

Statement of intent

Pollyanna recognises its requirement and responsibility to provide a suitable environment that takes into account the Health, Safety and Welfare of the children, parents, staff, volunteers and visitors to Pollyanna Pre-school.

Pollyanna will establish, follow and review policies to ensure children, parents and staff are aware of health and safety requirements in order to recognise the hazards, the associated significant risks, and take suitable precautions in order to control them.

Procedure

In order to achieve these aims we adhere to the following procedures:

- The Designated Health and Safety Officer (**Josey Hill**) is responsible for health and safety, together with the Manager (**Emma Newman**).
- Those responsible for health and safety are considered competent to carry out these responsibilities and have undertaken health and safety training. Their knowledge is regularly updated.
- We display the necessary health and safety poster on the pre-school noticeboard.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the pre-school noticeboard.

Procedures

Awareness raising

- Our induction training for staff includes a clear explanation of health and safety procedures so that all staff are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. Their induction covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Volunteers are instructed on health and safety procedures that may affect them.
- Relevant health and safety procedures are explained to the parents of new children as part of their settling in sessions.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed at every staff meeting.
- We operate a no smoking policy – see **No Smoking Policy**.
- Children are made aware of how to manage their own health and safety through discussions, planned activities and routines.

Safety of children

- Only persons who have been checked for criminal records by an enhanced disclosure have access to the children, including helping them with toileting and changing.
- Pollyanna Pre-School adhere to the Early Years Statutory Framework regarding adult to child ratios – Early Years Statutory Framework 2021
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf
- All children are supervised by adults including at least one level 3 qualified staff member at all times.
- Whenever children are on the premises at least two adults are present, including at least one level 3.
- Adults who take children down to the toilets will ensure they inform another member of staff that they are going and will leave the door that accesses the cloakroom open.

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 they are provided with steps.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals in their original containers.
- We are aware of our employer obligations with regard to Display Screen Equipment Regulations for staff.

Security

Systems are in place for the safe arrival and departure of children.

- The arrival and departure times of children, staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised access into the pre-school during operating times.
- Our systems prevent children from leaving our premises unnoticed.

Windows

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

Doors

- We secure doors to prevent children leaving the room without an adult.
- There are door stops on the children's toilet doors to prevent them locking them.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- The children do not have access to any electrical or gas equipment.
- All electrical/gas equipment conforms to safety requirements and is checked regularly by our landlords, Stoke Mandeville Community Centre Association (SMVCA)
- 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.
- There are sufficient sockets to prevent overloading.
- The temperature of the water is monitored to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- Electrical items such as chargers, laminators, printers etc are PAT tested annually.

Heating

- The pre-school operates within the ideal temperature range of 18-21 degrees C. If the working temperature is deemed not warm enough, the preschool will use additional heaters.
- Should the temperature of the hall be deemed too cold for the children, the setting may make the decision to close.

Storage

- All resources and materials are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- All staff are given guidelines on how to stack and store safely to prevent accidents.

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Outdoor area

- The outdoor area is checked for safety and cleared of hazardous items before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- The garden gates are locked during the times children are out for play.

Hygiene

- We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- The hall, kitchen, toilets and nappy changing areas are cleaned daily at the end of the session.
- Resources and equipment, dressing-up clothes and furnishings are cleaned regularly and small hard pieces of equipment, such as construction toys, play food and small world toys are cleaned in Milton termly or more regularly if required.
- The Centre is cleaned daily by a cleaner employed by SMVCA.
- The toilet area has a high standard of hygiene including hand washing and drying facilities. There is a nappy disposal bin which is emptied and disposed of by PHS
- We implement good hygiene practices by:
 - washing hands when entering the setting
 - cleaning tables before and after lunch and snack with warm soapy water, and then antibacterial spray.
 - cleaning toilets daily
 - wearing protective clothing, such as aprons and disposable gloves, as appropriate
 - providing antibacterial hand gel within the setting
 - providing sets of clean clothes for children
 - providing tissues
 - ensuring individual use of paper towels
 - spills of blood, urine, faeces, or vomit are cleaned using disinfectants and disposed of appropriately
- Staff check the toilet area prior to entering to assess any risk.
- Staff remain with children whilst toileting and remind them to wash their hands.

Activities and Resources

- Before purchase or hiring, equipment and resources 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 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 supervised.
- Children are taught to handle and store tools and resources safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow. Children are encouraged to manage their own health and safety.
- Large pieces of equipment are discarded only with the consent of the Manager

Fire Safety

- The Health and Safety Officer and Manager are aware of fire safety.
- A fire risk assessment is covered as part of our Health and Safety risk assessment for the setting.
- Fire doors are clearly marked, never obstructed and easily opened from the 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 by SMVCA.

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- Pollyanna has its own dry power fire extinguisher located in the kitchen, for extinguishing electrical fires.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every half term
- Records are kept of fire drills

*Emergency evacuation procedure (please refer to **Emergency Evacuation and Fire Drill Policy**)*

The emergency evacuation procedure must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services in the event of a real fire.
- How parents are contacted.

