



## **HEALTH AND SAFETY POLICY**

*It is the intention of the Pre-School to provide and maintain safe and healthy working conditions for all employees and children.*

### **SAFETY**

#### **The Premises**

- Ultimate responsibility for the safety of the buildings and pre-school site rests with Howard primary School, from whom they are rented. Maintaining the building and site in good order is enshrined in the terms of the rent. The manager has overall responsibility for ensuring that the pre-school is safe. On the days that the Manager is not at the pre-school, the responsibility rests with the designated Deputy Manager.
- Accessible windows are secured by locks and/or a restricted opening bar, and glass doors are furnished with safety glass.

#### **Safe Practice**

- It is the responsibility of all adults in the group to check the working environment is safe by identifying and reporting any hazards that could lead to injury or damage. Identified safety hazards must be removed or dealt with immediately.
- Risk assessments are undertaken at least once every half-term or when there is any significant change of routine.
- Staff inform the manager of any lack of safety equipment immediately.
- All water activities are closely supervised at all times.

#### **Hazards**

- The outside play area is checked for hazards daily.
- Safety mats are used for physical activity when appropriate.
- All entrances and exits are kept clear.
- Hazardous indoor and outdoor plants are not kept on the premises.
- Hot drinks are kept out of children's reach at all times. Staff do not drink hot drinks when in the vicinity of children unless from a lidded cup.

- Cleaning products are kept out of children's reach.
- When cleaning, all walkways are kept clear and no cleaning materials e.g. mops, buckets, etc. are left unattended.
- Gas, electrical and other appliances and fittings conform to safety requirements so they do not pose a hazard to children or staff. All electrical sockets are covered by socket protectors when not in use. A suitably qualified person checks electrical equipment once a year, usually during the summer holiday.

### **Clothing**

- In the interest of safety, staff wear suitable, practical clothing and footwear at all times.
- Children do not wear looped earrings or other piercings that could be caught on clothing or equipment. Clothing and footwear, suitable for climbing and active pursuits and appropriate to the weather, is worn when necessary.

### **Attendance**

- The manager of the session is responsible for taking the register at the beginning of the morning and the end of the session.
- A member of staff accompanies all visitors or parents from the premises and ensures doors are securely fastened. All visitors spending any time on site sign the visitor's book when they arrive and depart. The only exception to this may be Open Days or performances when visitors are managed differently.

### **Access**

- Children are not allowed in the kitchen.
- Staff either accompany children to the toilet or, when appropriate, are aware of children using the toilet independently.
- Children are not allowed home with anyone other than the parent/carer unless a prior arrangement has been agreed with the parent or carer and the child's security password is used.
- Children are supervised at all times, both inside and out, ensuring that there is sufficient cover in all areas. This may require higher than required adult/child ratio to ensure safety.
- Signed permission is obtained from the parent/carer if children are taken off the premises and a ratio of 1 adult to 2 children is maintained. Letters regarding outings will be sent out separately. Transport will comply with legislation and insurance requirements.
- Parents, carers and visitors are never left unaccompanied on site; they are escorted to the door when they leave.

## HEALTH

- Children are taught basic hygiene rules and hands are washed before eating/cooking activities and after using the toilet. Adults lead by example.
- The premises are cleaned daily with a deep clean at regular intervals.
- Toys and equipment are washed regularly.
- Plastic gloves are supplied and are worn by staff when cleaning wounds, changing nappies and also when dealing with blood and bodily wastes.
- Soiled nappies are sealed in a plastic bag and disposed of in a separate bin.
- Soiled clothing is placed in a plastic bag and secured, ready to take home.
- The first aid box is kept fully stocked to comply with registration requirements. Staff advise the manager if any items need re-stocking. The box is checked and restocked no less frequently than once a week. It is always kept in a designated place.
- Parents are notified, and will themselves notify the pre-school, of any infections. A notice alerting parents/carers to any infections is placed on the board. Parents are notified specifically and immediately of any serious illness so that appropriate action may be taken.
- During a national epidemic or pandemic, the pre-school will follow government guidelines. Policies relating to specific outbreaks are included as addenda to this policy.
- OFSTED is notified of any children or staff contracting any communicable diseases as defined by the Health Protection Agency.
- Only prescribed medication is administered, once written permission has been obtained from the parents, in accordance with the Administration of Medicines Policy.
- Any cuts, on children or staff, are covered to avoid infection.
- Staff inform the manager of any changes in their personal health which could ultimately affect their ability to manage the children in their care. The manager will take guidance from OFSTED or another appropriate authority, if necessary.
- An accident book is kept in a designated place. All accidents are recorded in it by a senior staff member. When an accident pertains to a child, the entry in the accident book is signed by the person collecting the child. The name of any child who comes into the pre-school with significant bruising is entered and appropriate enquiries made.

