

**Under Fives Roundabout  
Health and Safety Policy  
Policy No: 3.1.**

**Last reviewed: November 2009**

**To be reviewed by: November 2010**

**Responsible member of staff: Ludmila Stanley**

**Responsible member of committee:**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe 1.4. Health and well-being	2.2. Parents as partners 2.4. Key person	3.3. The learning environment 3.4. The wider context	

## **10.1. Health and safety policy**

### **Statement of intent**

This Pre-School/Playgroup/Toddler Group believes that the health and safety of children is of paramount importance. We make our groups a safe and healthy place for children, parents, staff and volunteers.

### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **Methods**

- The member of staff responsible for health and safety is **Ludmila Stanley**. She is competent to carry out these responsibilities. She is undertaking health and safety training and regularly updates her knowledge and understanding. She has a up-to-date food hygiene certificate.
- We display the necessary health and safety poster in the lobby.

### **Risk assessment**

Our risk assessment process includes:

1. checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
2. deciding which areas need attention; and
3. developing an action plan based on the risk assessments which specifies the action required, the timescales for action, the person responsible for the action and any funding or resources required.
4. All our key staff have training in writing risk assessments and are expected to carry them out.
5. Staff will also consider 'beneficial risks' as part of their planning (for example, natural items for climbing and scrambling over as part of play; the use of real tools rather than toys).

We maintain lists of health and safety issues which are checked:

- daily before the session begins;
- weekly; and
- termly - when a full risk assessment review is carried out.

Our day to day Risk Management procedures are attached to this policy and are also displayed on the staff noticeboard. They are reviewed regularly.

### **Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board outside the Pre-School room and a copy is also displayed on the toddler group noticeboard.

### **Awareness raising**

1. We induct all staff and regular volunteers in health and safety and explain health and safety issues clearly to staff and volunteers within the first week of working at Roundabout so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. We cover matters of employee well-being, including safe lifting and the storage of potentially dangerous substances, as well as fire safety and evacuation procedures.
2. 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 and understood. These are reviewed at the end of the probation period and at least annually thereafter.
3. Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Pre-School/Playgroup.
4. As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
5. We have a no smoking policy.
6. Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

1. Only paid staff who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and have required background checks have unsupervised access to the children, including helping them with toileting/personal care.
2. Staff wear ID badges.
3. Adults do not normally supervise children on their own.
4. All children are supervised by adults at all times.
5. Whenever children are on the premises at least two adults are present.
6. Volunteers are never left unsupervised with children.

### **Security**

1. Systems are in place for the safe arrival and departure of children.
2. The times of the children's arrivals and departures are recorded
3. The arrival and departure times of adults – staff, volunteers and visitors – are recorded in our visitor book in lobby and adults visiting the groups are also added to the register of one of the rooms.
4. We have signed permission from parents for who will drop off and collect, included named others. Unless permission is given specifically we will check with the parent

by phone before allowing a child to leave.

5. Our systems prevent unauthorised access to our premises. Access is by code known to parents/carers and staff and changed half-termly. Visitors need to press the buzzer and identify themselves. If the code is compromised (for example, a child learns the code), we change the code more frequently and have posters reminding adults of the importance of keeping the code secret and not teaching it to their children.
6. Our systems prevent children from leaving our premises unnoticed.
7. The personal possessions of staff and volunteers are securely stored during Pre-School/Playgroup sessions, locked in the main storage cupboard or in the office.

### **Windows**

1. All windows are made from safety glass.
2. Windows are protected from accidental breakage or vandalism from people outside the building.
3. Windows are locked at the end of each day.
4. Children are supervised near the windows in the unlikely event that they may try to climb through.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors; all of the room doors are fitted with safety hinges.

### **Floors**

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

### **Kitchen**

1. Children do not have unsupervised access to the kitchen.
2. All surfaces are clean and non-porous.
3. There are separate facilities for hand-washing and for washing up.
4. Cleaning materials and other dangerous materials are stored out of children's reach.
5. When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.
  - the children remain in the playroom and cooking is facilitated through the hatchway, which was designed for this purpose.
    - All the children and staff wear aprons for cooking activities. The aprons are washed frequently.

### **Electrical/gas equipment**

1. All electrical equipment conforms to safety requirements and is checked regularly as per environmental health advice. We do not have gas on the premises.

2. Our boiler/electrical switchgear/meter cupboard is not accessible to the children. It is locked with a key which is hung out of the reach of any children.
3. The boiler is maintained annually.
4. Electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
5. The heaters are in ceiling and are checked regularly to make sure they are clean and working well.
6. There are sufficient sockets to prevent overloading.
7. The temperature of hot water in all sinks in the rooms is blended to 41 degrees to prevent scalds.
8. Lighting and ventilation is adequate in all areas including storage areas.

### **Storage**

1. All resources and materials which are available in the rooms for self-access by the children are stored safely.
2. All equipment and resources are stored or stacked safely in the main storage cupboards and elsewhere to prevent them accidentally falling or collapsing.
3. Equipment is sorted in such a way that it can be accessed without leaning and twisting in order to make manual handling safe for staff.

### **Outdoor area**

1. Our outdoor area is securely fenced with self-closing gates which are either locked or controlled electronically.
2. The back of the building has a locked gate to prevent unauthorised access by children.
3. Our outdoor area is checked for safety and cleared of rubbish before it is used.
4. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
5. Our garden is maintained to a safe standard and any risks are controlled.
6. Where water can form a pool on equipment, it is emptied before children start playing outside.
7. Our outdoor sandpit is covered when not in use to prevent soiling by animals, especially cats. The sand is replenished or changed annually.
8. The playhouse is only used when safely emptied.
9. Ride on toys and other outdoor equipment is serviced once a year, mended or disposed of as appropriate.
10. Children are not allowed under the cedar tree in heavy rain or very windy weather due to the risk of falling branches.
11. Staff position themselves in such a way that they can see all areas of the play area when children are outside.
12. Children are discouraged from playing near the gate or bike racks, especially when bikes are parked there. All bikes are secured safely to the bike racks or removed.
13. All outdoor activities are supervised at all times.

## **Hygiene**

1. We regularly seek information from the Environmental Health Department at the City Council, the Health and Safety Executive and other bodies to ensure that we keep up-to-date with the latest recommendations.
2. Our daily routines encourage the children to learn about personal hygiene.
3. We have a daily cleaning routine for the Pre-School/Playgroup which includes the Pre-School/Playgroup room, kitchen and toilets. We employ a cleaner five days a week and have the whole building deep cleaned in the summer holidays.
4. Cleaning chemicals are kept to a minimum, stored out of reach of the children and we keep a COSHH file which is up-dated as required.
5. We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
6. The toilet areas have a high standard of hygiene including foam soap and paper towels.
7. Nappies are changed on the changing table in playgroup or on a clear area of floor in the toilet area with a clean changing mat. The mat is cleaned thoroughly with soap and water or antibacterial wipes after each use. Nappies are double bagged and put directly in the general waste bin outside.
8. 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;
  - providing tissues and wipes;
  - providing paper towels
  - washing teatowels regularly

## **Activities**

1. 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/Playgroup/Toddler Group.
2. The layout of play equipment allows adults and children to move safely and freely between activities.
3. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
4. All materials - including paint and glue - are non-toxic.
5. Sand is clean and suitable for children's play; outdoor sand is replenished or renewed at least annually
6. Physical play is constantly supervised.

7. Children are taught to handle and store tools safely.
8. Any sleeping children are checked every 5 minutes, a note kept and parents informed
9. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

1. Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
2. At least one member of staff is trained in CIEH Level 2 Food Safety and Hygiene (Ludmila Stanley)
3. All food and drink is stored appropriately.
4. Open food stored in the fridge is labeled with the date when opened.
5. Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of children.
6. Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
7. Fruit and vegetables served for snack are checked for freshness, washed and sliced.
8. Parents are encouraged to use cool packs in packed lunches because we do not have space for all lunch boxes; the children's lunches will be refrigerated on request.
9. Fresh drinking water is available to the children at all times.
10. We operate systems to ensure that children do not have access to food/drinks to which they are allergic. In particular, all parents/carers are told not to include nuts in food brought to the setting.

Please see also our Food and Drink Policy and Sick Child Policy.

### **Outings and visits**

1. We have agreed procedures for the safe conduct of outings.
2. Procedures to be followed on outings are contained within our operational plan.
3. A risk assessment is carried out before an outing takes place.
4. Parents always sign consent forms before major outings.
5. Our adult to child ratio is high, at least one adult to two children under 3 and one adults to four children over 3.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. Please see also our Lost Child Policy for procedures. For those children remaining at Pre-School/Playgroup, the adult to child ratio conforms to the requirements of the EYFS.

### **Animals**

1. Animals visiting the Pre-School/Playgroup are free from disease, safe to be with children and do not pose a health risk.
2. Children are supervised washing their hands with soap and fresh water after

touching any animals; wipes will be used if there is a delay in accessing running water.

### **Fire safety**

1. Fire doors are clearly marked, never obstructed and easily opened from inside. Our fire doors are the main doors from preschool and playgroup.
2. Smoke detectors, fire alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked, tested and serviced as specified by the manufacturer.
  - Fire alarms are tested weekly, with a different point tested each time on a strict rotation, and serviced twice year in accordance with British Standards recommendations
  - Smoke detectors are tested monthly and serviced twice a year.
  - Fire extinguishers are checked visually daily, that they are in the correct place, and monthly that they have not been tampered with. They are serviced once a year.
  - Safety lighting is checked monthly and serviced annuallyAll tests are recorded in the Fire Safety Log Book, kept in the lobby.
3. Our 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
  - practised regularly at least once every six weeks.
4. Records are kept of fire drills and the servicing of fire safety equipment.
5. The Fire Officer visits once a year.

### **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. All of our keypersons and our toddler group leader are expected to have up-to-date First Aid training, with refresher training every three years.

