

Health and Safety Policy

POLICY STATEMENT

The staff at St. Luke's Pre-School are committed to the health and safety procedures to protect themselves, children, visitors, volunteers and the students.

All the team of staff attend induction training including volunteers and students. The induction includes a clear explanation of health and safety issues and issued with a Health and Safety Policy for their perusal. Everyone within the setting understands there is a 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.

A record is kept of these induction training sessions and new staff, students and volunteers are asked to sign the record to confirm that they have taken part.

Health and Safety training is included in annual updates. However, we reiterate all areas of the Health and Safety Policy on a daily basis.

We explain Health and Safety issues to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

All parents are issued a Health and Safety Policy, which is included in the Prospectus.

Legal Framework

The 1974 Health and Safety Act provides legal obligation to protect all within the setting.

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

The Pre-School believes that the health and safety of the children is of paramount importance. We endeavour to make our Pre-School a safe and healthy place for all. Therefore the health, safety and security procedures that are in place will influence good practices in providing a healthy and safe environment.

Sheila Marshall, Charlotte Stacey, Sharne Jordan and Kelly Wilkins are directly responsible for implementing the policy. The Health and Safety poster is displayed in the classroom. All the team of staff have a role of responsibility to play in the Health & Safety policy at all times

Aim

We continue to aim to make children, parents, students and staff aware of the importance of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safer environment.

INSURANCE COVER

The Public Liability and Employers Liability Insurance Certificate is displayed in the classroom.

Children's Safety

- Only persons who have been checked for criminal records by the Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children including helping them with toileting. Adults do not supervise the children on their own and whenever children are on the premises at least two adults will be present.
- All children are supervised by an adult at all times. A record is logged with regard to urination and/or defecation and the changing of underwear/clothes. Two adults assist and attend the child and both sign the log. The parent/carer also signs the log on collection of their child.
- On arrival at the Pre-School children and adults are entered into a sessional register. Great consideration is taken to ensure the safety of the children and adults.
- A record is kept of all visitors on the premises.
- The setting will be laid out so that all children can play freely but safely.
- Consideration must be given to space, storage and avoid accidents by keeping the floor area tidy, clean and dry.
- Doors are "stopped" to prevent children's fingers from being trapped.
- Windows are secured so that the children cannot climb out and that no-one can climb in.
- All resources and materials which children select are stored safely.
- All fire exits are clearly marked and easily opened from the inside. They must also be kept clear at all times.
- All of the entrances to be secured – keys to be removed after unlocking but still secure.
- Risk assessments are carried out to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Fire Drills

A fire drill is practised at least once a term. If in the event of a real fire and we are unable to return to the building, we will assemble in Raglan Infants School and inform parents/carers by telephone. The mobile phone, register and visitor book are taken outside by the person leading the fire drill which contains all the relevant telephone numbers of parents and carers. Emergency evacuation procedures are clearly displayed by all fire exits.

All fire drills are recorded. We have an additional comprehensive Fire Policy

- Smoke Alarms are fitted at acceptable positions throughout the building and are checked via risk assessment regularly.
- Security Drill/Terrorism
- A security drill is in place which staff adhere to. This enables us to make certain that the children are safe at all times. Equally staff themselves will be kept safe when abiding to the procedures.
- Systems are in place for the safe for the arrival and departure of children
- Our systems prevent unauthorised access to our premises

- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions. Their mobile phones are switched off and not accessible during the school day.

Terrorism exercises' are in place. Please see the last page of this document

Cleaning Materials (COSHH)

- All hazardous cleaning materials are housed in a cupboard in the kitchen, where children are NOT permitted.
- All cleaning chemicals are kept in their original containers.
- We do not use any substances hazardous to health while children are in attendance, indoors or out.
- A risk assessment is carried out as necessary and at least termly.
- Disposable gloves, tissues, antibacterial wet wipes and paper towels are housed within the classroom.
- We do not use anti bacterial sprays while children are close by.
- All staff are vigilant and use chemicals safely and wear protective gloves and aprons throughout.
- Liquid soap is kept in the classroom for the use of washing hands.
- Sand is clean and suitable for children's play and discarded when spilled onto the floor.
- Water is clean and changed daily.
- All materials, including paint and glue are non-toxic.
- Scissors will not be left unattended.