- 75% of staff (of which one is always present) hold first aid certificates.
- Any child with spots, sickness, diarrhoea or conjunctivitis is isolated and parents contacted to collect the child without delay. The child may not return to the pre-school until they have been clear of symptoms for 48 hours.
- Every sensible precaution is taken to prevent the spread of viruses when carriers are aware of their condition. Confidentiality will be maintained, provided this is compatible with others' welfare.

#### **IF A CHILD HAS TO BE TAKEN TO HOSPITAL:**

- Staff will reassure the child.
- The parent or emergency-contact person will be notified by telephone, text and email, until there is a response.
- An ambulance will be requested, if necessary; the name of the destination hospital will be ascertained from the ambulance driver before departure.
- One person other than the driver must accompany a child if taken to hospital by car; a child will only be driven by an adult with the appropriate insurance.
- If taken by ambulance, one member of staff will attend in the ambulance, with the child, even if a parent is present.
- If under-staffing occurs due to the accident, every effort is made to contact another member of staff or a parent to maintain adult/child ratios.

#### **IF A CHILD BECOMES UNWELL:**

- The parent/carer will be contacted and asked to collect the child without delay.
- In the event of the parent not being available, the emergency-contact is informed of the situation and asked to collect the child.
- A member of staff will stay with the child and care for the child appropriately.
- The child will be made as comfortable as possible.

**Drafted: December 2015**

**Ratified: March 2017**

**Reviewed: May 2023**

## **Addendum**

### **Covid-19 2020**

On re-opening, following the enforced closure due to the outbreak of Covid-19, this letter was issued to parents and carers.

Dear Parents and Carers

Sherwood Pre-School plans to re-open on *INSERT DATE*.

It is important that we all work together to reduce any further infections from the Covid-19 coronavirus. At the same time, it is critical for the social, emotional and mental well-being of your children that normal life returns as soon as possible. This includes having positive, healthy relationships with different people.

It is not possible nor desirable for children to remain socially distant from others. The latest scientific advice is that it is very rare for children to suffer from this virus. If they catch it, they may not show any symptoms at all. They may, however, be able to pass on the virus to others.

**It is therefore important, if anyone in your household shows any Covid-19 symptoms, that**

- a) the affected person gets tested immediately *INSERT DETAILS***
- b) you keep your child at home until the virus is no longer active in your household or tests are negative**
- c) you tell Sherwood what the situation is and keep us informed of any developments.**

Members of staff will follow the same rules. In this way, we can help reduce the risk of the virus spreading within our Sherwood community.

Members of staff will aim to keep two metres apart from other adults, including parents and carers, wherever possible.

We shall be increasing hygienic practices throughout the day in the pre-school. Children will wash their hands more frequently, especially when moving from one activity to another. Anyone entering the pre-school will be required to use hand-sanitiser before entry. Toys and surfaces will be cleaned more frequently.

We shall be helping children become familiar with face-coverings and visors so that they understand what these are for and that they should not be frightened of them. Staff shall not wear these, however, unless managing a child who has developed symptoms, such as coughing or sneezing, which increase the possibility of infection.

We shall spend as much time as we can outside where the spread of infection is reduced.

We all need to act responsibly and sensibly during this difficult time. Getting our society back on its feet again means we have to think of others while managing risk. Please do not hesitate to contact the pre-school to speak to a member of staff if you want to discuss anything relating to Covid-19. We are here to help look after your children and that can mean helping parents and carers too.

Please return the slip below or email to say that you agree to follow the rules **in bold type** above.

Yours sincerely,



David Matthews, Chair of Trustees

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Child's name:

I agree to follow the pre-school's instructions if anyone in my household shows Covid-19 symptoms.

Name of parent/carer:

Signature: