Sticky Fingers Pre-School
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9 - Health and Safety Policy

Statement of intent
Sticky Fingers 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, volunteers, contractors and visitors to the setting.

Aim
We aim to make children, parents, staff, volunteers, contractors and visitors to the setting aware of health and safety issues and to minimize the hazards and risks, while enabling the children to thrive in a healthy and safe learning environment.

The member of staff responsible for health and safety is the Pre - School Manager, Sam Collinson. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.
We display the necessary health and safety poster, which is displayed on the back of the classroom door.

Risk Assessment
Our risk assessment process includes:

1 - Checking for hazards and risks indoors and outside and within our activities and procedures. Our assessment covers adults and children.
2 - Assessing the level of risk and who may be affected
3 - Deciding which areas need attention
4 - Developing an action plan that 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 before the session begins, weekly and termly - when a full risk assessment is carried out.

Insurance Cover
We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the back of the classroom door within Pre - School.

Awareness Training
- 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's well-being, including safe lifting and storing of potentially dangerous substances.
- Records are kept of these induction checklists.

- Health and Safety training is included in the annual training action 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

- We ensure all staff, committee members, volunteers and students are subject to a Disclosure and Barring check carried out by the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two appropriately qualified adults must be present.
- See also our Child Protection Policy (Policy No. 8).

Security

- Systems are in place for the safe arrival and departure of children. The children's arrivals are recorded within the register at the start of the day, departures and new arrivals recorded at midday register, and checked again at the end of the day.
- 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 away during sessions

Windows

- Low level windows are made from materials that prevent accidental breakage
- Windows have a safety catch so preventing any children from climbing through them

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, wet or damaged

Kitchen

- Children do not have unsupervised access to the kitchen
- All surfaces are non-porous, and kept clean.
- There are separate facilities for hand washing and for washing up
- Cleaning materials and other dangerous materials are stored out of the children's reach
- When children take part in cookery activities they:

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

Electrical/Gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly
- PAT testing is carried out annually
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children

- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them
- Heaters are checked daily to ensure they are not covered
- 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, to which children have access are stored safely
- All equipment and resources are stored and stacked safely to prevent them accidentally falling or collapsing

Outdoor area
- Our own outdoor area is securely fenced (and the schools grounds are securely fenced).
- Our outdoor area is checked daily for safety and cleared of any rubbish before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Where water can form a pool on equipment, it is emptied before children start playing outside
- All outdoor activities are supervised at all times

Hygiene
- We regularly seek information from the Environmental Health Department and the local Health authority to ensure we keep up to date with the latest recommendations
- Our daily routines encourage the children to learn about personal hygiene
- We have daily cleaning routines for the setting, which includes the classroom, kitchen, toilets and nappy changing areas
- We ensure furnishings, dressing up clothes and equipment are cleaned regularly
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies
- We implement good hygiene practices;
  - cleaning tables and work surfaces between activities
  - checking toilets regularly
  - wearing protective clothing - such as disposable aprons and gloves as appropriate
  - having spare clean clothes (if none in child's own bag)
  - providing tissues (children are encouraged to use soap and water to wash their hands after wiping/blowing their nose) - providing hand towels for hand drying
  - children's water bottles are sterilised fortnightly

Activities
- Before purchase, hire or borrowing of equipment and resources they are checked to ensure they are safe for the ages and stages of the children currently attending the setting.
- The layout of the setting and play equipment allows children and adults to move safely and freely between activities
  All equipment is regularly checked for cleanliness and safety and any dangerous items found are repaired or discarded
- All materials, including paint and glue is non-toxic, 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 and safety and personal hygiene through the activities we provide and the routines we follow
- See also our Equipment and Resources Policy (Policy No. 10).

Food and drink
- Staff who prepare and handle food receive appropriate training and understand and comply with food safety hygiene regulations
- All food and drink is stored appropriately
- Adults do not carry hot drinks through the play area(s) and do not place drinks within reach of children
- Snack and meal times are appropriately supervised and children do not walk about with foods 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/drink to which they are allergic
- Also see the Food and Drink Policy (Policy No. 11).

Outings and visits
- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- Parents always sign consent forms before major outings (if they are not accompanying their child).
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Children and staff wear fluorescent jackets for their safety
- Staff take the Pre-School's mobile telephone on outings together with a mini first aid pack.
- For those children remaining at Pre-School the adult to child ratio conforms to the welfare requirements from the EYFS

Missing Child
Please see our separate Lost Child Policy (Policy No. 16).