Hot drinks are not allowed in the classrooms while children are present.

- Students will not be left unsupervised at any time and the children are supervised at all times.
- The large apparatus is checked regularly and consists of a climbing frame, step frame and slide which can also be used as a bridge.
- Mats are always around the climbing frame and slide.
- All our equipment is regularly checked for cleanliness and safety. Any items found to be dangerous are repaired or discarded.
- If we were to find an area, which we deemed to be unsafe, we would cordon it off until it was repaired.
- No 'inhibiting' dressing up clothes to be worn whilst using the climbing frame and is supervised at all times.
- The trampoline has one child only on it and is supervised at all times both indoors and out.
- We use the main hall for physical play – circle games, parachute, and assault courses. **PHYSICAL PLAY IS CONSTANTLY SUPERVISED.**
- We also have access to a smaller room ideal for music and movement and additional activities – small group time, professional storytelling, the London borough of Bromley, dentist and other invaluable visitors, who are all monitored. Staff are present at ALL times.

Outdoor Play

- Our outdoor play area is securely fenced and is checked regularly for safety. All gates and fences are childproof and safe. All rubbish is cleared and the area is checked for poisonous plants, animal faeces etc before every session.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides when applicable.
- Receptacles are upturned to prevent collection of rainwater. Where pools of water form on any equipment, it is emptied and cleaned before children start playing outside.
- Outdoor sandpit is covered when not in use and cleaned regularly – sand is discarded when spilled onto the ground.
- Outdoor activities are supervised at all times, special care is taken for children using the slides, trampoline and balancing equipment. These resources are always offered to the children on our soft surface area. Children are always suitably attired for the weather conditions and the different types of outdoor activities. We ensure children have had suncream applied and hats are worn during the summer months.

Outings and Visits

- We have agreed procedures for the safe conduct of visits. The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. Outings are planned and we would ask for parental help to ensure ratios were met.
- Parents sign a general consent on registration. This requirement has been removed from the Early Years Foundation Stage from September 2014.
- A risk assessment will always be carried out before an outing takes place.
- Outings are recorded in our outings record book, which has each child date of birth, contact numbers and any major medical conditions and a copy of the missing child policy.
- The date and times of the outing
- The names of the staff accompanying the children on the outing
- The time of return
- Staff, take the Pre-School mobile telephone on the outings.
- We ensure we would take vital medicines with us if a child needed immediate access to them.
- A minimum of two staff accompany children on an outing, ratios are adhered to and a minimum of two will remain in the setting with the rest of the children.

Animals and Pets

- We have gold fish in a very safe tank. We ensure the children are safe from any disease.
- The gold fish are cleaned regularly and are housed on the equipment unit out of harm's way. The fish tank is suitable for the fish. A risk assessment is in place.
- When the children feed the fish they wash their hands immediately afterwards.
- Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.
- A risk assessment is carried out by the pre-school and the owner of the pet. This will include how the animal or creature is to be handled and how safety or hygiene issues will be addressed.
- Children learn about safety, health and personal hygiene through activities we provide and the routines we follow.
- All of the children wash their hands during and after the visit.

Cleaning/Hygiene

We seek information from the Public Health England to ensure that we keep up to date with the latest recommendations

- The cleaning of the classrooms, kitchen and toilets are carried out by the staff on a daily basis. Additional cleaning is carried out at the end of each half term and whenever necessary.

- Great care is taken with regard to the toilet areas which are cleaned before every session. We have a schedule in place, which is completed daily. We have hand washing and drying facilities in the classroom as well as in our own toilets. Also, we have disposal facilities for nappies and pull ups.
- Our sessional maintenance routines ensure that the toilets, classrooms and kitchen are well above acceptable levels of cleanliness using appropriate cleaning fluids. We use colour coded cloths and disposable gloves to maintain an effective regime. All colour coded cloths are discarded at the end of the day. Anti bacterial wipes and sprays are also used. We clean equipment at various intervals during each term using this time as an activity for the children.
- We implement further good hygiene practices by:
 - Checking the toilets, are in a good condition throughout the session.
 - Cleaning tables between activities
 - Wearing protective clothing such as aprons (colour coded) and disposable gloves
 - Providing clean clothes for children, who may need changing and haven't brought spare clothes to school.
 - Provide tissues and wet wipes
 - Children do not have access to the kitchen

Maintenance

Maintenance is carried out by tradesmen or competent people. Furniture is kept in good state of repair.

Safety of Adults

- Adults are provided with guidance with regard to safe storage and movement and lifting large pieces of equipment.
- Safety equipment must be used when reaching up to store equipment and materials, also when changing light bulbs.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Adults involved in any accidents will be recorded. The records are reviewed termly to identify any issues that need to be addressed.
- Adults are not left in the building on their own.

Jewellery and accessories

- Staff may wear their wedding rings, engagement rings and watches, bracelets of an acceptable size, which are permitted.
- High heels are not allowed as they may pose a danger to the children or themselves.
- Parents must ensure jewellery worn by their child does not pose a danger to anyone else. Earrings, necklaces and bracelets may not only be a danger to others, but they could also be harmful to him/her. (Ears being ripped – strangulation by a necklace)

Smoking and Vaping

- Staff are not permitted to smoke or vape within the school building or perimeter.

Alcohol and Illegal Drugs

- Staff will not be permitted to work if alcohol or drug use is suspected

Sleeping child

If a child falls asleep during their time at Pre-School, we make sure hair accessories are not going to hurt his/her head. We have a suitable adult in the room at all times while a child sleeps. The child is made comfortable for the duration.

Health and Hygiene.

Aim

We aim to provide a clean and healthy environment for all within the Pre-School.

On admission parents will find information sheets with regard to infectious illness and skin condition criteria on the notice board and can request a copy. The relevant information can also be found on the internet.

Hopefully the information sheets will assist parent's knowledge of exclusion. Also, we will not accept a child suffering from diarrhoea or sickness before the suggested exclusion period. At present, exclusion is 48 hours after normal body functions have resumed.

Ofsted will be notified if any diseases are considered by a qualified medical person to be notifiable

St. Luke's Pre-school Medicine Policy

As far as possible, administering medicines will usually be done where it would be detrimental to a child's health if not given in the setting. This being a child who is on medication prescribed for a medical condition. However, new legislation states the specific named staff on this policy can administer prescribed and over the counter appropriate medicines, only if a consent form is in place. The consent form is supplied by the Pre-School and MUST be completed thoroughly. It will still be a discretionary decision by the manager or deputy, whether the medicine will be administered.

In many cases, it is possible for children's General Practitioner to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Children taking prescribed medication MUST be well enough to attend Pre-School.

Sheila Marshall, Charlotte Stacey, Sharne Jordan and Kelly Wilkins are responsible for administration of medication to children.

Medicines are stored correctly and records are kept according to procedures.

If a child should need to be given medicines such as Calpol, which isn't prescribed by a doctor, a consent form must be signed by the parent or carer and at the Manager's discretion.

Young children must NOT be given medicines containing ASPIRIN, unless specifically prescribed by a doctor.

If regular medication is to be administered to a child during the session, the Pre-School must be in receipt of an Individual Health Care Plan which includes:

**A parental agreement will be in place for the above members of staff to administer medicine to the child.
The Manager and named staff members agreement to administer medicine and who are trained if applicable.**

Parents whose children require prescription medicines on trips and outings will be requested to accompany them. Written records will be logged each time medicines are given.

