



Health and Safety Policy

Health and Safety Policy Statement

Little Gulls and Buoys Pre School believes that the health and safety of the children within our care is of paramount importance. We strive to make our pre school a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment and in accordance with the Health and Safety at Work Act (1974).

General Safety and Risk Assessment.

We undertake a full written risk assessment of our setting each term, which covers all areas of the setting (both inside and out). Daily checks are also carried out by the settings Manager every morning before the children arrive to ensure that it is a safe environment for children in our care ([see the daily risk assessment checklist](#)). This includes checking the floors, windows, doors of every room, and the ground of our outside areas as well as our equipment and resources. In addition we carry out risk assessments for our different outings and planned activities. [See our risk assessment policy for further information.](#)

Staff Training and Induction

All staff joining the setting will receive detailed information on our Health and Safety Policy procedures and emergency evacuation procedures. In addition staff will receive training in manual handling and food hygiene. Staff are informed of the correct way to lift or handle heavy objects, equipment or furniture.

A Health and Safety e-learning training course is also available to staff in more senior positions. As necessary, health and safety is included in the annual training plans of staff and is discussed regularly at staff meetings.

Fire Safety

We have procedures in place in the event of a fire ([see our Emergency Evacuation policy](#)) and these procedures are displayed on our noticeboard so staff, parents and visitors can see this. We also have regular fire drills, which are documented.

A fire blanket is located in the kitchen. Fire Extinguishers are located in the main hall and are serviced regularly. Fire exits are left clear from obstruction.

Smoking

We do not permit smoking in our setting ([see our No Smoking policy](#))

First Aid

All staff hold a current paediatric first aid certificate. In addition Laura Stevens is our nominated First Aider and has received training in Emergency First Aid at work. Our first aid box is located in the main hall and is regularly checked and re-stocked where necessary. We also ensure that a first aid kit is taken on any outings.

Recording and Reporting of accidents and incidents (RIDDOR)

We have a separate "[Accident, Incident and Emergency Policy](#)" All staff are aware of what to do in the event of an accident and are required to complete an accident form in our accident book. Ofsted is notified of any injury to a child requiring treatment, or hospital, or the death of a child or adult. We also inform Ofsted of any incidence of food poisoning.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

Any person must immediately inform the Manager and Directors of Little Gulls and Buoys of any accident or incident and complete a RIDDOR form to keep on file. Incidents on site that are to be reported are:

1. Deaths
2. Accidents resulting in over 3 days injuries
3. Major injuries
4. Infectious diseases
5. Dangerous occurrences
6. Gas incidents

If a series of accidents or occurrences were to take place then risk assessments will be followed to address the situation and resolve why and how they have occurred.

Children's Safety and Security

- We have strict Safeguarding Children guidelines in place ([see our Safeguarding policy](#)).
- All staff working in the setting have been DBS checked.
- Systems are in place for the safe arrival and departure of children.
- All visitors are required to sign in and out.
- Children are supervised at all times, doors are kept locked and our outside areas are fenced and secure with gates with entry code.
- Children must stay with us when we are away from the setting ([see our Lost Child policy](#)) and we will have risk assessed the area first.
- We have emergency contact details accessible at all times should we need to contact the parents.
- Sleeping children are regularly monitored documented on our sleeping log.

Premises

- All toys/equipment are checked and cleaned regularly to ensure they are safe for the children to use and we document this on our daily risk assessment. Any broken or hazardous toys/equipment will be removed immediately and either disposed or documented so we can organise for them to be fixed.
- All floor surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Radiators when on are kept to a low temperature where they are accessible to the children and we talk to them about not touching radiators and pipes (much like parents would do at home).
- We ensure that all electrical equipment conforms to safety requirements and is checked regularly.
- Our outside areas are checked daily for hazards. Our sandpit is covered when not in use.
- We supervise outdoor activities at all times, and particularly children on outdoor play equipment.

Administering Medicine

We have strict procedures in place for administering medicine. See our "[Administering Medicine](#)" policy for further information.

Health and Hygiene

We aim to provide a health and safe environment for the children and staff. We will do all in our power to prevent the spread of infection and to promote good health. Please see our "[Children with Allergies, Infections or Sickness policy](#)" for further information.

We regularly seek information from the Environmental Health Department to ensure we are kept up-to-date. Our daily routines encourage the children to learn about personal hygiene.

Staff are required to complete a daily kitchen checklist, to ensure that this area is kept clean and to a high standard, and that food is stored appropriately and the fridge temperature is monitored. The kitchen is out of bounds to children in our care.

The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies. If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons,

which are supplied by Little Gulls and Buoys.

We ensure that the children do not have access to any waste, the toilet bins are emptied daily and any used nappies are wrapped and placed in the clinical waste bin which is emptied regularly by Diamond Hygiene, an independent waste disposal company.

We keep all cleaning products in their original containers and securely locked away from the children. Cleaning cloths are colour coded for use in different areas.

Food and Drink

All meals are provided by Little Tums who provide healthy, varied and nutritious meals. Food allergy information is updated regularly and given to Little Tums. We try to make snacks and meals sociable occasions with the children sitting down together in a group. Fresh drinking water is available. Food temperatures are recorded daily to ensure meals are not too hot for the children.

COSHH (The Control of Substances Hazardous to Health Regulations).

We carry out a risk assessment of all substances that are supplied within the setting (e.g. for cleaning, washing, disinfecting etc).

All staff are aware of the correct measures to be used when dealing with such items, the protective clothing that might have to be worn and where items must be stored.

Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death.

It is important that we follow COSHH requirements and adhere to them at all times. There is an eight step guide to follow to ensure that COSHH requirements are being followed:

1. Assess the risks; what risks can any hazardous substances have to your health or the children when used in the nursery
2. Decide what precautions are needed, whether the staff need to wear protective clothing and that they meet the requirements
3. Prevent or adequately control exposure; prevent all staff and children being exposed to any hazardous substances, make sure staff read labels and understand what the substances are used for
4. Ensure that control measures are used and maintained, make sure staff are aware of how much to use of cleaning substances or how much needs diluting
5. Monitor the exposure, make sure the chemicals and cleaning equipment is being used properly
6. Carry out appropriate health surveillance, carry out assessments and check all specific requirements and keep updated relevant information that may change within law
7. Prepare plans and procedures to deal with accidents, incidents and emergencies, each policy and procedure is written for staff to read and they are all available for the Parents/Guardians to read as well
8. Ensure staff are properly informed, trained and supervised where necessary.

Relevant reading:

<http://www.hse.gov.uk/riddor/index.htm>

<http://www.hse.gov.uk/coshh/index.htm>

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