

ABC PRESCHOOL

Akeman Street Baptist Church, Akeman Street, Tring HP23 6AA : 07510 372073

HEALTH AND SAFETY POLICY

Amended procedure, following the return on 8th September 2020, to comply with Government guidelines and regulations and put in place protective measures to limit the transmission of Covid-19.

Statement of intent

This preschool believes 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.

Methods

The person responsible for health and safety is Dave Crane. He is competent to carry out these responsibilities and regularly updates his knowledge and understanding. We display the necessary health and safety poster in the church hall.

Risk assessment

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; 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, weekly and termly.
- a full risk assessment is carried out annually using a Risk Assessment Checklist.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the preschool notice board in the church hall.

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 well-being, including safe lifting and the storage of potentially dangerous substances.
- 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.
- Health and safety issues are explained, during the home visit and in newsletters, 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 Disclosure and Barring Service (DBS) and are approved by the Preschool Committee have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own, unless agreed by the leader.

- 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 times of the children's arrivals and departures are recorded.

- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to the preschool premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during preschool sessions.

Procedures for Visitor Access to church hall or chapel during preschool sessions.

In order to prevent unauthorised access to the preschool the following procedures are in place:-

- The internal door is locked during preschool sessions.
- Visitors to Preschool will use the intercom buzzer located by the outer doors to let us know they are there. A staff member will check on the camera inside before going to the glass door to check and let them in. Visitors will be required to wear face coverings and sanitize their hands.
- *Church workers and expected visitors, wanting to gain access to the rear hall (for example to carry out maintenance work) must be introduced to the Preschool Leader or acting leader. They will not be allowed contact with the children but will, providing their activities do not disrupt Preschool, be allowed to carry out the purpose for their visit. Their details will be entered into the visitor's book.*
- The Preschool staff will not allow anyone who is unexpected or who is not accompanied by a known church worker access into the building even if they have identification documents with them.

Windows

- The large windows in the hall are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- 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 or kitchen equipment (e.g. knives).

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.
- Electric sockets are properly guarded and the children are taught not to touch them.
- 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.
- Children are not allowed access to the main preschool storage room.

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.
- All outdoor activities are supervised at all times.

Hygiene – also refer to Health & Hygiene Policy

Please refer to Health & Hygiene policy and practice re Covid-19

- We act on 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 cleaning routine for the preschool which includes play rooms, kitchen and toilets.
- 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.
- 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

Please refer to Health & Hygiene policy and practice re Covid-19

- 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 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.

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 areas and do not place hot drinks within reach of children.
- 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.

Outings and visits

- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings. These are taken on the outing along with the register containing contact details and the accident/incident book which contains details of allergies/medical conditions etc.
- Our adult to child ratio is high, normally one adult to two children. This may need to be reduced to one adult to one child if the child's key worker or parent feels the child may need particular attention. This is to be assessed during the risk assessment.
- A mobile phone and the first aid carrier bag are to be taken by the designated first aider.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

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

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors 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:
 - 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.

First aid and medication

Please refer to Health & Hygiene policy and practice re Covid-19

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.

Our first aid kit:

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

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 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.

Parents of children collected by a carer are informed in writing of any significant injury to their child. The note is given to the carer to pass on to the parent and a copy is kept.

Reporting

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 member of staff requiring treatment by a General Practitioner or hospital.
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Medication

Children's prescribed drugs are stored in their original containers, are clearly labelled and are placed in a container which is inaccessible to the children.

Parents give prior written permission for the administration of prescribed or essential 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.

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 preschool.

Please refer to Health & Hygiene policy and practice re Covid-19

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

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.
- 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.

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.

In addition, the following policies and documentation in relation to health and safety are in place.

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.

National Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

RIDDOR

What must I report?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
- 'GAS SAFE' registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre (ICC) on 0345 300 99 23. .

What is reportable under RIDDOR?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

Reportable deaths and major injuries

Deaths

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay. You can either telephone the ICC on 0345 300 99 23 or complete the appropriate [online form \(F2508\)](#)

Major injuries

If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the ICC or completing the appropriate [online form \(F2508\)](#).

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable over-three-day injuries

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-3-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days. You can notify the enforcing authority by telephoning the Incident Contact Centre on 0345 300 99 23 or completing the appropriate [online form \(F2508\)](#).

Information supplied to HSE in a RIDDOR report is **not** passed on to your insurance company. If you think your insurer needs to know about a work related accident, injury, or case of ill health please remember to contact them separately - insurers have told us that reporting injuries and illnesses at work to them quickly could save you time and money.

If you are an employer or in control of premises

If you are an employer, you must report any work-related deaths, injuries, cases of disease, or near misses involving your employees wherever they are working by calling the Incident Contact Centre as soon as possible, or report using an [alternative method](#).

When do I need to make a report?

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0345 300 99 23.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0345 300 99 23.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

You can keep the record in any form you wish.

- keeping copies of report forms in a file;
- recording the details on a computer;
- using your Accident Book entry;
- maintaining a written log.

If you choose to report the incident by telephone or through this web site, the ICC will send you a copy of the record held within the database. You will be able to request amendments to the record if you feel the report is not fully accurate.

How do I contact the ICC?

- By phone: **0345 300 99 23**
- Online: [HSE.GOV.UK /RIDDOR](https://www.hse.gov.uk/riddor) - Report online