If a child refuses to take the medicine staff will not force them to do so. Parents will be contacted immediately.

If the above was to occur a record will be noted and the parent will be asked to sign the log. If the refusal to take the medicine resulted in an emergency situation the member of staff would refer to the child's Individual Health Care Plan and act accordingly.

If an ambulance had to be called the member of staff will have available all relevant information about the child and refer to the completed Emergency Services information sheet which is kept by the landline.

Keeping good records will demonstrate that the team are aware of what is expected regarding duty of care.

The Pre-School **MUST** be aware of allergies, dietary requirements and all medical conditions of individual children.

**If a member of staff is in doubt about any procedure they will not administer medicines.
Parents or a health professional will be contacted to confirm the appropriate action.**

Staff and parents must ensure that all prescribed medicines are stored in their original containers, clearly labelled with the prescriber's instructions which include;

- Full name of child and date of birth
- Name and strength of medication
- Who prescribed it?
- The dosage to be given in the setting
- Any side effects
- Expiry date
- The signature of the parent, printed name and the date
- The administration of medicine is recorded accurately each time it is given. Parents sign the record on the SAME day.
- The record will include:
 - Name of the child
 - Name and strength of the medicine
 - Date and time of dose
 - Dose given and method
 - Signature of the person who administered the medicine
 - Parent's signature and date (SAME DAY)

As much information as possible should be transferred to us with regard to short term/long term medical needs, medical conditions and/or illness.

This may include;

- Details of a child's condition
- Special requirements e.g. Dietary needs, pre-activity precautions
- What constitutes as an emergency
- What action to take in an emergency
- What NOT to do in the event of an emergency
- Who to contact in an emergency
- The role staff can play

Additionally parents must provide details of any changes to prescribed medicines immediately.

The team will examine the accuracy of the provided details with new information by the prescriber.

All medication is stored safely in a locked cupboard. All children's medication is kept in separate boxes with their names clearly written on the front.

All the team of staff are made aware of the stored medication at the induction.

A few medicines need to be refrigerated. The medicine will be kept in a refrigerator, stored in an airtight container and clearly labelled. Children do not have access to the refrigerator.

All medicines are checked at the end of each term to ensure they are not near to expiry date. If they are we request parents to replace them by the beginning of the following term.

The Health Care Plan will be reviewed every term or when necessary. Risk Assessments are carried out for each child with long term medical conditions that require ongoing medication. Parents contribute to the risk assessment. Training needs to be discussed and put into place immediately. This will assist in keeping their child safe ie: physical exertion, regarding asthma or lung conditions etc. Named staff, are responsible for the administration and recording.

No child will self administer.

**We monitor the medication records to look at the frequency of medication given in the setting.
These procedures will be also kept together with the outings procedure**

IN AN EMERGENCY, EPIPENS AND JEXT PENS CAN BE ADMINISTERED BY ANY PAEDIATRIC FIRST AIDER PRESENT AT THE TIME IT IS REQUIRED FOR THOSE CHILDREN WHO ARE ANAPHYLACTIC. (PRESCRIBED BY THE CHILD'S GP)

We notify our Insurance provider of all required conditions, as laid out in our insurance policy.

MENTAL HEALTH AND EMOTIONS AWARENESS

Different kinds of childhood trauma, repeated stress and anxiety have tangible effects on a child's early development.

In the early years of life it is so important to build positive attachments with the people looking after him/her.

The role of the key person is to provide consistent care and emotional support to individual children. Each practitioner must endeavour to ensure a child feels secure within their physical and emotional environment.

Good role models are paramount, interacting in an encouraging manner, developing clear positive ideas about themselves and others.

It is a fundamental requirement that practitioners understand children have feelings and try to perceive their point of view. This will lead on to the ability to teach children compassion and empathy.

