St John's Pre-school Nursery

Health and safety policy

Statement of intent

This Nursery 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

To make children, parents/carers, staff and volunteers 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.

Responsibilities

Overall and final responsibility for health and safety is that of the St John's Pre-school Nursery Board of Trustees.

The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Nursery manager – David Eaves.

He is competent to carry out these responsibilities.

Arrangements:

Risk assessment

We use the Pre-School Learning Alliance (PLA) model risk assessment to thoroughly check the Nursery area. Our risk assessment process includes:

- checking for hazards and risks indoors and outside, 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.

This assessment is carried out annually by the Trustees in conjunction with the Nursery Manager.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Welcome Area.

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.
- 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. (Held by Secretary)
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

- 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.
- According to the Law no smoking is allowed anywhere on site.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the DBS.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- We undertake daily indoor and outdoor Health and Safety checks.
- We use an air monitoring device to keep air clean.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Visitors can sign in first at the School Reception before coming over to the Nursery.
- 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.
- A Lockdown Procedure Policy is in place.

Windows

- Low level windows are made from materials that 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.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.

- Radiators, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- Our boiler is not accessible to the children.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.

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.

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, and animal excrement.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

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.
- The Nursery is cleaned daily by the School cleaners.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. Nappies are disposed of in the outside bin.
- We apply COSHH procedures in the Nursery for cleaning up bodily fluids.
- 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 setting.
- 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 non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded, and the date is recorded in the inventory.
- Large pieces of equipment are discarded only with the consent of the manager and the trustees and the date is recorded in the inventory.

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 are stored appropriately.
- Procedures are in place to ensure all food past its sell-by date is disposed of regularly.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Cleaning products comply with BS EN 1276 and BS EN 14776 when used for food preparation or eating activities
- Adults do not carry open hot drinks through the play area during the session. Lidded mugs are used.
- Snack 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.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. Allergies are listed on the board above the sink.

Animals

- Animals visiting the Nursery are free from disease and safe to be with children, and do not pose a health risk.
- Any Nursery pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.
- Parents are asked not to bring dogs onto the school grounds.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- 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 term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Dealing with incidents

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 Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication Accident Record.

Our Incident Log

- We keep an incident log for recording incidents including those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the Nursery's property;

- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or near by;
- any incident relating to equality issues involving a staff or family on the centre's premises;
- death of a child;
- a terrorist attack, or threat of one.

- In the incident log we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- 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 standard Fire Safety Policy / Lockdown Policy, whichever is appropriate,will be followed, and staff will take charge of their key children. The incident is 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 are followed.
- The incident log is not for recording issues of concern involving a child. This is recorded in the child's own file.

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 on the site on their own or leave on their own after dark. (School premises staff are available on site and secure the site.)
- The details of sickness of staff are recorded on the Staff Absence Form. Their involvement in accidents at Nursery is recorded on an Accident Form. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored. (COSHH sheet)
- We keep all cleaning chemicals in their original containers.

Documentation

In accordance with the Early Years Foundation Stage Statutory Guidance, we keep the following records:

Children

- full names,
- date of birth,

- names, addresses and telephone numbers of every parent and carer who is known to the Nursery;
- which of these parents or carers the child normally lives with (relevant box on admissions form asterisked by staff at home visit);
- emergency contact details of the parents and carers;
- the allergies, dietary requirements and illnesses of individual children;

Records relating to individual children are retained for at least 3 years after the children have left the provision.

We submit the following information to the local authority about individual children receiving the free entitlement to early years provision as part of the Early Years Census:

Full name;

Date of birth;

Address;

Gender;

Ethnicity*;

Special educational needs status;

The number of funded hours taken up during the census week;

Total number of hours (funded and unfunded) taken up during the census week.

*This is collected on a voluntary basis. A child's ethnicity should only be recorded where parents have identified the ethnicity of their child themselves.

Adults

- Names, addresses and telephone numbers of all staff on the premises, including temporary staff or anyone who works with the children or who has regular unsupervised access to them;
- Names, addresses and telephone numbers of the Trustees;

Provider's records

- all records relating to the staff's employment with the Nursery, including application forms, references, results of checks undertaken etc. Held by;
- the certificate of registration - displayed in the Welcome Area;
- the daily record of names and times of attendance of children, staff, volunteers and visitors;
- names of the children's key person;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; photographs;
- incident records;
- Risk assessment - stating when it was carried out, by whom, date of review and any action taken following a review or incident.

All our confidential records are stored securely and are only accessible to those who have a right or professional need to see them.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings and visits
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Sick children policy.
- No smoking policy.
- Prior parental consent for photos to be taken.
- Confidentiality
- ESafety Policy
- Lockdown Policy
- We follow a strict Pest Control procedure that is covered within the Hope Sentamu Learning Trust Health and Safety Policy and Procedure Manual, Section 28 Pest Control.

Specific Covid-19 Protocols

This policy refers to procedures prior to Covid-19 and should be read in conjunction with Specific Covid-19 practices and procedures found in the following documents:

- Risk Assessment for Covid-19 19 September 2020
- Parent's Guide to St. John's Pre-school Nursery September 2020

When not in COVID-19 lockdown restrictions this policy will return to use or be revised to comply with current guidance.

This policy was adopted at a meeting of St John's Pre-school Nursery

Held on (date) 30 January 2025

Signed on behalf of the Board of Trustees

Role of signatory Chair

Review date January 2027