



## 29. Health and Safety

St John's Pre-School, in acknowledging its duties under the Health and Safety at Work Act, has produced the following Health and Safety Statement:

St John's Pre-School will ensure, as far as is practical, the health, safety and welfare at work of all staff, students, volunteers, children and all persons within the premises for which it is responsible. We aim to provide a healthy and safe environment for the children and staff. We will do all in our power to prevent the spread of infection and to promote good health.

### Outdoor play

- Children will have the opportunity to play outside in a safe environment during each session.
- Due attention will be paid to the wearing of coats/sunhats as appropriate to the weather conditions.
- Cones will be used to show the designated area for play. This will change as pre-school assesses the changing needs of children and works in partnership with school over use of their playground and field.
- Allocated staff will be responsible for the provision of appropriate activities and the supervision of children. If more children choose to access outdoor activities the staff allocated must ask for additional staff to join them if ratios or need requires it.

### Building Maintenance

Although the responsibility for proactively ensuring that the building is safe and serviceable rests with the Pre-School Manager, every member of staff has responsibility to report to the Manager and problems of which they are aware.

The Manager will carry out periodic risk assessments of the areas used by pre-school. These assessments will include, but not be limited to:

- The physical state of repair
- The state of non pre-school equipment including that used for outside play
- The security of the building and the locks on external gates
- The storage and use of hazardous materials
- The need for equipment to be serviced, especially those requiring electricity
- Testing of emergency exits and ensuring they have been kept clear
- Storage of sharp objects
- Security of overhead storage

The result of each risk assessment will be discussed in the next team meeting. The Manager will ensure that all actions identified to eliminate or minimise risks have been allocated to a staff member to clear, and will follow up to ensure that this is done.

### Major Premises Failure

Regular maintenance should keep our building in good order, but occasional we may suffer service outages beyond our control, such as power cuts, heating breakdown, or loss of water pressure. Under these circumstances it is the responsibility of the Pre-School Manager to evaluate the likely impact on children and determine what steps to take, based on the seriousness of the impact and the expected duration of the outage.

Strategies might include:

- Bringing in emergency heating (subject to fire regulations)
- Contacting carers to collect their children early

The safety and comfort of the children will take precedence at all times

To ensure a swift response:

- The mobile phone will remain charged at all times
- The emergency contact list will be attached to the register clipboard at all times
- The board showing number of children present will be kept up to date
- The emergency evacuation procedure will be reviewed and practiced on a regular basis

## Hygiene Procedures

We aim to provide a clean and hygienic environment for the children and staff, which minimises the spread of infection.

We will promote good hygiene practice through:

- Continuous provision to reflect individual children's care needs. For instance, with hand washing that staff talk through the need for hand washing and also demonstrate the 'how to' with children. Praise will be offered for all attempts by children as they learn independence skills.
- Children's care needs to be met as staff follow safe practice (outlined as part of induction process). No volunteer is to enter toilet area or provide support for individual children, this is for fully inducted staff only. Younger children's personal care needs are met in a clearly designated area of the hall, offering sufficient privacy for the child being cared for whilst retaining a safe level of supervision. Nappies will only be changed by fully inducted staff members. Children to be supervised and assisted as they seek to gain greater independence washing hands, going to the toilet, dressing.
- Staff/Volunteers/Students to use Disabled Toilet located outside of locked hall. Staff will check that there is sufficient supervision of children before asking to leave the hall.
- Children's toilets to be checked regularly and cleaned if necessary.
- Regular checks to be made on sandpits and sand covered and changed as required but minimum of annually
- Tissues available and children encouraged to blow and wipe their own noses when necessary. Soiled tissues disposed of in the bin
- Disposable gloves and blue disposable aprons always to be worn when cleaning up spills of body fluids. Gloves are available in the nappy changing box, the bag located in the toilet and on the main administration trolley. Aprons are located in the nappy changing box and in the toilet area bag.
- Spare pants and other clothing are brought in by children. If children's own spare clothes have been used a small supply of spare clothes will be available in case of accidents as are nappy bags in which to wrap soiled garments.

## Safety Procedure

The nominated Health and Safety Officer is **Andrea Long**

The Health and Safety Officer carries out Risk Assessments making a written record of any action required. Faulty equipment, hazards, accidents are reported to the Health and Safety Officer, a written record is made of the action required and time allocated to action the necessary work. Risk Assessment takes place each morning for both the Inside and Outside Play Areas and for individual activities as and when required.

## Child Safety

- All children are supervised by adults at all times and will always be within the sight of a staff member
- Whenever children are on the premises at least two adults will be present

- Physical play is closely supervised
- We maintain Ofsted compliant ratios of staff to children.
- On outings and trips off the designated premises staff ratio is increased to 1 adult to every 2 children
- If a small group goes out there will be sufficient adults to maintain ratios for children and staff remaining on the premises
- All adults are aware of the procedures in place for children's arrivals and departures and an adult will be on the door at these times
- The main entrance is locked with a bolt at adult height and is also double locked.
- The hath is latch locked and bolted at the top at all times.
- Children will only leave the group with adults who have been authorised to take them.
- Outdoor space is securely fenced
- Accidents, however small, will be recorded in the Incident book which is then countersigned by the parent/carer
- Regular safety monitoring will include checking of the Accident and Incident Records
- Equipment offered to children is developmentally appropriate
- Equipment is checked regularly and any dangerous items repaired or discarded. All electrical equipment is PAT tested annually.
- Large equipment is erected with care and checked for hazards. It is surrounded with safety mats and closely supervised
- Fire doors are never obstructed
- Fires, heaters, electric points, wires and leads are adequately guarded
- All dangerous materials, including medicines and cleaning materials are stored out of children's reach
- Children do not have access to kitchens, cookers or any cupboard storing hazardous materials
- The storage cupboard is off limits to children at all times and remains locked during the session
- Adults do not walk about with hot drinks or leave hot drinks unattended in the reach of children
- A register of both children and adults is completed as people arrive so that a record of everyone present is available in an emergency
- The premises are checked before locking up at the end of the day
- A tally of the number of children present at a session is clearly displayed by the main door to the hall and maintained throughout the session.

### **No Smoking Policy,**

Smoking, alcohol and illicit drug use is not permitted anywhere in the building or outside play area. Staff and/or volunteers will understand that being under the influence of drugs or alcohol will not be tolerated, unless prescribed for medical reasons, and will not affect performance and safety of the children within the setting.

### ***United Nations Convention on the Rights of the Child***

#### *Article 6*

*'All children have the right to life. Governments should ensure that children survive and develop healthily'*

*Article 24 – Children have the right to good quality health care, clean water, nutritious food and a clean environment so that they will stay healthy.*

*Article 36 – Children should be protected from any activities that could harm their development*