

Health and Safety Policy

Health and Safety Policy (See also the safeguarding and child protection policy, emergency procedures policy and sickness and medication policy.)

The aim of this policy is to ensure that we provide adequate control of all health & safety risks associated with the operation of the Preschool, for children, staff and visitors. Although it is formally reviewed once a year, it is a key working document for the Preschool and is revised whenever necessary.

Health and safety responsibilities

Overall responsibility for health & safety is that of the Manager, who is responsible for reviewing health & safety policies and procedures, and carrying out the risk assessments alongside the other members of staff. However, all members of staff have day to day responsibility for ensuring that the policy is put into practice and bringing health & safety concerns to the attention of the manager. Failure by the staff to apply this policy can lead to disciplinary proceedings

Managing risk

Steps taken to reduce risk

- Each morning, staff undertake a safety walk, where they risk assess the environment and any planned activities for the day.
- Staff follow safety routines (see below).
- Before entering the forest, the manager checks the weather forecast for UV rays and windspeeds.
- If potential hazards are identified, staff inform colleagues, volunteers, children and visitors and agree methods of working in order to minimise their risk.
- The manager ensures that all staff, volunteers and children are aware of the emergency procedures for both indoor and in the forest.
- The staff teach children skills in order to keep themselves safe.
- All staff are aware of the setting's emergencies procedures and know how to call the emergency services.
 - Off-site trips (ie, to locations other than the forest) are risk assessed by the manager. Also, risk assessments and liability insurance for the premises to be visited are requested/checked.
- Parental consent is requested before taking children on trips away from the setting.

Risk assessment

All activities are risk assessed either formally or informally. Staff are required to make a judgement about all activities that the children undertake during a session. Anything that might be medium risk or higher does not take place until it has been formally risk assessed first, using our risk assessment process. This involves using a standardised format to identify potential risks and put in place measures to reduce the risk. If it is not possible to achieve low risk then the activity will not take place. The risks and measures to reduce them that relate to a specific activity (from the risk assessment) are kept alongside the daily plan and all staff are required to read and implement them.

Awareness

- Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety.
- The induction training covers matters of staff well being, including safe lifting.
- Health and safety procedures are reviewed at all staff meetings.
- Children are encouraged to take responsibility for their own health and safety through discussions, safety routines, and talking about possible risks of activities they plan. (See Children learning section below.) • Reviewing safety practices is on the agenda for all staff meetings, to ensure our practice continues to develop.

Safety routines and practices

This section details the agreed safety practices that all staff must carry out in every session.

Safety in the forest

- We risk assess the forest by carrying out safety sweeps before each session.
- Staff ensure that there are no major blind spots in the forest where children might be difficult to see.
- Headcounts are conducted regularly when in the forest
- Children are not allowed outside the boundary unless with a teacher

Children learning about safety in the forest

- Children are taught the emergency procedure twice during the first week of every half term.
- Children are taught about the importance of safety in the Forest. They are taught and practise safety rules, for example:
 - stopping and returning when called,
 - not entering the fire circle
- Children and adults are taught about specific dangers and the safest way to deal with them, including:
 - poisonous plants, berries and fungi;
 - spiky, stinging plants, insects;
 - dogs;
 - strangers;
 - checking dens are safe and secure before going in or climbing on.

Staff safety

- Staff do not work on their own
- Staff are given regular supervision meetings in which they can raise concerns about their own safety.
- Staff are reminded of safe manual handling techniques (eg, lifting).

High wind and thunderstorms

- If it is very windy, or high wind is forecast, or there if there is a thunderstorm very nearby, the children are not taken into the forest.
- If the wind increases unexpectedly during the day or if a thunderstorm develops while the children are in the forest, they are taken indoors as quickly as possible. The staff ensure that the children stay on main paths and take them directly to the church and stay there until conditions are safe.

Fire safety and emergencies

- A fire risk assessment is carried out annually.
- Staff never light campfires in any location other than in the fire circle. These are carried out in a highly controlled manner with a specific risk assessment being carried beforehand.
- There is an agreed procedure for dealing with emergencies in the forest, including fire and a missing child. See policies.
- All staff have been trained in emergency and fire procedures.
- Our emergency procedures are explained to new members of staff and volunteers and shared with parents.

Electrical and Gas Equipment

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, before using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves. The following lists shows examples of electrical faults:

- Equipment not working;
- Loose Wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm

All employees have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off by the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors
- All electrical / gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and all children are taught not to touch them and the reasons why.
- There are sufficient sockets to protect overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- All electrical and gas appliances are checked annually by an approved contractor.
- All electrical equipment will be maintained on a routine basis

Keeping healthy

Sun Safety

If we are in direct sun for prolonged periods, we wear sun cream and protective clothing. All adults act as positive role models – e.g. use sun cream, wear sun hats etc. Parents are encouraged to ensure they have applied sun cream to their child before the start of each session their child attends. Parents understand that they have to provide a labelled sun cream in their child's bag which will be reapplied after lunch if necessary. Parents have signed to say staff are able to reapply sun cream.

Hygiene

- We follow Public Health England guidelines on hygiene and infection control, and Food Standards Agency guidelines on hygiene and handling of food
- We keep up to date through information shared by the local authority.
- Our daily routines encourage the children to learn about personal hygiene – eg, hand washing, nose wiping and disposal of the tissue, the spread of infection through coughing and sneezing, using the toilet correctly.
- In the forest we use warm soapy water, wipes and gels for washing hands
- Any soiled nappies or clothes are secured in a nappy sack, and removed at the end of each session • We clean equipment regularly.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - checking the toilet regularly,
 - wearing protective clothing, such as disposable gloves, as appropriate,
 - providing sets of clean clothes,
 - providing tissues and wipes.

Hand washing

In the forest, we use running water and soap to wash hands and disposable paper towels to dry them.

Children and staff wash their hands throughout the day, including:

- after going to the toilet,
- after touching any animals or fungi,
- after blowing their nose, coughing etc
- before and after lunch and snack time
- before and after playing in the sand, water and playdough areas

Food and drink

- Children's allergies are displayed in the staff room

- Staff who supervise the preparation and/or prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Hot drinks are not permitted in areas where the children have access
- Snack time is appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We ensure children do not have access to foods to which they are allergic.
- We provide parents with a list of foods not to be included in packed lunches, to avoid children bringing in any common allergens or specific foods that might cause a serious allergic reaction in any children on roll.
- Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

Health information for specific children

- Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
- Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns and staff are made aware of these if necessary
- Parents are reminded regularly to update the nursery of any changes.
- Specific health concerns and requirements are shared at staff meetings, and key people informed.

Equipment and resources

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All the children's materials are non-toxic.
- Children are taught to handle and store tools safely.

No smoking, alcohol or drugs policy

- All areas and sites of the Preschool are no smoking areas.
- Alcohol and drugs are prohibited in all areas of the nursery during our hours of operation.
- If a member of staff, student, volunteer or visitor arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
- If a member of staff believes a parent/carer is under the influence they advise the manager and the child protection officer who will then decide on the appropriate course of action according to the Child protection Policy.

RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Your responsibilities under RIDDOR

Under RIDDOR certain work related incidents must be reported to the Health and Safety Executive. They have an incident contact centre - telephone 0845 300 9923.

Any of the following should be reported if it happens to a member of the public, including a parent or child, or an employee on the nursery premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury; • An injury resulting in hospital admission. Such incidents must also be reported to Ofsted.

Control of Substances Hazardous to Health (COSHH)

As an employer, we have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health.

Chemicals and material

It is our policy to, wherever possible; avoid the use of substances that have the risk of being hazardous to health. Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions and treatments.

Measures and provisions

- We have conducted a risk assessment in relation to all substances in our operations and concluded that no substance presents a high risk.
- At present all chemicals used within the preschool are of domestic standard for household use and therefore do not present any threat to health and are safe to use.
- All new chemicals and substances used in the preschool are risk assessed before use.
- In the case of any substance potentially hazardous to health, a COSHH risk assessment is completed, and control measures shared with staff and implemented.
- The manager maintains a COSHH folder of hazardous substances in use, which lists the substance and its location (where it is stored), the safety data sheet, and the risk assessments. The folder is available for all staff to access at any time and the risk assessment and safety data sheet are also kept with the substance.
- The risk assessments are shared with any new member of staff and kept with the substance.
- Any cleaning equipment or potentially hazardous substances are stored securely away from the children.
 - The preschool has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees.
- Cleaning substances are of domestic standard.
- All substances are correctly stored in clearly labelled containers.

Personal Protective Equipment (PPE)

As an employer we have a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment. Happy Adventures Preschool has risk assessed all the activities in which its employees are engaged and at present provides the following protective equipment or clothing:

- Disposable gloves and aprons for use when changing nappies, when preparing food, or when cleaning.
- Full PPE is to be worn by any member of staff supporting any children that are displaying and COVID-19 symptoms.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.