Buxton Village Hall, Mill Street, Buxton, NR10 5JE

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 committee@buxtonpreschool.co.uk

Registered Charity Number: 1044583

Ofsted number: 253986

**Health and Safety Policy 2022**

**Statement of Intent**

This 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.

**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 **Sonja White.**

They are competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster on our premises.

**Risk Assessment**

The member of staff responsible for Risk Assessment is **Valerie Melton**.

Our risk assessment process includes:

* Checking for hazards and risks indoors and outdoors and in our activities and procedures. Our assessment covers adults and children.
* Deciding which areas need attention.
* Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
* Risk assessment record sheets are in the risk assessment folder.
* The risk assessment list is displayed in the kitchen and checked daily before the session begins.
* The risk assessment folder is maintained by the risk assessment officer.

**Insurance Cover**

We are insured through the Morton Michel. This policy is on display on the preschool notice board in the small hall.

**Awareness Raising**

* As necessary, health and safety training is included in the annual training plans of the staff and health and safety is discussed regularly at staff meetings.
* No smoking is allowed in our building or when we are off site with the children.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**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 they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
* We keep all cleaning materials in their original containers and stored in the kitchen in a locked cupboard.
* Overall maintenance and cleaning is the responsibility of the village hall.

**Safety of Children**

* Only staff members have unsupervised access to the children, including helping them with toileting.
* All staff members have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
* Adults do not normally supervise children on their own.
* Mobile phones belonging to staff or volunteers must be left in the kitchen and not taken out of the kitchen during session time. Visitors are also requested to leave their phones in their bags in the kitchen during their time in the setting. If they do not have a bag then the phone will be placed in a clear, lidded box.
* The preschool has 2 Ipads which may be used to take pictures and/or videos of the children within the setting for their “Tapestry” on-line learning journeys in the presence of other staff. Staff can access “Tapestry” via the Tapestry app or directly on-line. The Ipads and Tapestry app are used in accordance with the Preschools Tapestry policy. The Ipads must stay on the premises.

**Security**

The Preschool opening times are:

Monday 8:45-2:45

Tuesday 8:45-12:45

Wednesday 8:45-2:45

Thursday 8:45-2:45

Friday 8:45-12:45

* Systems are in place for the safe arrival and departure of the children. The times of the children’s arrivals and departures are recorded on the group registers.
* All exists are locked by 8:55.
* The arrival and departure times of adults 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 sessions.
* If a child is being collected by someone other than the parent/carer, then staff must be informed either by pre-arrangement, to be recorded or by telephoning the preschool on the day. If the staff have concerns or if someone else attempts to collect the child without prior warning, the procedure for dealing with abandoned children will be followed.
* If the child is not collected at the end of a session, two members of staff will wait with the child for upto one hour, during this time the three given contact numbers will be phoned. If nothing has been heard after an hour, the police will be contacted. If one of the three contacts has collected the child, then a note will be left on the village hall door to inform the parent/carer of where the child is and with whom. Late collection of your child may incur a fee to cover staff costs.
* If a child is found to be missing during a session the police will be informed straight away, after which the parents will be contacted. The premises will be searched thoroughly by one member of staff without causing concern to the other children, who will be brought together by the remaining staff for a group activity. If the child is not found on the premises then the search will be widened to the surrounding area. At all times the adult to child ratio will be kept as high as possible to ensure continued safety to the remaining children. Once the child has been found there will be a review of the security and improvements made if required.

**Doors**

* We take precautions to prevent children’s fingers from being trapped in doors. Finger guards have been fitted to the hinge side of all main doors. The room divider door must be hooked back when opened.
* Stair gates are secured to both kitchen doors to prevent access by the children.

**Food Preparation**

* Children are not able to access the kitchen during preschool hours.
* Hot liquids and kettles are inaccessible to the children.

**Electrical Equipment**

* All electrical equipment is tested by the village hall and preschool equipment is also PAT tested.

**Storage**

* All resources and materials from which children select are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
* Staff are guided on to how to lift and move furniture and equipment safely.
* Children will not be allowed access to the storage areas during session time.

**Outdoor Classroom**

* The garden gate is checked that it is closed and locked before the children have access to the garden.
* The garden will be inspected for rubbish and damaged equipment before the children are allowed out.
* All outdoor activities are supervised at all times. A minimum of one member of staff must be outside when the door to the garden is open at all times.
* The garden area is securely fenced.
* The outside sandpit is covered when not in use and cleaned regularly.

**First Aid**

We provide care for healthy children and promote health through identifying allergies and through preventing cross infection of viruses and bacterial infections.