Animals
Animals visiting the setting are the responsibility of the owner and are free from disease and safe to be with children and do not pose a health risk.
Visits to farms - before a visit takes place a risk assessment is carried out, children wash their hands after contact with animals.

Fire Safety - The Pre-School has a Fire Marshall (Sam Collinson)
- Fire doors are clearly marked, kept free from obstruction and easily opened from inside.
- Smoke detectors/alarms and fire-fighting equipment conform to BSEN standard, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer (and where possible with the school)
- 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 - practiced regularly (as our own fire drill and as a whole school drill)

- Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and Medication

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid for babies 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.
    - is kept out of the reach of children.

- At the time of admission to the setting, parent's written permission for emergency medical treatment is sought. Parents sign and date the Medication Consent letter.
- Also see our Medicine Policy (Policy No. 14).

Administration of Medicine

- Only prescribed medication may be administered. It must be in date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give their written consent for the administration of medication. This states the name of the child, name(s) of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times or how and when the medication is to administered.
- The administration is recorded accurately each time it is given and is signed by the staff member. Parents sign the record sheet to acknowledge the administration of medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- See also our Medicine Policy (Policy No. 14).

Accident Records

- Accident Record forms are completed, discussed with parent at collection, signed and uploaded to CPOMS. All staff know how to complete these
- It is reviewed at our committee meetings to identify any potential of 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.

When there is injury requiring G.P or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we would make a report to the Health and Safety Executive using the format for Reporting of Injuries, Diseases and Dangerous Occurrences

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 occurrence regulations). We report to the health and safety executive:-

- any accident to a member of staff requiring treatment by a G.P or hospital. - any dangerous occurrences. This may be an event that causes injury or fatalities or any event that does not cause an accident but could have done, such as 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 Book

 We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above

 These incidents include:

- Break-ins, burglary, theft of personal, or the setting's property. - fire, flood, gas leak or electrical failure.
- attack on member of staff or parent on the premises or nearby.
- any racist incident involving a staff or family on the pre-school's premises. - death of a child.
- a terrorist attack, or threat of one.

- In the incident book 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, noting 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. We also have regard to the DFE document 'The Prevent Duty' June 2015. A procedure similar to our fire one (but identified using a different bell pattern) will be followed and staff will take charge of their key worker children. The incident is recorded when the threat is averted.

Please see our Emergency Evacuation Policy (Policy No. 28)

- In the unlikely event of a child dying on the premises, the emergency services are called and the advice of these services is followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Sickness

Our policy includes procedures for contacting parents or other authorised adults - if a child becomes ill whilst in the setting

 We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea or who have an infectious disease.

[CHILDREN SHOULD NOT RETURN TO PRE-SCHOOL UNTIL 48 HOURS HAS PASSED SINCE THE LAST OCCURRENCE OF SICKNESS AND/OR DIARRHOEA]

- Children with head lice are not excluded, but must be treated to remedy the condition and stop the risk of infestation in the group.
- Parents are notified if there is an infectious disease, such as chicken pox going around in the setting.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.

- Children or families are not excluded because of HIV.
- Good hygiene practices concerning the clearing of any spilled bodily fluids are carried out at all times.
- Ofsted are notified of any infectious diseases that a qualified medical person considers notifiable.
- We also notify Public Health England if we have numerous children off with a notifiable illness i.e. scarlet fever

Safety of Adults

- Adults are provided with guidance about the 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 in the building on their own or leave on their own after dark. The sickness of staff and their involvement in accidents are recorded. The records are reviewed at our committee meetings to identify any issues that need to be addressed.

Records

In accordance with the Welfare requirements in the EYFS we keep records of:

- Adults - names & addresses of all staff on the premises, including temporary staff who work with children or who have substantial access to them
- Names & addresses of all the management committee members
- All records relating to the staff employed within the setting, including application forms, references, results of Disclosure and Barring checks and update service etc.
- Children - names & addresses and telephone numbers of parents and adults authorised to collect children from the setting.
- 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 session attendance of children, staff, volunteers and visitors.
- Accidents and medicine administration records
- Consents of outings, administration of medication, emergency treatment and incidents.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton