

Health and safety policy

Alongside associated procedures in 01.1 to 01.22 Health and safety, this policy was reviewed by Escrick Pre-school August 2024.

Designated Health and Safety Officer is: Sally Clarke

Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking is not allowed on the premises, both indoors and outdoors. If it becomes apparent that another hall 'user' has used an area for smoking, members of staff will ensure that there is adequate ventilation to clear the atmosphere and the children will be taken into the garden if necessary. I would immediately speak to the users within the hall to make them aware of the rules. I would additionally notify the Village Hall committee as a matter of urgency.
- If staff do smoke, they must not smoke in their work clothes and are requested not to smoke within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be brought onto the premises for consumption.
- A risk assessment (01.1a Generic risk assessment) and access audit (01.1b Access audit form) are carried out for each area and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety

All employees must:

1. Co-operate with the manager and deputy regarding health and safety matters
2. Not interfere with anything provided to safeguard their health and safety
3. So far as is reasonably practicable, safeguard the safety and welfare of these persons who they are supervising
4. Take reasonable care of their own health and safety and detailed in this policy

Induction training will be provided for all employees by Sally Clarke / Jenna Craig

Specific jobs requiring special training are:

- First Aid
- SEND
- Food Hygiene
- Updating Safeguarding knowledge – courses - NYSCP

Training records are kept in the filing cabinet in the Boiler room
Training will be identified, arranged, and monitored by Sally Clarke

Our first Aid kit is kept available in the Pre-school room under the printer in the drawer

Our aim

Our overall objective within this policy is to make the contents of this document intrinsic to our working practises on a day to day basis.

We are committed to:

- Involve and motivate Pre-school staff in all matters concerning Health & Safety.
- To provide adequate control of the health and safety risks arising from our work activities.
- To regularly review and risks and check that control measures remain adequate.
- To consult with all employees on all matters affecting their health and safety.
- Developing the appropriate setting structure and culture, that supports the concept of risk management by all members of the team.
- To consult with all employees on all matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling use and storage of any substances.
- To provide the necessary instruction, training, information and supervision for all staff, to ensure the competence of all staff.
- Achieve a high standard of occupational health, safety, welfare and hygiene.
- Provide a healthy environment.
- Eliminate hazardous situations
- To prevent accidents/ill health through goof risk assessment processes and to create a culture of thinking safely where staff regularly bring forward any observations and concerns.
- To provide adequate funds to rectify any health and safety issues.

Policies & Procedures for the EYFS 2021 (Early Years Alliance 2021)

- To review and revise this policy as necessary at regular intervals.
- Safety signs are displayed outdoor daily from 8:45am – 3pm. ‘Slow down and No Parking signs.
- When waiting to enter the building – parents/carers must supervise their children at all times. Staff are not responsible for the safety of the children until they are handed over at the door.
- When children enter / leave the building (beginning / end of session), 1 member of staff must always remain on the door ‘at all times’ to ensure children do not escape. That member of staff must not ever leave. At the point they do need to leave, they must either lock the door or ask another member of staff to step in for them. The front door must never be left open or unlocked unattended. Once all the children have arrived, the front door must be locked and the keys must be hung up (out of the reach of the children) on the parent’s noticeboard.
- All staff have a key at all times.
- Staff must ‘register’ the children in immediately using the ‘name card’ board and write the number of children present on the board – also communicate this number with ‘all’ the staff. This must be updated throughout the day as and when children arrive and leave. The official register is also completed by either Sally Clarke or Jenna Craig. If a child is; late/collected early, ill, at a medical appointment or on holiday, this is recorded in the official register.
- A daily diary is used to record a change of person ‘dropping off/collected’ that day. Passwords are set up for unfamiliar people.
- Toys indoor and are outdoor regularly checked and cleaned. Any toys which are damaged or have sharp edges must be disposed of.
- All cleaning materials and solutions are to be kept out of the reach of children at all times. Disinfectant sprays must not be left in the Pre-school room. These solutions must either remain in the cleaning box in the kitchen or hung up on a high hook outside of the bathroom in a bag – This is always out of reach of the children.
- Staff handbags must be kept in the kitchen. Coats can be hung up. There must not be any medication in coat pockets. This should always be kept securely in handbags in the kitchen.
- The kitchen door must be kept closed during session times unless all the children are outside.
- Mobile phones must be kept in the kitchen and can only be brought into Pre-school with permission from Sally Clarke. This maybe in the exception of awaiting an urgent/important phone call which cannot be kept outside of working hours.
- Smart watches may be worn but must be put onto airplane/flight mode within working hours. If the watch has a camera or video built in, this must not be used for taking photographs or recording the Pre-school children (as in line with the E Safety Policy).
- Toys containing small parts will be kept away from younger children or children who are more likely to put them in their mouths. This needs to be assessed daily.
- All medicines to be kept locked away in the filing cabinet in the boiler room unless it is antibiotics which need storing in the fridge.
- Necessary safety equipment is in place appropriate to the age of children in care.