All permanent staff are trained paediatric first aiders. A first aid box is kept in the medication bag situated inside the kitchen within quick and easy access, containing the required equipment. It is regularly checked by staff and updated if required.

If a child is taken ill during a session any first aid necessary will be administered by staff, medical assistance will be sought and the parent/career will be contacted. If a member of staff or other adult is taken ill during session, first aid will be administered by staff, medical assistance will be sought and relevant staff cover will be arranged by the manager and/or committee.

**At the time of admission to the setting, parents written permission for medical advice or treatment is sought.**

**Our accident book:**

* Is kept safely and easily accessible in the Fire Board box file.
* All staff and volunteers know where it is kept and how to complete it.
* Is reviewed regularly to identify any potential or actual hazards.

**OFSTED is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.**

All medicines MUST be clearly labelled. Any medication given to a child will be recorded in the medicines book and the practitioner/carer will be asked to sign beside it. All medicines will be kept in the medicine box inside the kitchen during the session and locked in a cupboard afterwards. See administering medicines policy.

**Sickness**

Children are to be kept away from preschool if there is any indication of infectious disease. Please refer to the Department of Health guideline displayed on the notice board for details of the illness exclusion periods.

*Vomiting and/or diarrhoea*: any child who vomits or has a bout of diarrhoea whilst at preschool will be expected to be taken home immediately. The parents/carers will be contacted and asked to collect their child who will be kept comfortable whilst waiting collection.

The following exclusion times apply to any bout of diarrhoea and/or vomiting that occur:

Children should not return to preschool until 48hours after their last episode and adult staff/volunteers should not return to preschool until 24hours after the last episode.

**Hygiene**

* Buxton Preschool operates a no smoking policy.
* Our daily routines encourage children to learn about personal hygiene.
* The hall is cleaned regularly by a cleaner but staff will also ensure that the hall, kitchen and toilets are clean and hygienic before and after each session.
* Everyone is expected to maintain a basic level of hygiene within the preschool, including washing hands after toileting and before preparing food.
* Disposable paper towels are available at each hand washing area.
* All rubbish is placed in bins with the exception of soiled nappies, which are disposed of off the premises.
* The toilet area has a high standard of hygiene including hand washing and drying facilities.
* We implement good hygiene practices by:
* Cleaning tables between activities.
* Checking toilets regularly
* Wearing protective clothing such as aprons and disposable gloves when/as appropriate.
* Providing sets of clean clothes.
* Providing tissues and wipes.
* Providing mops and buckets.

**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 setting.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* Toys, equipment and furniture is kept clean and inspected regularly.
* All materials including paint and glue are non-toxic.
* Sand is clean and suitable for children’s play.
* Physical play is constantly supervised.
* Children learn about health and safety and personal hygiene through the activities we provide and the routines that we follow.
* Children and adults are expected to wear suitable clothing. For the children, this includes soft shoes without buckles. For adults, no high heeled shoes. Children may only wear stud earrings, hoops or dangly earrings are not permitted.

**Food and Drink**

* All food and drink is stored appropriately.
* Adults do not carry hot drinks through the play area 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 drink.
* Fresh drinking water is available to children at all times by the means of their own labelled drinks bottle, kept in the water tray in the main area.
* Children bring their own packed lunches. They are stored on the trolley in the kitchen.
* At least one member of staff holds a food hygiene certificate.
* Crockery and cutlery are washed properly before being replaced in the cupboards after use.
* Children are offered a wide variety of snacks to help promote healthy eating and also an extension of the curriculum planning.
* Any allergies, special dietary requirements or wishes must be discussed with the child’s Keyperson. Details are noted and taken into account for snacks and cooking activities. The child has their own Dietary needs board taped to the inside of the snack cupboard so is visible to all staff.

**Outings and Visits**

* A risk assessment is carried out before an outing takes place.
* Written permission is required for each child attending an outing if their parent/carer will not be accompanying them.
* For all outings the ratio of children to adults is 2:1.
* The children are appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children.
* The register, contact phone numbers, first aid kit and mobile phone are taken.
* The driver’s insurance cover is checked.

**Animals**

* Animals visiting the setting are free from diseases and safe to be with children and do not pose a health risk.

**Fire Safety**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises and practiced regularly.
* Records are kept of Fire drills.
* There is a fire drill a minimum of once every half term.

**Records**

In accordance with the National Standards of 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 a childrens illness or accidents.
* The dietary requirements and illnesses of individual children.
* The times of attendance of children, staff, volunteers and visitors is in the Fireboard.
* Accidents. The accident book is in the Fireboard Box.
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