

Health and Safety Policy



It is the policy of Scotter Pre-school/OOSC 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 within the provision.

All staff/volunteers have a responsibility to adhere to and implement this policy within the setting to ensure the safety of all children, staff and volunteers.

An Annual premises audit will be carried out.

All staff are responsible for their own safety and of the 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 assessments 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 times.
- Management will maintain a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environment.
- The formal risk assessment will be carried out yearly or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environment and outings.
- All staff will be involved in the risk assessment process.

Insurance

Scotter Pre-school/OOS holds Public and Employer's liability insurance. The public liability Insurance certificate is displayed on the information board inside the The Village Hall.

Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done preferably by bolt or Yale and not a key.
- Fire doors will be kept shut at all times
- A practice fire drill will be carried out once every term. Times/days will be varied and recorded.
- Fire appliances will be checked annually, by the village hall representative.
- All heaters will be guarded and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children.
- All visitors will be made aware of fire evacuation procedures.

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and recorded.
- Faults will be reported to the manager.
- Televisions, computers etc. will be unplugged when not in use.
- 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 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 will not be consumed in the presence of children.
- All storage areas will be kept and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

Hygiene

- It is the responsibility of all staff to maintain standards of cleanliness.
- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food, after handling a variety of different resources and after handling animals.
- Toilet areas are regularly checked and cleaned when necessary.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Tissues will be available for use and disposed of appropriately.
- Antibacterial spray will be used to clean surfaces for food preparation and after use.

Storage of cleaning materials.

- Any potentially dangerous substance will be kept out of sight and the 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 COSHH file (Village Hall)

Smoking.

- There is strictly No Smoking allowed on the premises of Scotter Pre-school/OOS, including the outdoor area.

- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18
- It is illegal for children under 18 to smoke in public.

Alcohol/ Other Substances.

There is strictly NO ALCOHOL or any other substances allowed on the premises of Scotter Pre-school/OOSC.

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/volunteers are not permitted to work if they show signs of being under the influence of alcohol (such as slurred speech, smelling of alcoholic liquor, behaving inappropriately) 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.
- Where an employee is taking strong medicine that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought.
- Scotter Pre-school/OOS 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 Scotter Pre-school/OOSC 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 Scotter Pre-school/OOS

- It is illegal to sell solvents to children under the age of 18
- 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 the child will be removed from them and parents/carers informed.

Animals.

- Scotter Pre-school/OOSC will ensure that any animal visiting the setting is free from disease.
- 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.

Supervision of children

- Children will be supervised in accordance with adult: child ratios as sat 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 any one uninvited enters the play area or try to approach, they will be asked to leave. If the person (or persons) involved refuses to leave, 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.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be road worthy condition. All children will be restrained in an appropriate seatbelt.

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 consent from parents.
- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately with the child's full name.
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Scotter Pre-school/OOS will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly.
- Any medication for staff or children 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 policy will be followed.

Staff Medication

- All staff have a responsibility to inform the employer of any medication/substances, prescribed or otherwise that may affect their ability and suitability to work with children.

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 to food safety and hygiene.
- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toileting.
- Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.
- Fridge/freezer temperature will be checked daily.
- 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.

- 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

This policy has been approved and adopted by Scotter Preschool/OOSC.

Date written:.....Date to be reviewed:.....

Signed;

Committee Officers:..... Date:.....
(Chair/Treasurer/Secretary)

Preschool
Manager:..... Date:.....

OOSC
Supervisor:..... Date:.....