safety Law: What you should know (HSE Revised 2009)
- Health & Safety Regulation ... A short Guide (HSE 2003)
- Electrical Safety & You: A Brief Guide (HSE 2012)
- Working with substances hazardous to health : What you need to know about COSHH (HSE Revised 2009)
- Getting to grips with manual handling – frequently asked questions. A short guide (HSE 2011)

Associated policies and procedures

- No 4: Safeguarding children and child protection
- No 9 Equipment and resources procedure
- No 10: Food and drink procedure
- No 47: Evacuation procedure