Mental Health Policy is available for your perusal. The policy includes the welfare of the team of staff

OUTINGS/MEDICATION

The child's parents will be encouraged to consent to their child going out of the setting. However, the necessity for consent was removed from the Early Years Foundation Stage in September 2014.

Sheila Marshall, Charlotte Stacey will accompany the child ensuring all medication is secure housed in a sealed plastic box clearly labelled with the child's name. Inside the box is a copy of the consent form, the risk assessment and the health care plan so any administration can be logged immediately while on the outing. The parent signs the form on arrival to collect the child. The child's parent will be invited to participate in the outing.

If a child on medication has to be taken to hospital, the child's medication is taken with them, clearly labelled as above.

Administration of Rectal Diazepam will be considered if requested. If the request was to be approved, two members of staff would be present at the administration but only those who have been trained to carry out the procedure.

Depending on the complexity of each child's medical needs we may need to contact Health and Education personnel for support and guidance regarding Health Care Plans and Risk Assessments.

A meeting with the Area Special Education Needs Coordinator can be arranged in the Pre-School setting for staff and parents to attend and discuss above.

However, if a child has complex medical needs, even if they do not have learning difficulties, they must be referred to the Pre-School Panel.

Self Management

No child may self administer. Where children are capable of understanding when they need medication. They will be encouraged to tell their key person. HOWEVER, this does not replace staff vigilance in knowing and responding when a child needs medication.

Physical Development Activities

Most children with medical conditions will be able to participate in physical activities.

Any restrictions should be recorded in the child's Individual Health Care Plans.

All staff will be aware of issues of privacy and dignity for children with particular needs.

Consideration will be given so that sufficient flexibility is given to children so that they can participate in the physical activities appropriate to their own abilities.

Medicines such as inhalers will be easily accessible to staff. Please see safe storage of medicines.

Preventative medicines that may be necessary before children participate in physical activities will be administered.

Children will know which members of staff hold the "key" to their medicines.

Emergency Procedures would be adhered to via the Individual Health Care Plans. A risk assessment will be necessary.

Disposal of Medicines Staff should not dispose of medicine products, parents are responsible for disposing of medicines.

Medicines should be checked regarding expiry dates at the end of each term.

If medicines are discarded and not collected they should be taken to the local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles.

These can be obtained by parents on prescription from their GP or paediatrician.

Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Hygiene and infection Control

All the team of staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Protective disposable gloves are always used when dealing with spillages of body fluids and carrying out cleaning tasks.

Emergency Procedures

All the team of staff have been trained what to do in the event of an emergency.

Sheila Marshall, Charlotte Stacey and Sharne Jordan are responsible for carrying out emergency procedures in the event of need.

Individual Health care Plans identify the procedures to be taken in an emergency.

All children with Health Care Plans have a risk assessment in place.

Confidentiality

All medical information regarding a child is treated with confidentiality. It will be agreed with the parents who else should have access to records and other information about their child. If information is withheld from staff they will not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

First Aid

Seven members of staff hold a current first aid certificate relevant to infants and young children.

First Aid Kit

Complies with the Health and Safety (First Aid) regulations and is regularly checked by the designated members of staff and restocked as necessary. We have a separate policy about First Aid

The First Aid Kit is kept out of the reach of children and easily accessible to the practitioners.

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

Accidents

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Child Protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Procedures if an accident occurs involving your child, however small, it will be noted in our accident book, recording your child's name, time accident occurred, date and an explanation regarding what happened and if any treatment was necessary.

The member of staff will sign the book and parent will also sign. The book is kept in a safe and secure place.

The accident book is accessible to all staff and volunteers, who all know how to complete it: and is reviewed at least every half term to identify any potential or actual hazards.

Reporting accidents and incidents

Ofsted is notified as soon as possible, but at least within 14 days of instances which involve:

- Food poisoning affecting two or more children looked after on our premises.
- A serious accident or injury to, or serious illness of, a children our care and the action we take in response.
- The death of a child in our care.
- Local Child Protection agencies must be informed of any serious accident or injury to a child, or the death of a child, while in our care and act on the advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the Local Environment Health Department.

We meet our legal requirements in respect of the safety of my employees, my safety and the safety of the public by complying with RIDDOR. The Local Authority will also be informed.

Any injury requiring a GP or hospital treatment or any of the above would be reported to the local office of the Health and Safety Executive on **0345 300 9923** Also, any work related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.

Any work related accident leading to a specified injury to one of my employees or myself. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.

Any work related accident leading to an injury to an employee or myself, which results in the inability to work for seven consecutive days. All work related injuries that lead to an employee or myself being incapacitated for three or more days are recorded in our accident book.

When one of my employees suffers from a reportable occupational disease or illness as specified by the HSE

Any death, of a child or adult, that occurs in connection with a work related accident.

A dangerous incident, which may be an incident that causes injury or fatalities of an event that does not cause an accident, but could have done; such as a gas leak.

Information for reporting incidents to the Local Authority or HSE is provided in the Pre-School Learning Alliance's Accident

Record Publication This is housed in the classroom so that it can be referred to at all times..

Any dangerous occurrence is recorded in our incident book.

Early Years Statutory Requirements Is adhered to with regard to the above.

Food and Drink

Before a child starts to attend our setting we ask parents about dietary requirements and preferences including allergies.

We display current information about individual dietary requirements so that all the staff are aware and fully informed.

We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.

When possible we include foods from around the world.

NUT POLICY

NUTS ARE NOT ALLOWED AT ANY TIME!

A no nuts policy will safeguard those children who may have a serious allergic reaction even if they only come into contact with nuts and don't eat them.

We have special procedures in place together with health and action plans to keep everyone within the setting safe.

Please refer to our allergy policy and anaphylaxis policy for more information.

Religions are taken into account so are vegetarians/vegans

We organise meal and snack time so that they are social occasions in which children and staff participate.

FOOD HYGIENE

Sheila Marshall, Charlotte Stacey, Sharne Jordan and Kelly Wilkins are responsible for food preparation and understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to her business. The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

Kitchen area is cleaned to a high standard before preparation of food.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

All food and drink is stored appropriately. Food Hygiene certificates are displayed in the classroom.

Within the classroom, tables are cleaned with appropriate cloths before children have food and/or drink.

All the team of staff wear aprons and wash their hands immediately before serving food and drink.

Children's hands are always washed, we sing our "wash our dirty hands" song.

We operate a system to ensure that children do not have access to food and drink to which they are allergic and equally cultural preferences are adhered to.

Fresh drinking water is available to the children at all times.

Snack times are appropriately supervised and children do not walk around the setting with food and drink. Snacks will be healthy which will include; Fresh fruit and vegetables etc.

The children can enjoy being part of the preparation of the snack – a good time to talk about healthy eating.

Milk will always be on offer.

Waste food is disposed of daily and all bins have fresh liners ready for the next day.

Lunchtime Facility

We have our own refrigerator which is used to house the children's lunch boxes if necessary. It is kept clean and temperatures are checked and recorded before and after usage ensuring the relevant criteria is adhered to.

Records

The Pre-School keep a Positive Behaviour Management book to enter any incidents regarding behaviour. (Please refer to Positive Behaviour policy.)

Toileting book – Additional short term consent book regarding collection are also used as necessary.

Restraining

We also keep a restraining log which is extremely a rare occurrence! The log would always be shared with the parent/carer at the end of the session. The log is signed by the practitioner, any witnesses and the parent/carer. Restraining is only used to stop a child hurting themselves or someone else.

