



## **Health and Safety Policy**

The Setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Insurance cover: We have public liability insurance and employer's liability insurance. The certificate is displayed in the pre-school entrance.

The overall and ultimate responsibility for Health and Safety within the provision rests with the members of the management committee. The manager will generally advise the management committee in the implementation of its policy and practices. Members of the management committee will be responsible for areas/activities in which they are involved:

- By ensuring the health and safety policy is satisfactorily implemented
- By ensuring all employees whether paid or voluntary are aware of and observe the policy
- By conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for health and safety including the safety of others that may be affected by their acts or omissions. As such they should familiarise themselves with the policy and the safe practices. ALL staff have a duty to report faults or hazards to the manager/committee.

This policy is shared with new members of staff during their induction and is reviewed with all staff annually.

### **Safe Practices:**

- All electrical appliances are checked on an annual basis by a competent person
- Checking and keeping first aid boxes filled up
- There is a regular cleaning routine for the pre-school room and equipment. We aim to prevent the spread of infection through following good hygiene practice. Children are taught to wash their hands regularly, e.g. after using the toilet and before meals, staff also wash their hands regularly to help the children understand the need for soap, water and paper towels to dry their hands.
- Tissues will be regularly available and children will be encouraged to blow and wipe their noses, and to shield their mouths when coughing.
- Medicines must be stored safely and the appropriate paperwork completed and signed. Accidents will be recorded and information shared with parents. We aim for every member of our staff to hold a First Aid qualification.
- Should accidents or sickness occur, dirty clothes will be put into polythene bags to be taken home to parents/carers. Please pack a set of spare clothes for your child every day. Parents will be called to collect their child if the staff feel they are unwell, parents will be contacted first to discuss any concerns. Please ensure the contact numbers we have are correct and updated when necessary.
- The appropriate personal protective clothing i.e. gloves and aprons are worn by staff when changing nappies or handling/dealing with bodily fluids.
- Health and Safety Law poster is displayed in pre-school

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- Risk assessment of areas/equipment of use, outings, fire evacuations, food hygiene are carried out regularly by the management and any appointed Health and safety officers. All Risk Assessments are recorded and reviewed and are kept in the preschool in the Health and Safety File.
- Hand washing must take place before and after preparing food, changing nappies and at meal times.
- Clean up spillages quickly and inform others of wet surface using the appropriate yellow sign
- Refrain from having hot drinks anywhere near the children.
- Keep all cleaning materials and sterilising fluids securely away from the children.
- Attend all relevant training opportunities.

### **Accident: Prevention and Reporting**

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management Committee. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the Provision and for the reporting of any faults or hazards to their supervisor or the Management Committee.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.

**Please note:** This list is not exhaustive!

### **Our Responsibilities under RIDDOR**

*There is some really useful information on the Health and Safety Executive's website [www.riddor.gov.uk](http://www.riddor.gov.uk)*

In brief we must report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0845 300 9923.

They can advise you if you do need to report specific incidents and about what records you should keep.

We will report any of the following that happens to a member of the public, including a parent or child, or an employee on our premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;

- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

We are also required to report such incidents, as well as various other events, to Ofsted.

## **COSHH**

### **The Control of Substances Hazardous to Health Regulations**

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Manager of all hazardous or potentially hazardous substances that are used in the Provision. A copy of this list will be kept at the setting.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Manager is to be informed of any hazardous substances which it proposes to bring onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- all hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing eg gloves etc;
- products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

## **FIRE PRECAUTIONS**

The Committee and school are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Committee and school any instances where the property procedures are not being implemented e.g. wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises, the Provision operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the school setting and ensure that their cigarette is properly extinguished.

In the event of a fire: **Don't Panic – follow the Fire Procedure**

Do not tackle the fire unless:

- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

## **Fire Procedure**

If you discover a fire

- 1) Immediately raise the alarm
- 2) If in charge of children, pass their care to the nearest member of staff
- 3) Tackle the fire if possible with the appliances provided, but **WITHOUT TAKING PERSONAL RISK.**
- 4) Leave the building, assisting with the evacuation of the children.

On hearing the fire alarm

- 5) (Nominated Person) will call the Fire Service immediately
- 6) Dial 999 and ask for the Fire Service
- 7) Wait for the Fire Service to answer
- 8) Give the full address clearly
- 9) Evacuate the children in your care by using the nearest available exit and **KEEP THE CHILDREN TOGETHER**
- 10) Proceed to the assembly point in the front playground
- 11) The Person in Charge will take a roll call to ensure that no-one has been left in the building.

**DO NOT** stop to collect personal belongings

**DO NOT** re-enter the building until told to do so by the Fire Service

## **FOOD HANDLING**

The Provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the Provision's Health and Safety Policy;
- Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

### **Principles of Safely Handling Food**

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.
- Staff are trained
- Records of temperatures of reheated foods are kept

### **Keep it Clean – Keep it Cool – Keep it Covered**

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- Signs of any type of pest infection must be reported immediately.

## **Principles of Safely Using Equipment in Catering Areas**

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.

## **Smoking**

The pre-school and school are strictly NON SMOKING. This includes outdoor and surrounding areas.

## **Manual Handling**

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

**The appointed Health and Safety Officers are Nic Hare and Sarah Haskett**