



TCC CHRISTIAN PRE-SCHOOL

TCC Christian Pre School

Health and Safety Policy

The preschool believes that the health and safety of children is of paramount importance. We make our preschool a safe and healthy place for children, parents/carers, staff and volunteers.

Aim

We aim to make children, parents/carers and staff aware of health and safety issues and to minimise hazards and risks to enable the children to thrive in a healthy and safe environment that is inclusive to all.

The person responsible for health and safety is **Colin Wingham (Elder and Health and Safety Representative)**

He is competent to carry out these responsibilities.

The necessary health and safety poster is located in the church office.

Risk Assessment

Our risk assessment process includes:

- Identify possible hazards and risks indoors and outside and in our activities. Our assessment covers adults and children.
- Identifying which areas need action to minimise risks.
- Developing an action plan which specifies the action required, the time scale, the funding required and the person responsible.

We maintain a list of health and safety issues which are checked:

- Daily before the session begins
- Weekly
- Termly

Insurance Cover

We have Public Liability insurance and Employers Liability insurance. The certificate is displayed on the notice board.

Awareness Raising

- 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 well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

- Health and safety issues are explained to the parents/carers of new children so they understand the part they play in the daily life of the preschool.
- When necessary health and safety training is included in the annual training 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

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are therefore registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Safety of Adults

- Adults are provided with guidance about 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 and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep all chemicals in their original containers with COSHH sheets available if necessary.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- Most doors are fitted with finger guards.
- Precautions are taken to prevent children's fingers being trapped in them.

Floors

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Signs are used to alert staff and children if floors might be slippery.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- These are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking 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.
- The boiler/electrical switch gear/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.
- Storage heaters are checked daily to make sure they are not covered.
- 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 which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor Areas

- The outdoor area is securely fenced.
- The outdoor area is checked for safety and cleared of 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 Environment Health Department and the Health Authority to ensure we are up to date with the latest recommendations.
- The daily routine encourages the children to learn about personal hygiene.
- There is a daily cleaning routine for the preschool which includes playrooms, kitchen, toilets and nappy changing areas.

- There is a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- 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 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 and wipes

Activities

- Before the purchase or loan of equipment resources are checked to ensure that they are safe for the ages and stages of the children currently attending the preschool.
- The layout of play activities 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 are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health and safety and personal hygiene through activities provided and routines followed.
- Large pieces of equipment are discarded only with the consent of the manager.

Outings and Visits

We have agreed procedures for the safe conduct of outings

- Procedures to be followed on outings are contained within our operational outings policy.
- A risk assessment is carried out prior to an outing taking place when necessary and continuously throughout.
- Parents always sign a consent form before any major outings.
- Our adult to child ratio is increased for outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

For those children remaining at preschool the adult to child ratio conforms to the current regulations.

Animals

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

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 and 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
 - practised regularly at least every six weeks.
- Records are kept of fire drills and the servicing of the fire safety equipment.

First Aid and Medication

- At least one member of staff with a current first aid training certificate is on the premises and on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

First Aid Kit

- Complies with the Health and Safety (First Aid) regulations 1981.
- Is regularly checked by a designated member of staff and is restocked as necessary.
- Is easily accessible to adults.
- Is kept out of reach of children.

At the time of admission to the preschool parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Accident Book

- This is kept secure but easily accessible.
- All staff and volunteers know where it is kept and how to complete it.
- It is reviewed at least half termly to identify any potential or actual hazards.

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

Any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

We report to the local office of the Health and Safety Executive

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have).
- Any staff off work for more than seven days.

Children prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book 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.

Sickness

It is our policy for the exclusion of ill or infectious children as discussed with parents. This includes procedures for contacting parents, or authorised adults, if a child becomes ill at preschool. The directive from the Health and Safety Executive says any person who has suffered from sickness and diarrhoea should be absent for 48 hours after the last bout of illness.

Head lice- whilst we do not exclude children we suggest children are treated and checked regularly by parents/carers and the preschool is informed so others can be made aware of it.

Records

In accordance with EYFs and H&S at work Act 1974 we keep records of:

- Adults authorised to collect children from preschool.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- Allergies, dietary requirements and illnesses of individual children.
- Times of attendance of children, staff, volunteers and visitors.
- Accidents.
- Incidents.

In addition the following policies and documentation in relation to health and safety are in place

National Standards 6: Safety

- Risk Assessment
- Record of Visitors
- Fire safety procedures
- Fire safety records and certificates
- Operational procedures for outings

National Standard 7: Health

- Administration of medication
- Prior parental consent to administer medicine
- Record of administration of medicines
- Prior parental consent for emergency treatment
- Accident record
- Sick children
- No Smoking

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989

- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further Guidance

- Health and Safety Law: What you should know (HSE 1999)
- www.hse.gov.uk/pubns/las.pdf
- Electrical safety and you (HSE1998)
- www.hse.gov.uk/pubns/indg231.pdf
- COSHH: A brief guide to the regulations (HSE 2005)
- www.hse.gov.uk/pubns/indg136.pdf
- Manual handling – frequently asked questions (HSE)
- www.hse.gov.uk/contract/faqs/manualhandling.htm
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR): *require employers to notify certain occupational injuries, diseases and dangerous events.*
- Workplace (Health, Safety and Welfare) Regulations 1992: *cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.*
- Health and Safety (First Aid) Regulations 1981: *cover requirements for first aid.*
- The Health and Safety Information for Employees Regulations 1989 (amended 2009): *require employers to display a poster telling employees what they need to know about health and safety.*
- Institute of Electrical Engineers (IEE) Wiring Regulations (amended 2015) – *requires employers to test fixed installations every 5 years*
- Employers' Liability (Compulsory Insurance) Act 1969: *require employers to take out insurance against accidents and ill health to their employees.*
- Personal Protective Equipment Regulations (2002) *this legislation covers the need for employees to be provided with personal protective equipment (PPE)*

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2014)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: A brief guide to COSHH (HSE 2012)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

EYFS key themes and commitments

1.3 Keeping safe
1.4 Health and well being

3.3 The learning environment

Signed.....Manager

Date.....