**Health & Safety Policy**

**Statement of Intent**

The Buckland Beehive believe that the health and safety of children is of paramount importance. We ensure our setting is a safe and healthy place for children, parents, staff and volunteers.

**Aim**

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.

**Risk Assessment**

Our risk assessment process includes:

* checking for hazards and risks indoors and outside. Also within our activities and procedures. Our assessment covers both adults and children at our preschool.
* deciding which areas may need attention.
* Putting into place an action plan that specifies what action is required, the timescales given for this, the person whom is responsible for the action and the cost implications.

We maintain lists of health and safety issues, which are checked by the Manager Jane Beard.

* daily before the session begins
* termly - when a full risk assessment is carried out.

**Insurance Cover**

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the notice board.

**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 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 our preschool. Our Policy Folder is on the front desk at all times and all policies are on our website.
* Health and safety training is included in the annual training plans for staff. At every staff meeting we also have the opportunity to discuss any issues arising with health and safety. Including manual handling (Health & Safety at Work Act 1974)
* Our No Smoking Policy must be adhered too as we are in a public building, also smoking is not probated within the grounds of the building at any time.
* Children are made aware of health and safety issues through discussion, group or single planned activities and daily routines i.e. Washing hands before eating

**Children's Safety**

* We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service (DBS).
* Only people who have been checked and cleared of any criminal record, and are registered with Ofsted have unsupervised access to the children within our care and are able to assist with any toiletry requirements.
* Visitors will not to be left with any children on their own, a member of staff will accompany them at all times.
* Whenever children are on the premises three members of staff will be present.

**Suitability of Premises:**

**Security**

* At the start of a session a member of staff will remain by the entrance door at all times to ensure that no child can exit the building unsupervised.
* After 15 minutes given for arrival all the external doors are locked and a key placed on a hook out of any children’s reach and within the sight of the staff.
* The arrival and departure times of children, adults, staff, volunteers and visitors are recorded.
* The personal possessions of staff and volunteers are stored during sessions within the preschool storeroom which has a lockable door.

**Outdoor area**

* When the children have access to the gardens a gate lock and fencing is used to ensure they can’t leave the grounds. The back garden is kept enclosed by a gate lock and a padlocked gate to ensure the children are kept safe and no member of the public can access the grounds during our sessions.
* 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
* Outdoor activities are supervised at all times.

**Windows**

* Any windows within our premises are up high and out of reach of the children and may be opened during the warmer months.

**Doors/Floors**

* We take precautions to prevent children's fingers from being trapped in doors, as during our sessions the internal main doors are kept open and latched back to stop them from closing.
* Any other doors are kept closed as the children don’t have access to these areas.
* Floors, surfaces are checked daily within our health and safety daily inspections to ensure they are clean and not uneven or damaged. Toys or resources left out for the children are monitored to prevent any slipping or tripping hazards.
* The toilets are inspected regularly to ensure no hazards are present

**Kitchen**

* Children do not have any access to the kitchen, unless a cooking activity is planned in which case the children are always supervised. Otherwise the door remains locked.
* Hot drinks are not permitted in the hall or meeting room. These are to be consumed within our servery hatch where children can be visually supervised but are not able to access it.
* All surfaces are clean and non-porous. They are wiped regularly before and after snack preparation.
* There are separate facilities for hand washing within the toilets and washing up takes place within the servery or kitchen.
* 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, and a discussion will take place regarding any Health & Safety issues before the activity begins. For example, washing hands before handling food, dangers of hot water and hot surfaces.
* do not have unsupervised access to electrical equipment.
* Children who help prepare snack in the servery are supervised at all times.

**Electrical / Gas equipment**

* All electrical / gas equipment conforms to safety requirements and is checked and signed off yearly or as required by law.
* Our boiler / electrical switchgear/meter cupboard is not accessible to the children as this is in the kitchen where the door is kept shut and the children, if in the kitchen doing a cooking activity, are supervised at all times.
* Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them. All sockets have socket protectors. Our fires are high on the walls and are therefore out of reach.
* 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 and Equipment**

* All equipment and craft materials are stored safely within our locked cupboard.
* The equipment is stored or stacked safely to prevent them accidentally falling or collapsing.
* Heavy items like the cabinets/chests/dressing-up unit have all been fitted with castors for ease of movement when storing away.
* The oven/fridge/cooker unit is placed on a trolley with castors for ease of movement.
* Equipment is regularly checked, any broken equipment or toys are discarded unless they can be repaired.

