



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

### **Health and Safety Policy**

The safety of children is of paramount importance. We ensure our setting is a safe place for children, parents, staff and volunteers. We ensure the premises are secure and fit for purpose.

We aim to make children, parents and staff aware of safety issues and to minimise the hazards and risks so that children can thrive in a safe environment.

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

Breakspeare Community Preschool operates a No Smoking policy.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

#### **Procedures:**

We have a member of staff responsible for health and safety, currently this is

Judy Lightowler

She/he is competent to carry out these responsibilities, ensuring training is completed and knowledge is updated regularly.

A Health and Safety poster is displayed in the office.

#### **Insurance cover:**

We use a Preschool Learning Alliance recommended insurance policy. This includes insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the noticeboard in the preschool lobby.

#### **Awareness raising:**

Our induction training for staff and volunteers includes clear explanations of health and safety issues ensuring all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

Records are kept of induction and new staff and volunteers are asked to sign the records to confirm they have been informed.

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

Health and safety training/ awareness is sought and discussed regularly at staff meetings.

Adults are provided with guidance about the safe lifting and handling of equipment.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

The sickness of staff and their involvement in accidents is recorded and reviewed regularly.

Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety:**

Layout and space ratios allow children and adults to move safely and freely between activities.

All employed staff have been checked for criminal records through the Disclosure and Barring Service. Volunteers are not able to be with the children unaccompanied until a satisfactory DBS check has been carried out.

Children are to be supervised by adults at all times. When children are on the premises, at least 2 adults are present.

Issues involving individual children will be recorded in the child's own file or the safeguarding folder.

Times of attendance of children are visible on the software system and the daily register. Staff and volunteer attendance is in the daily staff register and logged on our computer software. Visitors record their time when they sign in/out of the visitor book.

In the event that a parent or carer is unable to collect their child and sends a proxy, we use a password system to ensure that the proxy is who they say they are. If the proxy appears to be under 16, or we are concerned about releasing a child to them, we will hold the child until we have spoken to the parent or carer.

### **Security:**

Systems are in place for the safe arrival and departure of children. The times of arrival and departure are recorded.

Arrival: Two members of staff stand at the door during arrival and departure times. Daily instructions are noted in the register.

Departure: The same member of staff remains by the door and calls each child as their parent/carer comes to the door. At least two members of staff wait with the children in the main area.

The arrival of adults: Staff and volunteers sign the daily staff register. Visitors sign in and out in the Visitor Sign In/Out File.

Our systems prevent a child from leaving the premises unnoticed. Children are not left unattended at any time.

Personal possessions of staff and volunteers are securely stored in the staff toilet or preschool office.

### **Windows:**

Low level windows remain locked at all times.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

### **Doors:**

The back door, leading to the play area remains secured open during a session allowing children to go in and out.

The fire door is unlocked first thing in the morning and locked at the end of the day.

The main entrance to the preschool is operated with a swipe card which only authorised personnel can use.

### **Floors:**

Are checked daily to ensure that they are clean and not uneven or damaged. This is recorded in the Main Area Daily Check.

### **Kitchen:**

Children do not have unsupervised access to the kitchen. The kitchen is kept locked when not in use. Cooking activities are carried out in the main area. All surfaces are clean and non-porous. There are separate facilities for washing up and hand washing. Cleaning materials and sharp utensils are stored out of reach of children.

### **Cooking activities:**

Children are supervised at all times and are kept away from hot surfaces and hot water. They do not have unsupervised access to electrical equipment.

### **Electrical Equipment:**

All electrical equipment conforms to safety regulations and is checked annually. The heating controls are in the office and not accessible to children. Heaters and electric sockets are properly guarded and the children taught not to touch them. Electric sockets are not overloaded. Lighting and ventilation is adequate in all areas.

### **Resources:**

Risk assessments on resources are carried out daily, weekly and termly, and for new equipment and any layout changes. They are checked daily for damage and suitability and only age appropriate resources are accessible to the children.

### **Storage:**

We will ensure that resources and materials are stored safely and equipment is stacked safely to avoid collapse.

### **Animals:**

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

Children wash their hands after any contact with animals.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267

### **Accident book:**

During session times the accident book is kept on the tray unit outside the office. All staff know where it is and how to complete it. Relevant parents are notified of their child's accident on the day it occurs and are asked to sign to confirm their awareness.

It is reviewed regularly to identify actual or potential hazards.

OFSTED will be notified of any injury requiring treatment by a GP or hospital doctor or the death of a child or adult.

Any incidence of the following will be reported to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences:

- The death of any person, whether or not they are at work
- Accidents which result in an employee or a self-employed person dying, suffering a major injury, being absent from work or unable to do their normal duties for more than seven days
- Accidents which result in a person not at work (e.g. a visitor) suffering an injury and being taken to a hospital
- An employee or self-employed person suffering one of the specified work-related diseases
- Dangerous occurrences, which may not result in a reportable injury, but have the potential to do significant harm

### **Incident book:**

We record incidents including those that are reportable to the Health and Safety Executive for example: break in, fire, theft, flood, electrical failure, attack on a member of staff or parent on the premises or nearby, racism involving staff or parents, death of a child, terrorism or threat of.

### **Illness:**

Parents and staff are asked to keep their children at home if they have any infection or illness, and to inform the preschool the nature of the illness /infection. Preschool can then alert other parents and make careful observations of children who seem unwell.

The preschool can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.

Children who have vomited or had diarrhoea are asked not to attend preschool until at least 48 hours after the last episode.

We follow Public Health England guidance on infection control and may add setting specific rules dependent on the needs of the current cohort. These will be reviewed annually.



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

### **Reporting of 'notifiable diseases':**

If a child or adult is diagnosed suffering from a notifiable disease under the Health (Notification) Protection Regulations 2010, the GP will report this to the Health Protection Agency.

When the setting becomes aware, or is formally informed of the notifiable disease, OFSTED will be notified and staff will act on any advice given by the Health Protection Agency

Food poisoning affecting two or more children looked after on the premises will be reported to OFSTED.

### **First Aid:**

There is a first aid box, the contents of which will be determined in the first aid training courses. The box will be checked frequently and contents replaced as necessary.

There is at least one member of staff with a current first aid training certificate on the premises at all times.

If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.

If a child has a temperature, they are kept cool, by removing top clothing, using a cold compress as necessary and are kept away from draughts.

Temperature is taken using a 'fever scan' kept in the first aid box.

Cuts or open sores will be covered with sticking plaster or other dressing, for both children and adults.

Written parental permission is requested at the time of entry to the seeking of any necessary emergency medical advice or treatment while the child is at preschool.

### **Food:**

The preschool will observe current legislation regarding food hygiene. At least one member of staff will hold a current Food Health and hygiene certificate.

Each adult will:

Wait until at least 48 hours after sickness or diarrhoea before handling food.

Wash hands under running water before handling food.

Not be involved with the preparation of food if suffering from broken skin.

Refrain from coughing or sneezing over food.

Prepare raw and cooked foods in separate areas.

Keep food covered and either refrigerated or piping hot.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

Food will not be left standing, no food or drink will be reheated.

Wash fruit and vegetables thoroughly before use.

Tea towels will be changed after each session and washed.

All utensils will be stored in a dust free place, such as a drawer or cupboard.

### **Sources of Information:**

Through the notice board and newsletters parents will be kept updated on relevant health issues.

The preschool will maintain links with outside agencies for health/hygiene information and advice.

The setting has a list of excludable diseases and current exclusion times.

### **Record Keeping:**

Parental consents is obtained for administering emergency medical care, taking a child to hospital, intimate care, face painting, photographs for the purpose of recording achievements, outings and data sharing. This and information relating to individual children are recorded on our computer software and in the child's personal registration file in the preschool office. See Privacy Policy.

