

Health and safety policy

Designated Health and Safety Officer is: Nicola Baker

Intent

At Jack and Jill's Preschool we recognise that it is our responsibility to ensure the safety, health and security of our children, of our students, our educators, families and visitors, and we are committed to providing this duty of care. Ensuring our children are healthy and safe creates the foundation they need to grow and learn. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. We achieve this through our policies and procedures and our Risk assessments.

Implementation

- **Insurance** is in place and an up-to-date certificate is always displayed.
- We have a variety of risk assessments that form our everyday practice, such as individual children and staff **Risk assessments**, Equipment, Inside and Outside, Bathroom, Kitchen, Trips out, Visitor Access and staff deployment. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Staff, visitor and Parent/Carer phones or cameras (devices containing cameras) are not to be used on sight and are stored away securely during the session.
- **Smoking** is not allowed on the premises, both indoors and outdoors, including the use of electronic cigarettes.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further 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. The manager must always be informed.
- **Alcohol** must not be bought onto the premises for consumption.
- Risk assessments are monitored and reviewed by those responsible for health and safety.
Risk assessment means: Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.
The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.
- **Daily safety sweeps and checks** are conducted inside and outside when setting up for the day prior to children arriving and prior to closing to ensure the environment and equipment are safe for use.
- **Gates** are closed while the setting is open and children and staff learn a '**Safe Knock**' so they know it is safe to open the doors. Only staff are allowed to open the doors and the children quickly learn this. Staff check the garden prior to opening the doors throughout each session and use the Safe knock to re-enter.
- Staff maintain the cleaning during the session and a Cleaner completes a deep clean at the end of each day.
- The **Cleaner** stores away dangerous chemicals in a locked cupboard after use so children and staff do not have access to it. Disinfectant spray is available for staff to use and is kept in the kitchen where children are not allowed.

- During an outbreak of illness; cleaning, risk assessments, policies and procedures are enhanced.
- Equipment is cleaned via a rota and high touch areas are cleaned regularly.
- Hall resources including electrical equipment and fire extinguishers are checked regularly via qualified Engineers through the church Health and Safety Officer and safety certificates are made accordingly.
- Children, Staff, Visitors and **Students take part in routine Fire Evacuations and Lockdowns.**
- **Allergies** and Medical Needs are recorded and shared with all staff and training is given accordingly, to ensure the safety of all.
- **Accidents and Incidents** are recorded and Accident Forms are given to parents and carers. Staff accidents are also recorded and Next of Kin details are kept.
- The Accident records are reviewed termly to identify any issues that need to be addressed
- **Personal Hygiene** - our daily routines encourage the children to learn about personal hygiene, from cleaning toys and tables, to washing hands. Children are taught to wash their hands on arrival, before and after snack and lunch, after coming inside from outside at the end of the morning session, after blowing noses and after using the toilet. The toilet areas have hand washing and drying facilities. Tables are cleaned between activities; staff clean and check toilets regularly; and wear disposable gloves when changing children, and aprons when cleaning bodily fluids like blood and vomit. Staff wear full PPE when a child or adults shows signs of COVID (See Covid Policy and Risk Assessment for more details)
- Before purchase equipment and resources they are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- **All equipment** is checked daily for cleanliness and safety, and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- **Storage** -All resources and materials, which are used by the children, are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Children are not allowed in the stockroom or shed where the resources are stored.
- **Outdoor area** -Our outdoor area is securely fenced with railings and gates have a lock on the outside, so children can not open them. Staff stay on either side of the outside space to ensure all children are seen, and to prevent children from climbing the railings. Our outdoor area is checked for safety and cleared of rubbish before it is used. The main outdoor gates are closed after the last parent leaves in the morning and a sign requests that people shut the door after they enter or exit, to ensure the safety of the Pre School. Adults and children are told to wash their hands after touching natural materials such as mud to remove dirt and germs. Where water can form a pool on equipment, it is emptied before children start playing outside.
- **Legal references**
 - Health and Safety at Work etc Act 1974
 - Health and Safety (Consultation with Employees) Regulations 1996
 - Management of Health and Safety at Work Regulations (1999)
 - Regulatory Reform (Fire Safety) Order 2005)
 - Electricity at Work Regulations (1989)
 - Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs
 - Manual Handling Operations Regulations (1992) (Amended 2002)
 - Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
Control of Substances Hazardous to Health (COSHH) Regulations 2004
Health and Safety (First Aid) Regulations 1981
Childcare Act 2006
Further guidance
[Dynamic Risk Management in the Early Years](#) (Alliance 2017)
Health and Safety Executive www.hse.gov.uk/risk
Food Standards Agency www.food.gov.uk
Ministry of Housing, Communities & Local Government www.communities.gov.uk