**Hygiene**

* We keep up to date with the latest recommendations from the Environmental Health Department and the Health Authority.
* Our daily routines encourage the children to learn about personal hygiene and the importance of doing this.
* We have a daily cleaning routine for the setting which includes playroom, kitchen, toilets and nappy changing areas, in which the Manager Jane Beard is in charge of ensuring this is under taken correctly.
* We ensure the cleaning of resources and equipment, dressing up clothes and furnishing is undertaken every term.
* The toilet area’s hygiene includes hand washing soap and paper towel drying facilities. We don’t have access to any nappy disposal facility and therefore they will be placed into a nappy bag, put in the bin provided and removed at the end of each session.
* Hand washing sinks are provided and paper towels are always used and disposed of in a bin.
* We implement good hygiene practices by:
* cleaning tables between activities,
* checking toilets regularly,
* wearing disposable gloves when changing nappies, or carrying out first aid.
* providing tissues and wipes

**Activities**

* All 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 used is checked daily 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 activities we provide and the routines we follow for example before snack the children are taken to wash their hands before they eat anything.

**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 whether it be in a fridge or cupboard.
* No hot drinks are allowed within the hall.
* Children are taught about Healthy Eating, and parents are encouraged to provide healthy snacks in their child’s lunchbox.
* Snack and meal times are appropriately supervised and children do not walk about with food and drinks. They are to be seated at a table before they can eat or drink anything.
* Fresh drinking water is available to the children at all times, they need to ask a member of staff and sit on a chair whilst they are having their drink.
* We have a list of the children’s allergies or dietary requirements, to ensure that children do not have access to food / drinks to which they are allergic, so if the child is attending no such food is provided on these days.

**Outings and visits**

* We have agreed procedures for the safe conduct of outings.
* Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
* Parents always sign consent forms before major outings, stating what they will be doing and any risk involved. Staff will be available to discuss any concerns parents may have for any outing.
* A risk assessment is carried out before an outing takes place.
* Our adult to child ratio is one adult to two children.
* Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
* All staff members have a first aid qualification.
* Outings are recorded in an outings record book stating:

- the date and item 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, as well as a mini first aid pack, snack and water. 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. One person in each vehicle will have been checked for any criminal records by an enhanced disclosure from the Disclosure & Barring Service.
* Each child wears a badge with the mobile number of the preschool on in case they go missing or get lost.

**Missing**

If a child goes missing from the setting

* Our Manager in charge will carry out a thorough search of the building and garden.
* The register is checked to make sure no other child has also gone astray.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* Our manager in charge talks to staff to establish what happened.
* The remaining children are called together for a story by a member of staff to ensure they are kept quite and entertained.
* If the child is not found the parent is contacted and the missing child is reported to the police.
* **This must all take place within 15 mins of the child initially being noticed as missing.**

If a child goes missing from an outing where parents are not attending and responsible for their own child the setting ensures that there is a procedure that is followed.

* As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
* Staff take the remaining children back to the setting.
* The Manager contacts the child's parent who makes their way to the setting or outing venue as agreed with the Manager.
* The Manager contacts the police using the mobile phone and reports the child is missing.
* In an indoor venue, the staff contact the venues security who will handle the search and contact the police if the child is not found.

If the child has been found and passed back into the care of the parent, once the child has been signed out, then it is ultimately the parents/guardian’s responsibility.

When parents arrive to collect their children they will need to sign them out of the register before collection and then leave by the main door. A member of staff will be positioned by the door to make sure no child leaves without a responsible adult.

All the children will be in the reading corner with a member of staff prior to being collected.

**The investigation**

* The Manager carries out a full investigation taking written statements from all the staff present at the time.
* The key person / staff writes an incident report detailing:

- the date and time of the report;

- what staff / children were in the group / outings;

- when the child was last seen in the group / outing;

- what has taken place in the group / outing since then;

- the time it is estimated that the child went missing.

* A conclusion is drawn as to how the breach of security happened.
* If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
* The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
* OFSTED is informed.
* The Insurance Department at the Pre-School Learning Alliance is informed.

**Animals**

At the Buckland Beehive we have two guinea pigs which are kept in a hutch in the main hall, also we have a small aquarium containing two goldfish positioned on the blue activity cupboard and on occasions the Manager’s dog, Walter, may also attend sessions to spend time with the children.

* Animals at the setting are free from disease and safe to be with children and do not pose a health risk. Walter, the dog, is wormed and treated for fleas and tics on a monthly basis.
* Parents are asked to sign a consent form if they are happy for their child to come into contact with the animals.
* Children are taught about how to care for the animals with respect and patience.
* Children are supervised at all times when playing with the animals.
* 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**

* 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 on the premises;

- explained to new members of staff, volunteers and parents;

- practiced regularly at least once a term.

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

**First Aid and medication**

All members of staff have current first aid training. The first aid qualification includes first aid training for infants and young children.

Jane Beard is the lead first aider and is in charge of checking that we have the appropriate kit available.

Our first aid kit:

* complies with the Health and Safety (First Aid) Regulations 1981;
* is regularly checked by the manager and re-stocked as necessary;
* is easily accessible to adults;
* is kept out of reach of children;
* if your child requires medication (i.e. antibiotics / inhaler) a written consent form stating reason for medication and frequency must be signed.

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

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

**Our Accident Book**

* is kept safely and accessibly;
* all staff and volunteers know where it is kept and how to complete it
* is reviewed at least half termly at staff meetings to identify any potential or actual hazards.

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

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 & 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 & 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.

Information for reporting the incident to Health & Safety Officer is detailed in the Incident Book

**Our Incident Book**

* We keep an incident book for recording incidents including those that are reportable to the Health & 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 on premises or near by;

- any racist incident involving 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 and if it was reported to the police. 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.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

**Administration of medication**

* Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
* Children taking prescribed medication must be well enough to attend the session or else kept at home until such a time.
* Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
* All prescribed medication is kept in the original container clearly labelled.
* The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
* If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

**Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults, if a child becomes ill while in the setting.

* We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have infectious disease.
* Children with head lice are not excluded but must be treated to remedy the condition.
* Parents are notified if there is a case of head lice in the setting.
* Parents 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 cleaning of any spilled bodily fluids is carried out at all times.
* Staff suffering from sickness and diarrhoea are asked as are the children that they do not attend our preschool until 48 hours have passed after the last episode of illness.
* Ofsted are notified of any infectious diseases that a qualified medical person considers notifiable.
* Please see the 'Spotty Book' for more information on what illnesses we exclude children for and for symptom’s and advice. The 'Spotty Book' is downloaded on the preschool laptop.

**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.
* 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.

**Records**

At the Buckland Beehive we have record keeping systems in place that meet legal requirements necessary within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998)

Adults

* names and addresses of all staff on the premises, including temporary staff who work with the children.
* all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

* names, addresses and telephone numbers of parents and adults authorised to collect children from the 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;
* consent for outings, administration of medication, emergency treatment;
* incidents.

All information on the children and staff is kept in a locked filling cabinet inside the store cupboard and is not accessible to anyone apart from the staff.

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

National Standard 6: Safety

* Risk assessment.
* Record of visitors.
* Fire safety procedures.
* Fire safety records and certificates.
* Operational procedures for outings.
* Vehicle records including insurance.
* List of named drivers.

National Standard 7: Health

* Administration of medication.
* Prior parental consent to administer medicine.
* Record of the administration of medicines.
* Prior parental consent for emergency treatment.
* Accident records.
* Sick children.
* No smoking.

Signed by the Pre-school Manager Jane Beard;…………………………………..

Date:…………………………………………………..

Date Written: June 2017

Due for revision: August 2019

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