### **Hygiene:**

Staff are informed of and kept updated with hygiene procedures.

A member of staff completes a daily start/finish check in the kitchen to ensure hygiene standards are maintained.

The premises and equipment will be kept clean. This includes regularly sweeping the floor, wiping surfaces and cleaning toys.

All surfaces will be cleaned daily with an appropriate cleaner.

Different cleaning cloths will be used for kitchen and toilet areas.

Children at preschool will be encouraged to learn about personal hygiene through the daily routine.

We will ensure that:

- Hands are washed after using the toilet.
- Paper towels are used and disposed of appropriately.
- Tissues will be available and children will be encouraged to blow their noses when necessary. Tissues will be hygienically disposed of.
- Children will be encouraged to cover their mouths when coughing.
- Bodily fluids will be cleared with consideration of hygiene rules:  
Using rubber gloves blood, vomit or excrement wiped up and flushed away down the toilet. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Affected fabrics will be thoroughly rinsed in hot water and stored in a plastic bag.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267

- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant
- Waste will be disposed of properly in black plastic bags kept in the kitchen; these are placed in the wheelie bin after each session. When disposing of rubbish hands are washed afterwards.

### **Growing/digging Food at Preschool:**

After activities where children have handled soil, children wash their hands for at least 20 seconds with soap and warm water.

Preparing produce grown at preschool for children to eat or take home:

When preparing any fresh produce, begin with clean hands. Wash your hands for at least 20 seconds with soap and warm water **before** and **after** preparation.

- Cut away any damaged or bruised areas on fresh fruits and vegetables before preparing and/or eating. Produce that looks rotten should be discarded.
- Wash all produce thoroughly under running water before eating, cutting or cooking and rinse again. Washing fruits and vegetables with soap or detergent or using commercial produce washes is not recommended.
- Even if you plan to peel the produce before eating, it is still important to wash it first so dirt and bacteria aren't transferred from the knife onto the fruit or vegetable.
- Dry produce with a clean cloth towel or paper towel to further reduce bacteria that may be present.

### **Head Lice**

Breakspeare Community Preschool will take reasonable precautions to prevent further infestations within the setting where children play in close proximity to each other.

Parents, Staff and volunteers at preschool will remain vigilant to cases of head lice.

If a case is noted at preschool staff will encourage the family to seek treatment. This will be carried out in a discreet manner, maintaining respect for the family and child.

Where a case is identified treatment should be immediate.

Staff will inform other parents that there has been a case of head lice by putting a notice on the door.

Staff will provide help and support to families in the effective treatment of head lice. This could be to an individual parent, or to all parents through a poster or the newsletter.

Staff will pass on information provided from external agencies to help with the control of head lice.

Should a child continue to suffer from head lice after repeatedly speaking to parents, staff will have the discretion to phone the parent to come and collect their child. The child will return to preschool at their next session on the proviso that an effective treatment has been carried out.



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

**HIV/AIDS/Hepatitis procedure:**

HIV virus, like other viruses such as Hepatitis, (A, B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

Single use vinyl gloves are worn when changing children’s nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.

Soiled clothing is bagged up for parents to collect.

Spills of blood, urine, faeces or vomit are cleared up using mild disinfectant solution and mops, any cloths used are disposed of with the clinical waste.

Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

The following procedures and policies are in place, relating to health and safety:

- Evacuation policy
- Outings policy
- Administering Medicines policy
- Missing child policy
- Equipment policy
- Uncollected child policy
- Diet, policy and practice
- Intimate care and Toileting policy
- Unwelcome/ challenging visitors
- Risk assessment
- Privacy policy

This policy was adopted at a meeting of Breakspeare Community Preschool on .....

Signed on behalf of the committee:

Name:..... Signature:.....

Signed on behalf of the preschool:

Name: ..... Signature: .....

This policy is reviewed annually in September