



Discovery Schools
Academy Trust

Health and Safety Policy

Statement of Intent

Parkland Pre School believe that the health and safety of children is of paramount importance. We make our preschool 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.

Method

The member of staff responsible for health and safety is Sarah Duckett. She is competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- A termly inspection is carried out by the site manager John Fay.

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 before the session begins;
- And continually throughout the session, the week and the term.

Insurance Cover

- We have public liability insurance and employers' liability insurance. The certificate is displayed in the main entrance.

Awareness raising

- 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 wellbeing, including safe lifting and the storage of potentially dangerous substances.
- 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 preschool.
- 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.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau 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.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of adults 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 securely stored during preschool sessions.

Windows

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

Doors

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

Floors

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

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and nonporous.
- There are separate facilities for hand washing and for washing up.

- Cleaning materials and other dangerous materials are stored out of children's reach, in a locked cupboard.

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.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our 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.
- Storage heaters are checked daily to make sure they are not covered.
- 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.

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.

Outdoor area

- 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 pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including, but not restricted to, coats, hats, sun hats, and sun protection cream. Where appropriate we will have a limited supply of these for use in an emergency.

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 preschool which includes play room, kitchen, rest area, toilets and nappy changing areas. We ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- 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
- Providing tissues and wipes

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 preschool.
- 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 nontoxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- 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, upon request.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before outings. Staff will also discuss the outing with parents beforehand to allay any worries the parent may have and ensure they are fully aware of the content of the outing.
- Our adult to child ratio is high, normally one adult to two children. At least one of the staff members will hold a current First Aid certificate.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- A member of staff will carry a fully charged and operational mobile phone in addition to, contact details for all families involved in the outing, a first aid kit, parental consent forms for emergency treatment of children
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- For those children remaining at preschool, the adult to child ratio conforms to the requirements of the National Standards for Day Care.

Animals

- Animals visiting the preschool are free from disease, safe to be with children and do not pose a health risk.

Fire safety

- See Fire Policy

First aid and medication

- See First Aid Policy

At the time of admission to the preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

Sickness

- See the Unwell Child Policy

Lost child:

Identify lost child

One member of staff to sit and tell children a story.

One member of staff to check building

2 members of staff to check immediate vicinity (in school grounds)

Check with school & nursery

Check road outside school

Phone police and parents

NB: THIS WHOLE PROCEDURE NEEDS TO BE CARRIED OUT WITHIN 15 MINUTES!

If child has been passed back into parent care i.e. end of session, then it is ultimately the parents responsibility, but we will assist in all ways.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. When appropriate, the records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the National Standards for Day Care, we keep records of:

- Adults authorised to collect children from preschool;
- 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;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and Incidents.

This policy was adopted at a meeting of: Parkland preschool

Held on _____(date)

Date to be reviewed _____(date)

Signed on behalf of the School Committee _____

Name of signatory _____

Role of signatory _____

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: