

# Fairfield Playbox Pre-School

## **HEALTH AND SAFETY POLICY**

### **Statement of intent**

We believe that the health and safety of children is of paramount importance. We will 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**

All the members of staff are responsible for health and safety. The Joint Playbox Managers are the designated persons for ensuring that the policy is adhered to.

We display the necessary health and safety poster in the entrance lobby above the hand sanitiser machine.

### **Risk assessment**

Our risk assessment process includes:

- A full annual review of the risks in our preschool and the procedures we follow to identify and manage these.
- A review, as necessary, of the risks arising from epidemics and pandemics (such as Covid-19) and the procedures to be followed
- A daily checklist for hazards and risks in the halls downstairs and upstairs, the outside area, toilets, kitchen and all other rooms used for small groups; also we check daily our activities and procedures. Our assessment covers adults and children.
- deciding which areas need attention and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We discuss risk assessment issues at our staff meetings and at our weekly planning meetings.

### **Insurance cover**

Kingston Methodist Church has public liability insurance and employers' liability insurance.

## **Awareness raising**

- Our induction training for staff and volunteers includes written guidelines and 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.
- 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. (eg. Door/gate for security, the wearing of jewellery being a safety hazard, etc.)
- 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 and regular volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be 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 are designed to prevent unauthorised access to our premises and to prevent children from leaving our premises unnoticed, during preschool hours.
- The personal possessions of staff and volunteers are securely stored during sessions.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Furniture is arranged to ensure that children cannot climb up to any of the windows on the first floor.

## **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.

## **Kitchen**

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.

- There are facilities for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities in the lower hall, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

### **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.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Children are supervised when using hot water to wash hands.
- Lighting and ventilation is 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.

### **Hygiene**

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the preschool which includes lower hall, kitchen, toilets and nappy changing area.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a good standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- 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, wipes and paper towels.

### **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 Playbox.
- 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 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.
- The temperature of the fridge is monitored.
- Adults do not carry hot drinks through the play area(s) 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**

- Are undertaken only when the parent/carer accompanies their child.
- A risk assessment is carried out before an outing takes place.
- One or two staff may accompany children and parents on outings and a minimum of two should remain behind with the rest of the children.

### **Missing child**

If a child goes missing from the Preschool:

- The Leader will carry out a thorough search of the building and outside area.
- The register is checked to make sure no other child has also gone astray.
- If the search fails to find the child the police are contacted and the parents informed.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Leader talks to staff to establish what happened

- A full investigation will be carried out by the Management Committee Chairperson taking written statements from all the staff present at the time.
- The Manager writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were in the group.
  - when the child was last seen.
  - what has taken place in the group since then;
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The Insurance Department of the Methodist Church is informed.

### **Animals**

- Animals visiting Playbox are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

### **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 once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

All staff who hold a relevant childcare qualification are fully trained in Paediatric First Aid.

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 registration, parents are asked to sign for permission for emergency medical advice or treatment to be sought, including allowing staff to take their child to an appropriate medical service to be examined.

### **Administration of medication**

- Parents must give prior written permission for the administration of medication, providing the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times, or how and when the medication is to be administered.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Children taking prescribed medication must be well enough to attend the preschool.
- The administration of any medication is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training must be provided for the relevant member of staff by a health professional.

### **Our accident book:**

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it. A record of an accident to a child is shown to the parent/carer, who signs it and keeps a copy.
- is reviewed at least termly to identify any potential or actual hazards.

Accidents recorded will also be recorded in the Church Accident Book book kept on the shelf in the corridor between the entrance lobby and the Lower Hall.

Ofsted is only notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner 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 make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR)

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We would report to the Health and Safety Executive:

- deaths;
- major injuries
- over-3-day injuries – where an employee 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.

Any dangerous occurrence is recorded in our Incident Book. See below.

### **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 in, 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 near by;
  - any racist incident involving a staff or family member on the centre's premises;
  - death of a child, and
  - 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, 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 will be followed. 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 is followed.

### **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 while at Playbox. We ask parents to inform us, by telephone, if their child is unable to attend preschool for any reason, including illness.

- We do not provide care for children who are unwell, have a temperature, or a contagious or infectious illness, including conjunctivitis. A child who has had sickness or diarrhoea should be clear of the symptoms for 48 hours before returning to Playbox.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the playgroup.
- Parents are notified if there is an infectious disease, such as chicken pox.
- 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 practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea or any other infectious illness, do not attend Playbox.
- A staff member who appeared to be under the influence of alcohol or drugs at the preschool would be sent home immediately and the circumstances would be investigated. If any staff member is taking medication that may affect their ability to care for children, medical advice would be sought and the staff member only allowed to continue working if that advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All staff medication is securely stored, out of the reach of children.
- Ofsted is notified of any infectious diseases that 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.
- All warning signs are clear.
- Adults who remain in the building on their own have the door locked.
- The sickness of staff is recorded in our log book/wages book and their involvement in accidents in our accident book. The records are reviewed termly to identify any issues that need to be addressed.

### **Records**

In accordance with the Welfare Requirements of the Early Years Foundation Stage, we keep records of:

#### **Adults**

- names and addresses of all staff on the premises, including temporary staff, students and volunteers who work with the children or who have substantial access to them;
- names and addresses of all members of the management committee;

- all records relating to the staff's employment with the playgroup, including application forms, references, results of checks undertaken etc.

#### Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from the pre-school;
- the names 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 medicine administration records;
- consents for administration of medication, emergency treatment;
- incidents

The following procedures and documentation in relation to health and safety are in place:

- Risk assessment and action plan.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for a child to be taken to an appropriate medical service for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

**This policy was last reviewed on 12.6.25**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

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