



## **Health and safety policy**

### **1. Statement of intent 2006**

The Tandridge village Pre-School Committee and their employees believe that the health and safety of the children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers. Additionally, the Tandridge village Pre-School committee consider that the promotion of health and safety measures is a partnership objective for themselves and their employees.

Therefore, it is then policy of the Tandridge village Pre-School committee to do all that is reasonably practicable to:

- Prevent personal injury, ill health and damage
- Protect everyone from foreseeable hazard and danger, including the public and others affected by their acts and omissions, in so far as they come into contact with the Pre-School or any of its activities

In particular, they recognise that it is the responsibility of the Pre-School committee to:

- Provide and maintain safe and healthy working conditions
- Provide training and instruction to enable employees to perform their work safely
- Maintain a continuing and progressive interest in health, safety and welfare
- Consult and involve employees in all relevant health, safety and welfare matters wherever possible

The Tandridge village Pre-School also recognise that its employees have a duty to co-operate with them to implement the policy by:

- Working safely
- Following health and safety procedures and safe systems of work
- Reporting incidents that have led or may lead to injury, ill-health or damage
- Meeting their statutory duties

The Tandridge village Pre-School committee operates its Health and Safety Policy within the confines of the Health and Safety provisions of both the Tandridge village hall management committee and St Peter's school.

### **2. Aims**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment. Thus, the management committee and staff of Tandridge village Pre-School will strive to achieve the highest standards of health, safety and welfare. This policy statement sets out how they will use the resources at their disposal to carry out these duties without exposing children, staff, committee members, the public and any others to unacceptable risks.

The overall aims of this policy are to:

- Identify hazards to children, staff and all affected Pre-School activities
- Assess associated risks against agreed health and safety and welfare standards
- Make arrangements to eliminate, reduce, isolate or otherwise control risks to acceptable levels



### 3. Methods

The chair(s) of the committee has overall responsibility for health and safety. The members of staff responsible for health and safety are the Pre-School manager. They are competent to carry out these responsibilities and regularly update their knowledge and understanding. We display the necessary health and safety poster on the Tandridge village Pre-School notice board in the entrance to Tandridge village hall.

#### **Responsibilities of the Management Committee Members**

The responsibilities for the overall health and safety policy rest with the chair(s) of the management committee. Notwithstanding this, **all** committee members will:

- Keep themselves aware of current Health and Safety legislation
- Ensure that the Pre-School manager is competent and aware of current relevant health and safety management procedure
- Monitor, evaluate and review the effectiveness of this policy
- Issue revisions when necessary
- Obtain a current copy of the policy

#### **Responsibilities of Pre-School Manager**

The Pre-school Manager(s) will:

- Keep up to date with current, relevant health and safety information;
- Delegate specific duties to staff as defined in Appendix 1;
- Ensure that all staff have sufficient information, instruction, training and supervision to carry out their duties under this policy;
- Initiate action to revise policy, organisation or arrangements, where necessary to achieve acceptable standards of health, safety and welfare;
- Report to the management committee any circumstances where compliance with this policy cannot be achieved without action by the management committee.
- Update the management committee on new legislation
- Distribute copies of this policy, including any subsequent amendments, to all staff and other (including contractors) when contract is revised (yearly).

#### **Employee Responsibilities**

All employees are accountable to the Pre-School managers for acting on health and safety instructions. In additions all employees (and volunteer staff) must:

- Take reasonable care of themselves and others affected by their work, actions or omissions;
- Report hazards to their manager(s) or other person capable of initiating remedial action;
- **STOP ALL WORK** when the danger is serious and immediate

### 4. Risk Assessment

Potential and or actual hazards have been identified and thence risks affecting the Pre-School have been assessed by the committee members and arrangements to control them are recorded in the Health and Safety file which is located on the front entrance table.



Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children
- Deciding which areas need attention and
- Developing an action plan which 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. A full risk assessment is carried out yearly by our current Health and safety Representative of the management committee.

The following people and methods will monitor the effectiveness and implementation of this policy:

The Pre-School Management Committee will assess:

- Issues raised at regular committee meetings
- Reports from the managers, staff and other authorised specialists

The managers will ensure:

- That reports are checked to confirm that actions have been carried out to acceptable and prescribed standards;
- That omissions and inadequacies are identified and remedied;
- That health and safety issues are reviewed with staff routinely

All staff will:

- Check the safety of work areas, equipment and procedures before, during and after activities;
- Report to the managers and record in the Health and safety file actions and problems relevant to this policy;
- Record in the accident book, all incidents of accidents, ill health, and 'near incidents'. This applies to incidents involving all staff, children, committee members, the public, and any others. The accident book is reviewed by the managers.