Our first aid kits:

- comply with the Health and Safety (First Aid) Regulations 1981;
- are regularly checked by a designated member of staff and re-stocked half-termly or as necessary;
- are easily accessible to and visible to adults; and
- are kept out of the reach of children.

At the time of admission to the Pre-School/Playgroup, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

**Our Accident Book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.
- where the accident involves a child, the parent is informed at collection or earlier if appropriate and asked to sign the record of the accident. The parent is given a copy of this record. Where more than one child is involved, every effort will be made to maintain confidentiality.

In the accident book we record:

- the date and time of the accident
- nature of the accident
- who was affected
- what treatment if any was required and administered
- when the parent/carer was informed including if they were called to the setting as a result of the accident

Ofsted is notified of any injury to a child requiring treatment by a General Practitioner or hospital, or the death of a child or adult. We also inform Ofsted of any incidence of food poisoning.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a child, parent, volunteer or visitor requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

**Our Incident Book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards or repetitive issues
- where the incident involves a child, the parent/carer is informed at collection or earlier if appropriate and is asked to sign the record of the incident. Where more than one child is involved, every effort will be made to maintain confidentiality.

We keep an incident book for recording incidents happening during session at preschool, playgroup or toddler group. Some incidents are reportable to the Ofsted and/or the Health and Safety Executive including:

- break in, burglary, theft of personal or the setting's property
- an intruder gaining unauthorised access to the premises

- fire, flood, gas leak or electrical failure
- attack on a member of staff or parent on the premises or near by
- any racist incident involving a staff or family member on the setting's premises
- death
- a terrorist attack or threat of one

In the incident book we record:

- the date and time of the incident
- nature of the event
- who was affected
- what was done about it
- if it was reported to the police and, if so, a crime number
- any follow up or insurance claim

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 Evacuation Policy will be followed and staff in preschool/playgroup will take charge of their key children. The incident will be recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called and the advice of these services is followed.

**The incident book is not for recording issues of concern involving a child.** Such issues are recorded on a 'logging a concern form' which is kept in the Child Protection file in the child's own file .

### **Medication**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. Children taking prescribed medicine must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. This process needs to be requested via the GP by the parent.
- For long term conditions, a care plan will be drawn up by the keyperson or group leader and the parent. There is space on the registration form for the parent to mention any such condition so that a care plan and any essential training can be drawn up at an early stage to avoid delay to the child starting playgroup/preschool.

## **Allergies**

- We have systems in place to ensure staff and volunteers are aware of individual's allergies (both child and adult) and take necessary steps to avoid exposure (for example, asking parents not to provide nuts in lunch boxes, etc)
- If an epipen is prescribed, this will be kept in the unlocked cupboard over the sinks in the room, easily accessible to adults but inaccessible to children.
- All staff will be informed of relevant allergies and with the agreement of the parent a photograph of the affected child will be put on the cupboard as a reminder.
- Training in the use of an epipen must be given to all key staff by a health professional. The request for this training needs to be made by the parent via their GP. There is space on registration forms for parents to note such allergies and where possible this will be followed up at an early stage in the hope that the child can start at preschool/playgroup without delay.

## **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at Pre-School/Playgroup.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- We ask that children are clear of the symptoms of sickness and diarrhoea for 48 hours before returning to Pre-School/Playgroup.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the Pre-School/Playgroup/Toddler Group.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times including wearing single use vinyl gloves and aprons, red mops and disinfectant.
- Staff should remain off work until they have been clear of symptoms of sickness and diarrhoea for 48 hours.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

## **Safety of adults**

1. Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
2. When adults need to reach up to store equipment, clean heaters or to change light bulbs they are provided with safe equipment to do so and are advised only to do so

- with another adult present
3. All warning signs are clear.
  4. Adults do not remain in the building on their own or leave on their own after dark.
  5. The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
  6. We write an individual risk assessment for all pregnant staff and adjust their responsibilities accordingly.

### **Records**

In accordance with the EYFS, we keep records of:

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all the members of the management committee;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken, the date of issue and disclosure number of enhanced criminal records bureau checks, copies of qualification certificates, etc.
- adults authorised to collect children from Pre-School/Playgroup;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children; any medicine administered, including consent and acknowledgement;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

We also keep a list of emergency contact details for staff and volunteers in case of accident or sudden illness, with a summary list kept in the register.

Reviewed and up-dated October 2009

### **Useful contact details:**

- Emergency services 999
- Roundabout Office no 01223 309066
- Ofsted 08456 404040
  
- Cambridge City Council Environmental Health Department 01223 457900 (Tracey Chabot)
- RIDDOR <http://www.hse.gov.uk/riddor/riddor.htm> 0845 300 99 23
  
- Alarm Maintenance (Servicing for Fire Alarm, Smoke Alarms, Emergency Lighting, Access Control of gate and door, CCTV) <http://www.alarmmaintenanceltd.co.uk/> 01223 263222

- Fire Extinguisher Service - Three Counties Fire Protection  
<http://www.threecountiesfire.co.uk/> 0800 052 2727