



GROWING AND LEARNING TOGETHER

Health and Safety Policy

It is the policy of **Little Jesters Pre-school** to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

A health and safety poster will be clearly displayed on the interconnecting door within the provision. The person responsible for the general implementation of this policy is: June Griffiths Manager

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them. All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with. Staff will undertake any relevant training to support Health and Safety within the provision. All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

Risk Assessments

Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors:

- Written formal risk assessments will be kept on site and will be accessible at all time
- Management will maintain a record of all safety issues and any action taken
- Daily site risk assessments will be carried out on the indoor and outdoor environment
- The formal risk assessments will be carried out yearly or more frequently where the need arises
- Specific risk assessments will relate to the inside and outside environments and outings
- All staff will be involved in the risk assessment review process

Insurance

Little Jesters Pre-school holds Public and Employer's liability insurance. The public liability Insurance certificate is displayed on the notice board above the children's coat pegs. We are unable to accept children into the setting before 9am as our Insurance policy does not cover the period before 9 am.

Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building
- Exits will be kept clear
- Fire doors will be kept shut at all times
- A practice fire drill will be carried out every term alongside Faldingworth Primary school. Times/days will be varied and recorded
- Fire appliances will be checked annually via primary school and the staff will be made aware of their position and how to use them, through training
- Heaters are thermostatically controlled; all heating panels are on the ceiling
- Matches will be inaccessible to children. NO MATCHES KEPT ON SITE
- All visitors will be made aware of fire evacuation procedure
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment

Electrical Appliances

- All electrical appliances will be checked annually by a (PAT) and recorded, this is carried out alongside Faldingworth CP school
- Faults will be reported to the manager who will then inform school
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous
- No liquid containers will be placed near to any electrical appliance
- All electric socket points will have covers in place when not in use

Buildings and Equipment

- Any faults will be reported to the manager, who will contact the relevant person
- Equipment and resources will be checked and cleaned at regular intervals within cleaning routine and records will be kept
- Equipment and resources will conform to the required legislative standards
- Staff should have regard to the manual handling policy when equipment and resources are being moved

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents
- Hot drinks for staff will be placed in non-spill containers and kept out of reach of children
- All storage areas will be kept tidy and equipment stored appropriately
- Steps are provided for items stored on high shelving

Hygiene

It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go." We will ensure that:

- Paper towels and soap will be provided for hand washing
- Hands are washed after using the toilet, before handling food, before meal times, after blowing/wiping noses, after handling a variety of different resources and after handling animals
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required
- Information will be obtained from the Environmental Health Department on up to date legislation
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed
- Antibacterial spray will be used to clean surfaces for food preparation and after use
- Different coloured clothes will be used for different areas

Storage of cleaning materials

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area
- Screw tops of containers will be tightly closed
- Cleaning materials will be stored in original containers or labelled containers with instructions in COSHH file which is kept in the caretaker's cupboard
- COSHH legislation will be followed

Smoking

- There is strictly NO SMOKING allowed on the premises of Little Jesters Pre-school or Faldingworth Community Primary School, including the outdoor area and car parks. This also includes the use of ANY smoking devices
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action
- Cigarettes will not be allowed on pre-school premises.

Alcohol/ Other Substances

- There is strictly NO ALCOHOL or any other substances allowed on the premises of Little Jesters Pre-school
- All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children

- Little Jesters Pre-school will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Little Jesters Pre-school will determine if it is appropriate and safe for the child to leave with them

Solvents

There is strictly NO SOLVENTS allowed on the premises of Little Jesters Pre-school

- All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them
- Any solvents brought onto the premises by a child will be removed from them and parents/carers informed

Animals

Little Jesters will abide by the policy of the Primary school regarding animals on site and will check with them reference certain types of animals:

- Little Jesters Pre-school will ensure that any animal visiting the setting is free from disease
- We will ensure that if the setting was to have a pet that it was free from disease and safe for the children
- Children will be required to wash their hands before and after contact with animals
- A full risk assessment will be undertaken before children come into contact with any animals/pets
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a setting pet or as a visiting pet

Supervision of children

- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements
- In or out of the building, children will be supervised at all times
- Headcounts will be conducted regularly throughout the day
- When children are playing outside, if anyone uninvited enters the grounds the Manager will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment
- Children's arrival/departure time will be recorded
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent

Sun Care

- No children will be exposed to sunlight unless their skin is adequately protected
- Sun cream will only be applied to children with prior written consent from parents
- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun
- We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 noon and 3pm

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times. Both staff members hold the relevant first aid qualification
- Little Jesters pre-school has its own first aid kit on the premises
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is **June Griffiths**
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed
- Accident, First Aid and Medication policies will be followed
- Any accidents/incidents that occur outside of preschool need to be recorded, please notify us of the accident, where, how and what happened

Food

- Children will be supervised at all times when eating
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition
- All staff involved in handling food will comply with regulations relating to food safety and hygiene
- Staff members preparing food will hold the relevant food hygiene certificate
- Food hygiene will be included in the induction process and on the job training/guidance provided
- Different cloths will be used for kitchen, toys, paint and toilet cleaning
- All fresh fruit and vegetables will be washed thoroughly before use
- All utensils will be kept scrupulously clean and stored in a dust free container
- Fresh drinking water will be available at all times
- Drinking beakers will be washed in hot soapy water after use and will be sterilised regularly
- Any cracked or chipped items will be disposed of immediately
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely
- Kitchen facilities will be kept clean daily with fridge cleaned within weekly cleaning routine
- Fridge temperature will be checked daily and recorded
- If parents provide packed lunches these will be stored safely and information will be given about appropriate foods

- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet
- Little Jesters will undergo regular checks/inspections from the Environmental Health Department
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring

Legislation

We will endeavour to keep our information up to date; information will be obtained by referring to:

- **Health and Safety Act 1974**
- **Management of Health and Safety at Work Act 1992**