## **5. Insurance Cover**

We have public liability insurance and employer's liability insurance. The certificate is displayed on the Tandridge village Pre-School notice board in Tandridge village hall.

## **6. Awareness Raising**

### **Training**

The effectiveness of all forms of training will be continuously evaluated and reviewed. All employees will be given:

- Health and safety induction training in the requirements of this policy
- Training in response to significant changes in the work place
- Training in specific skills to execute this policy
- Refresher training where evaluation and review establishes need
- All staff are required to read the reviewed Health and Safety policy yearly



The following strategies are used to raise awareness and update staff:

- 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 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
- The Health and Safety policy is available for perusal by parents of new children and members of staff are happy to answer any questions they may have
- As necessary, health and safety is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings
- We have a NO SMOKING POLICY
- Children attending Tandridge village Pre-School are made aware of health and safety issues through discussion, planned activities and routines

### **Accident reporting**

Any injury requiring General Practitioner or hospital treatment to a child, parent, staff, volunteer or visitor is reported to the local office of the Health and safety executive. Refer to appendix 2.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of Injury, Disease, and Dangerous Occurrences Regulations). You can download RIDDOR Guidance and Reporting form on [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm) In accordance with Health and Safety regulations, the chair(s) of the Pre-School management committee will report to the local office of the Health and Safety Executive all appropriate accidents or occurrences. The incident will be recorded in our incident book. We will record the date and time of the incident, nature of event, who was affected and what was done about it. If it was reported to the police, and if so a crime number will be recorded. Any follow up, or insurance claim made, should also be recorded.

We keep an incident book for records of incidents including those that are reportable to the Health and Safety Executive these include:

- fire, flood, gas leak or electrical failure
- attack on a member of staff or parent on the premises or nearby
- break in, burglary
- an intruder gaining unauthorised access to the premises

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 emergency evacuation will be followed. The incident will be recorded in the incident book after the threat.

In the unlikely event of a child dying on the premises the emergency service are called, and the advice of these services will be adhered to. The incident will be recorded in the incident book.

Tandridge village Pre-School operates a strict NO MEDICINES POLICY, except for Piriton if a child has a known allergy, asthma inhalers, Epi pens suppositories. The administration of these is recorded accurately and parents sign the record book to acknowledge this. A medicines plan will be drawn up before any medication is administered. This plan is kept in the confidential folder with the child's records. This is kept on the home time table, near the kitchen hatch.



## **7. Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This included procedures for contacting parents- or other authorised adults- if a child becomes ill at Pre-School. Additionally, Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

## **8. Safety of Adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection or large pieces of equipment
- When adults need to reach up to store equipment they are provided with safe equipment to do so. At Tandridge Village Pre-School we have a mobile step ladder
- The sickness of staff and their involvement in accidents is recorded and stored securely maintaining confidentiality. The records are reviewed during staff appraisals by the managers to identify any issues which need to be addressed. Staff sickness policy will be adhered to
- All cleaning chemicals are kept in their original containers

## **9. Records**

In accordance with the practice guidance for the Early Years Foundation Stage, we keep records of:

- Adults authorised to collect children from Pre-School, if someone other than the main carer is collecting them
- The names, addresses and telephone numbers of emergency contacts in case of children's illnesses or accidents
- Staff sickness
- Any ongoing medical conditions and dietary requirements of individual children and staff;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and Incidents

## **10. Animals**

- We request that animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk. All children are asked to wash their hands after handling any animals;

## **11. Fire Safety**

The Tandridge village Pre-School management committee will liaise with the Tandridge village hall committee to ensure that:

- Fire doors are clearly marked, never obstructed and easily opened from inside
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer
- The servicing of fire safety equipment is recorded

The Tandridge Village Pre-School Management Committee will liaise with the manager to ensure that:

- They will have received training in fire safety sufficient to be competent to carry out risk assessment
- The 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
- practiced regularly at least once every six weeks
- Records are kept of fire drills and of fire safety equipment
- Emergency evacuation procedures are adhered to and any concerns that have arisen from them

## **12. First Aid and Medication**

At least one member of staff with a current first aid training certificate (relevant to infants and young children) 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.