Awareness of physical marks on children's bodies

If a child was to arrive at Pre-School with "cuts and/or bruises" we log the explanation given by the child. At the beginning and at the end of the session we would approach the parent/carer and request information regarding the same and would ask them to sign the log alongside the practitioner's signature. In addition, the following documentation in relation to health and safety are in place. A copy of the log is housed in the child's personal folder.

Safety

Risk Assessments
Record of visitors

Health

- Administration of Medication - Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Accident record is kept in a safe and secure place.
- Is accessible to staff and volunteers, who all know how to complete it
- Is reviewed at least at each half term to identify any potential hazards

Reporting accidents and incidents

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
- Food poisoning affecting two or more children looked after on our premises:
- A serious accident or injury to, or serious illness of, a child in our care and the action we take in response
- A death of a child in our care
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.
- We meet our legal requirements in respect of the safety of the employees and the public by complying with RIDDOR9 (The reporting of injuries, diseases and dangerous occurrences regulations) We report to the Health and Safety Executive.

Incidents Policy

We have ready access to all emergency telephone numbers for emergency services including the police

We have access to the person responsible for contacting relevant services such as Gas/Electrical/Plumber/Carpenter.

All the team of staff carry out all health and safety procedures to minimise risk and they know what to do in an emergency.

On discovery of an incident we report it to the appropriate emergency services.

If an incident occurs before children arrive, the manager/deputy would risk assess the situation and decide if the premises are safe to receive children. It may be decided that a limited service could be offered or to close the setting.

Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises we will follow the procedures in our Fire Safety Policy. If on an outing, the procedures which are identified in the risk assessment would be followed.

If a crime was committed we would ask all adults who were witness to the incident to make a witness statement including the date and time of the incident, what they saw and heard, what they did about it and their full name and signature.

We keep an incident book for recording major incidents, including some of those that are reportable to the Local Authority or HSE

- **Incidents include;**
- A break in, burglary, or theft of personal or the settings property
- An intruder gaining unauthorised access to the premises
- A fire, flood, gas leak or electrical failure
- An attack on a member of staff, child or parent on the premises or nearby
- Any racist incident involving staff or family on the settings premises
- A notifiable disease, illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
- The death of a child or adult
- A terrorist attack or threat of one

In the incident book we would record the date, 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 is also recorded.

In the 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 fire safety and emergency evacuation policy will be followed. Our staff will take charge of their key children if possible. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises the emergency services would be called and the advice of these services would be followed.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.
No smoking policy is in place and is adhered to stringently! Please see attached.

Early Years Statutory Requirements

As required, we maintain a summary record of all accidents, exclusions, children taken off the roll, incidents of poor behaviour and discrimination, including racist incidents and complaints and resolutions.

An illness record book regarding a child who becomes unwell during the session is kept throughout until the child is collected. The log is signed by the parent and staff member

Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (AS Amended)
- The Health and Safety (Enforcing Authority) Regulations 1998
- Further Guidance

- Early Years Inspection Handbook (Ofsted 2019)
- RIDDOR Guidance and reporting form: www.hse.gov.uk/riddor

Windows

The windows are only low level outside in the garden. We ensure the windows are safe.

Windows above the ground floor are secured so that children cannot climb through them.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors and walkways

All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately. Walkways and stairs are left clear and uncluttered.

Electrical and gas equipment

We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly. Meter cupboards are not accessible to children.

Heaters are properly guarded and children are taught not to touch them.

There are sufficient sockets in our setting to prevent from overloading. The switches are out of reach of the children.

We ensure that the temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas of our setting.

Storage

All our resources and materials, which the children use are stored safely.

All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Further Guidance

Health and Safety Law; What you need to know (HSE Revised 2009)

Health and Safety Regulation... A Short Guide (HSE2003)

Electrical Safety and You: A Brief Guide (HSE 2012)

Working with Substances Hazardous to Health: What You Need to Know about COSHH (HSE 2011)

Getting to Grips with Manual Handling – Frequently Asked Questions: A Short Guide (HSE2011)

Policy Updated Annually