The fire drill record book contains:

- Date and time of the drill.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Recording And Reporting Of Accidents And Incidents

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Our accident book:

- Is kept safely and accessibly.
- Is accessible to all staff, who are first aid trained.
- Is reviewed at the time of the accident to identify any potential or actual hazards, and dealt with accordingly.

Ofsted is notified of any serious accident, injury, illness or death of a child whilst in our care, and the action that was taken. Notification will be made to Ofsted as soon as reasonably practicable and within 14 days.

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 will report to the Health and Safety Executive, or the relevant department at the local authority:

- Deaths
- Major injuries
- Over 7-day injuries
- Injuries to members of the public – where they are taken to hospital
- Work related diseases
- Dangerous occurrences – where no-one is injured by someone could have been

Procedure to Follow

- Accident/incident report will be completed immediately. For accidents of incidents involving children, the child's parents will be informed on the day of the accident/incident.
- Any witness statements will be written and filed.
- A RIDDOR Report will be submitted by Pollyanna to the Health & Safety Executive.
- Ofsted are informed by calling 0300 123 1231 and via their contact form as soon as possible, and within 14 days of any serious accident, injury or death to a child whilst in our care.

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- Local child protection agencies will be notified of any serious accident, injury or death of a child whilst in our care.
- Pollyanna will undertake an internal investigation using the details of the accident/incident record.
- Any injured party may consider compensation and Pollyanna will notify our insurance company immediately.

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;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family 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 Emergency Evacuation and Fire Drill Policy will be followed, and staff will take charge of their key children. 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 are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the Safeguarding File.
- If a child has had an accident outside of the preschool setting and has visible injuries, a form is completed by a member of staff and signed by a parent or carer.

First Aid

- All staff have full and relevant Paediatric first aid (PFA) qualifications. New staff will complete their PFA training as soon as possible and within 3 months of starting at Pollyanna.
- Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981.
- The first aid box is easily accessible to adults and is kept out of the reach of children and is checked once a month by the health and safety officer to ensure contents are in date and that we have enough stock.
- On admission to the setting, parents sign the registration form, consenting to allow staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. This is signed and dated.

Administration Of Medication

It is the policy of Pollyanna Pre-School not to administer drugs/medication to the children in our care, with the following exceptions: (**Please refer to Administering Medicines Policy**)

Sickness

Our policy for the exclusion of ill or infectious children follows the guidelines from Health Protection Agency (**please refer to the Infectious Disease Policy**).

Food Hygiene

In our setting we provide and/or serve food for children on the following basis:

- Snacks

- Cooking activities may be consumed in the setting or taken home

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. We are registered as a food provider with the local authority Environmental Health Department. (**Please refer to Food and Drink Hygiene Policy**)

Reporting of Food Poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Records

In accordance with the General Data Protection Regulation 2018 we keep records of:

- Adults authorised to collect children from pre-school
- The names, address and telephone numbers for parents/carers.
- The names and telephone numbers of emergency contacts
- The allergies, dietary requirements and special medical care of individual children.
- SEND information regarding the child
- Parental consents for learning journeys, outings and photographs
- The times of attendance of children, volunteers and visitors
- Accidents
- Previous injury, Cause for Concern and Incidents (Safeguarding File)
- Prior parental consent to administer medicine
- Prior parental consent for emergency treatment
- Complaints

Outings

We ensure that:

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- A risk assessment is carried out for daily activities and reviewed regularly.
- Our adult to child ratio is maintained.

Outings away from the setting and community centre grounds

- A risk assessment is carried out before the outing takes place
- Our adult to child ratio is normally 1:2, or as high as is reasonably practical.
- When walking to a venue high visibility vest must be worn by children and adults.
- Children are assigned to individual staff to ensure each child is adequately supervised thus ensuring no child goes astray, and that there is no unauthorised access to children.
- The "Going Out Bag" containing signing in sheet, phone, first aid kit, tissues and any nappies/wipes, or medication if required is taken on every outing together with emergency contact details for each child.
- A minimum of two staff should accompany children on outings and if not all children are taken, a minimum of two should remain behind with the rest of the children. At least one of the staff in each place will have level 3 qualification.

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- A first aider will be present on all outings and if other children remain in the setting a first aider will be present there too.

Major Outings

As well as the above, the following procedures are also adhered to:

- Parents are always asked to sign specific consent forms before major outings.
- We will undertake a risk assessment of the proposed venue in advance, and view the venue's own risk assessments where possible
- Children will wear Pollyanna Pre-School named high visibility jackets

In addition the following policies and documents relating to Health and Safety are in place:

- Emergency Evacuation Policy
- Outings Policy
- Food and Drink Policy
- Safeguarding Policy
- Medication Policy
- No Smoking Policy
- Risk assessments
- Records of visitors
- Fire Drill Record
- Record of Medicine Administered
- Accident records
- Incident records

Legal Framework

- Health and Safety at Work etc Act (1974)
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended 2004)
- Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
- Regulatory Reform (Fire Safety) Order 2005
<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)
- Health and Safety (First Aid) Regulations (2013)
- Medicines Act (1968)
- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Review and Approval

This policy was adopted on **21st September 2022**

This policy is due for review in **September 2024**

Signed on behalf of the Management Committee: 

Print Name: Carl Sautereau