- Children are encouraged to develop good hygiene practise – wash hands before and after eating / after going to the toilet.
- When going outside into the garden – children must take their name cards with them and staff must remind children of ‘good looking and listening’ (prompt with the visuals on the board) before crossing the ‘road’. Staff must do a headcount when going into the garden and when going back inside. One member of staff must stand at the gate and 1 member of staff must stand at the door. Both members of staff must ensure the road is safe to cross. Children are encouraged and reminded to walk carefully and not run. They are guided straight into the garden and head counted again once in.
- Children should never be left unattended in the garden. Staff must always ensure the bell is in the garden if 1 member is left on their own with a group of children. If (in an emergency only) the bell doesn’t gain the attention of a member of staff, the member of staff supervising the children in the garden is permitted to leave the children in the garden (gate must be locked) to run to the front door and knock/shout for help but must ‘never be out of sight of the children’. They must then return to the children immediately once help has been alerted.
- If staff take children inside, they must make another member of staff aware and take the child/children’s name card with them. Staff must lock the front door behind them whilst inside using the bathroom.
- The garden gate must be locked at all times. If staff struggle to lock the gate (bolt/gate stiff), you must always ask another member of staff for help. Do not ever leave the gate not bolted properly.
- Staff must always take the telephone into the garden with them.
- When all the children go back inside, encourage children to again do ‘good looking and listening’. Give thorough instructions of what the children need to do and ensure they understand. Make sure they all have their name cards to take inside. When walking towards the building, staff must do a headcount and again once they are all inside. Ensure a member of staff is again stood at the front door to ensure the road is safe to cross and guide the children in. Once the children are all inside, staff must lock the front door immediately. The last member of staff in must do this.
- When leaving the garden, the gate must be once again locked - in the unlikely event that a child has not been counted and is left in the garden, this ensures they are as ‘safe as possible’ (in this situation) in the enclosed garden. They would not be able to escape into the carpark or any roads.
- Remind children that they must not touch the fire extinguishers within the entrance hall.
- Staff to ensure that the stair gate and kitchen door is always closed.
- Children must never go to the bathroom completely unattended. Older children may go ‘independently’ but a member of staff must always be within hearing distance. This means a member of staff must either wait at the bathroom door or the Pre-school gate. That member of staff must keep asking if they are ok and if they need any help. Always reassure the child/children that you are waiting for them and are there to help them should they need it.
- The Pre-school gate must always be closed. Children are reminded not to open this. Only staff must open and close the gate.
- Children must never be left unsupervised in the Pre-school room.

- The bolt at the top of the white door in Pre-school must always be on during session times. Regular checks must be done to ensure the door is locked.
- No wires must hang loosely including USB chargers.
- Check radiators are always covered to prevent burns.
- Regular fire drills are done so the children are familiar in the event of a real emergency. This is done each half term and more regularly if felt necessary.
- No tablets/mobile phones should ever go into the bathroom.
- Hot drinks are not to be drunk in the garden or Pre-school room.

Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment)

Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

Further guidance

Dynamic Risk Management in the Early Years (Alliance 2017)

Health and Safety Executive www.hse.gov.uk/risk

Food Standards Agency www.food.gov.uk

Ministry of Housing, Communities & Local Government www.communities.gov.uk