We encourage all Pre-School staff to complete a first aid course.

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; and
- Is kept out of reach of children.

At the time of admission to the Pre-School, parent' written permission for emergency medical advice or treatment is sought. Parent's sign and date their written approval.

Our Accident Book:

- Is kept safely and accessible
- All staff and volunteers know where it is kept and how to complete it and
- Is reviewed at least half-termly during meetings to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a General Practitioner/ hospital, or the death of a child or adult.

## **13. Electrical/ Gas Equipment**

The Tandridge village Pre-School management committee will liaise with the Tandridge village hall committee to ensure that:

- All electrical/ gas equipment conforms to safety requirements and is checked regularly
- The 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
- 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

## **14. Storage**

- All resources and materials which children select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing



## 15. Outdoor Area

The Tandridge village Pre-School management committee will liaise with St Peter's school to ensure that:

- 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 outside
- All outdoor activities are supervised at all times

## 16. 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 Pre-School which includes play areas, kitchen, toilets and nappy changing area
- Toys (including dressing up clothes, soft toys, and furnishings), resources and equipment are cleaned every half term
- In between times, if necessary - we will clean toys using antibacterial spray. This would come into effect if we had a few children unable to attend Pre-School at the same time due to illness
- 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;
- Checking toilets regularly;
- Wearing protective clothing- such as aprons and disposable gloves- as appropriate;
- Providing sets of clean clothes, using different coloured cloths for cleaning different areas;
- Providing tissues and wipes and a separate bin to dispose of them;
- Nappies will be placed in a nappy sack, then placed in a bag and then disposed of in the outside bin.

We as providers must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable but in any event within 14 days of the incident. We understand that this is a requirement and failure to comply would be committing an offence.

## 17. Activities

- 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
- 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



## 18. Food and Drink

- Staff who prepare and handle food receive appropriate training, and understand, and comply with, food safety and hygiene regulations, by online training. This will enable everyone on the premises to thrive in a healthy environment
- 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
- 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. A list of children with allergies will be displayed at all times on the kitchen wall. It is the responsibility of every staff member to be aware of the children with allergies and adhere to our promoting health and hygiene policy

## 19. Outings and Visits

- We have agreed procedures for the safe conduct of outings
- Procedures to be followed on outings are contained within our operational plan
- A risk assessment is carried out before an outing takes place
- Parents always sign consent forms before major outings
- Our adult to child ratio is high, normally one adult to two children
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children

## 20. Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting
- Adults do not normally supervise children on their own
- All children are supervised by adults at all times
- Whenever children are on the premises at least two adults are present
- Photographs of the children will be taken to record their individual progress, to gather evidence of developmental needs and to record the activities of the setting in general terms. These will be used to support the learning that should take place in the EYFS. All staff members will keep their mobile phones (some with camera facilities) in the kitchen area. No camera or recording equipment of any kind will be taken into private areas of the setting\*. The pictures taken will be deleted from the memory of the camera once printed or saved onto the settings computer. This computer is stored at the setting and is password protected.
- Parents will be told that no photographs will be taken by them of their child or any other child in the setting without the permission of the manager and all parents or guardians present.

\* The setting has in the past, and may in the future, photograph the children washing their hands to demonstrate the hygiene routine required of them after they have used the toilet. Whenever this takes place two members of staff will be present.

Additionally, the Safeguarding children policy endorses the need to safeguard the welfare of children attending Tandridge village Pre-School and helps to ensure the safety of the Pre-School children

## 21. Security

- Systems are in place for the safe arrival and departure of children

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- The arrival and departure times of adults- staff, volunteers and visitors- are recorded
- 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 stored out of reach of children during Pre-School session. All mobile phones are kept in the kitchen area

## **22. Windows**

The Tandridge village Pre-School management committee will liaise with the Tandridge village hall management committee to ensure that:

- Low level windows are made from materials which prevent accidental breakage or are made safe
- Where possible, windows are protected from accidental breakage or vandalism from people outside the building

## **23. Doors**

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

## **24. Floors**

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

## **25. 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 time
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment

## **26. Review**

The Tandridge village Pre-School management committee and manager will evaluate, re view and revise its policy in response:

- Inadequacies revealed by monitoring and evaluation
- Changes to health and safety legislation
- Other internal or external changes

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2022



(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: