

Child Protection

Safeguarding: Maintaining Health and Safety at Pre-School

1. Intention

It is our intention to ensure that Handsworth Pre-School provides a safe and secure environment for children, staff, and visitors to our site.

2. Scope

This policy covers the EYFS requirements around promoting good health through managing the food and drink we provide; first aid and emergency procedures; and keeping children safe by maintaining safe and suitable premises, environment, and equipment. It also responds to some specific Health and Safety legislation listed at the end of this policy.

The policy also covers general health and safety issues that relate to, but do not fall within the scope of, other Pre-School policies. Taken together, these policies form a comprehensive response to well-being, health and safety in the Pre-School. Other relevant policies include but are not limited to:

- **Safeguarding: Protecting Children from Abuse** – this policy looks at how we protect children from abuse and respond to disclosures and incidents.
- **Safeguarding: Children's Safety and Security** – looking at how we keep children safe whilst at Pre-School and on outings.
- **Safeguarding: Terrorism and Lockdown Policy** – looking at our emergency response to terrorism locally or in Central London and/or other emergency lockdown events.
- **Safeguarding: Safer Recruitment and Staffing** – looking at how we ensure suitable people work at Pre-School and the steps we take to maintain a high quality of practice.
- **Managing Health Care Needs** – looking at how we respond to health care needs, manage infectious diseases, and work towards keeping children safe.
- **Inclusion: Behaviour, Values and Diversity** – looking at how we manage unwanted behaviour at Pre-School, keeping everyone safe.
- **Whistle-blowing and Staff Complaints** – providing staff with a clear mechanism to raise any concerns about the Pre-School practices.
- **Parental Involvement and Behaviour** – supporting positive interactions with parents and responding to unwanted behaviours to keep everyone safe.
- **Parental Complaints Procedure** – providing parents with a clear mechanism to raise any concerns about Pre-School practices.
- **Data Protection and Confidentiality** – how we ensure the data and information we collect is appropriate, up to date and secure.
- **Teaching and Learning** – how we support children in learning about their own health and how they can develop the skills and attitudes they need to keep themselves safe.

We must also comply with health and safety requirements set out in our contract with the Local Education Authority to deliver early years education; and must work with our landlords in support of health and safety legislation applying to public or other buildings.

This policy sets out the principles we have established to maintain health and safety within the Pre-School. Alongside the principles set out below, we maintain a risk register which establishes the main areas of risk to health and safety within the context of this policy and the procedures we have in place to manage those risks.

Health and Safety: Overarching Policy Principles

- **All staff will keep up to date with current requirements and good practice.** We do this through effective risk assessment; recording of incidents; discussions during staff meetings; and staff training. Induction training includes a clear explanation of health and safety issues and their management.
- **Named staff take the lead** in particular areas as required by the EYFS and health and safety law. Our leads are listed below within the relevant specific areas. The Pre-School Leader has responsibility for the overall management of policies, procedures and risk assessment including liaison with the Chair of the parent Committee. The Business Manager is the named contact for reporting serious incidents to OFSTED, in line with requirements.
- **Information about our health and safety policy and procedures is published** on our website and is summarised in our Parent Booklet. Our Health and Safety poster is displayed in the entrance to the Pre-School hall.
- **We maintain an appropriate level of insurance cover**, which is updated regularly. We maintain an appropriate level of public liability insurance and employer's liability insurance. We comply with requirements to inform our Insurers of relevant issues and incidents. Our insurance certificate(s) are displayed on our notice board in the Pre-School entrance.
- **We undertake risk assessments** as appropriate to ensure the environment is safe for all children and adults, including those who have additional learning or physical needs. We also use risk assessments to identify the reasonable adaptations that can be made to meet the needs of children and adults who are disabled or have specific health care needs. Risk assessments relating to individual children will be discussed with their parents. Business risk registers are considered to be confidential to the Pre-School. Business risk registers are shared with staff, the Chair of the parent committee and other officers of the parent committee as deemed appropriate by Chair and/or the Pre-School Leader.
- **We engage the children** in learning about health and safety through the curriculum we provide and by modelling good practice.
- **We keep effective and up to date records** as required by law. This includes recording our practice, for example in undertaking fire drills; and recording accidents, incidents and other events. Where required, incidents are reported to the necessary governing body including, for example, the Health and Safety Executive; Public Health England; OFSTED; Health Protection Agency; and the local authority Environmental Health department.

3. Recording and Reporting Incidents and Accidents

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

We maintain an accident book, which is kept safely and securely whilst being accessible to all staff. All staff know how to complete the accident book. Work-related injuries to staff that leave them incapacitated for three or more days will also be recorded in the accident book.

We maintain an incident book to record other dangerous occurrences. These include (but are not limited to) break-ins, burglary, theft, intruders on the premises, fire, flood, gas leak or electrical failure, attack on a child or adult, notifiable diseases, food poisoning, death of a child or an adult on the premises, terrorist attack.

We will record any incidents of racism to staff, children or within our parent community, within our safeguarding concern record book. The safeguarding concern book also records child protection issues which do not fall within the scope of RIDDOR. Our Safeguarding: Protecting Children from Abuse policy sets out the arrangements we have in place for recording and responding to safeguarding concerns.

We will also record as an incident any significant incursion of pests in the Pre-School hall.

We will record the date, time, nature of the event, who was affected, what was done and how the incident has been reported. We will record a crime number if the incident is reported to the Police. We will record follow up activity undertaken, including under the advice of statutory agencies, and/or any insurance claims.

Informing Statutory Agencies: We are required by law to other statutory agencies should a serious accident or incident occur. These include:

- The Local Authority and OFSTED: in response to a serious accident or injury to a child; the death of any child; food poisoning of two or more children or adults; or any other serious incident. We are required to inform OFSTED as soon as possible should an incident occur, or within 14 days at the latest.
- The Health and Safety Executive (HSE) will be informed of:
 - Any work-related accident leading to an injury of a child or adult, for which they are taken to hospital.
 - Any work-related accident leading to a specific injury of a member of staff. This includes, but is not limited to, broken bones, loss of consciousness due to a head injury, serious burns, amputations.
 - Any work-related injury to a member of staff that leaves them unable to work for seven consecutive days.
 - Incidents of reportable diseases in children or staff.
 - The death of a child or adult as a result of a work-related accident.
 - Any dangerous occurrence that could have resulted in death or serious injury.

The Pre-School Leader is responsible for reporting to the HSE. If she is unable to report, the Deputy Pre-School Leader or Business Manager will report.

4. Policy Review

All staff participate in the review and updating of this policy and the risk assessment. These are reviewed annually or following a significant incident, whichever is soonest.

5. Specific Policy Areas

The following sections set out how we manage health and safety matters arising from:

- Emergencies
- Suitability of Premises
- Food and drink and animals on premises

6. Emergencies

Emergency Evacuation and Fire Safety: our designated Fire Marshal is Gemma Hodgkin. She is responsible for safe practice at Pre-School to reduce the risk of fire; and the appropriate action should fire break out including leading and recording our regular fire drills. The Fire Marshal will undertake training to keep their skills up to date.

Fire drills will take place each term. Fire risks will be assessed and reviewed annually or after any relevant incident, whichever is soonest. Emergency evacuation procedures, set out in the risk assessment, will be reviewed annually or after any relevant incident, whichever is soonest.

We work with our landlords to maintain fire alarms, smoke detectors, fire extinguishers. When we are setting up, and during the session, we keep fire doors and evacuation routes clear.

First Aid: we maintain a well stocked first aid box which is stored securely, out of sight of the children, but accessible to all staff. A named, lead member of staff is responsible for maintaining the first aid box and in supporting staff with first aid practices and knowledge. Our designated lead for first aid is Zoey Rolfe-Bransfield.

All permanent members of staff will be paediatric first aid (PFA) trained. The training undertaken will be in line with the requirements of the EYFS, Annex A. There will be at least two first aid trained staff members on the floor at any time. Incidents and accidents will be recorded in line with good practice and legal requirements. Newly qualified staff must have a PFA certificate within three months of starting work, to count within the ratio. In line with our 'Safeguarding: Children's Safety and Security' policy, arrangements will be made to manage first aid needs on outings. In line with our 'Managing Health Care Needs' policy, arrangements will be made to support children with ongoing health care issues at Pre-School; and to manage the safe storage and administration of prescribed medicines.

7. Premises, Hazardous Substances, Staff Safety and Contractors

Suitability of Premises: we undertake daily checks to ensure the premises is fit for purpose, safe and suitable. We maintain a daily health and safety checklist and this checklist is reviewed annually to ensure it is up to date and relevant. Gemma Hodgkin is designated to undertake these daily checks and to support staff in their understanding of health and safety within the setting.

We ensure the children's toilet area and hand-basins are clean and accessible to the children. Our nappy changing mat is kept clean. We follow the hygiene procedures set out in the 'Managing Health Care Needs' policy when dealing with bodily fluids. Soiled nappies are bagged in plastic bags and are promptly disposed of.

We will work with our landlords, the Baptist Church, to ensure that the fabric of the building is safe and secure. This includes but is not limited to good practice in relation to water storage (management of risk relating to Legionnaires Disease); asbestos on the site and its management; pest control; and the safe maintenance of electrical circuits, heating, hot water and gas supplies. The Pre-School Leader or Deputy will ensure that the buildings are secured at the end of each Pre-School session.

We will liaise with our landlords, the Baptist Church, regarding any contractors (or sub-contractors) who may come on to the site, or need access to the Pre-School hall, during Pre-School hours. The risk assessment sets out the procedures we have in place to ensure that contract work is undertaken safely and appropriately.

Where the Pre-School contracts work, we will follow the procedures in the risk assessment to ensure that the work is undertaken safely and appropriately. Where possible, we will arrange for the work to be undertaken outside Pre-School hours or during the holidays. Our site contact/lead for contract work is Ruth Mattison, Business Manager.

All contractors working on the Pre-School site have a legal duty to ensure that their work does not cause risks to themselves or others. The Pre-School (and our landlords) have a duty to inform contractors of any risks, including asbestos, on the site that may affect the work. All contractors must comply with Health and Safety legislation, and HSE guidance. The Baptist Church maintains an Asbestos Management Survey and an Asbestos Register. The Pre-School has a copy on file.

Equipment: standards of equipment and safe storage: we ensure that the equipment and resources we use at Pre-School are age-appropriate and are safe for play. Purchased toys and resources will meet European safety legislation. Toys and resources will be regularly cleaned and checked to ensure they are safe for play. Damaged or dangerous toys will be removed. Materials or products used for play will be child safe and age appropriate. Play will be supervised.

Staff Safety: Staff will be supported in moving resources, including tables, boxes etc, when setting up and packing away. Good lifting practice is encouraged. Sufficient staff

will be available to set up and pack away each day, to share the load. Staff are on rota for setting up tables and chairs, to share the load. Children are encouraged to play outside, or away from the area being tidied, whilst heavy equipment is being moved. Staff are encouraged not to be alone on the Pre-School site for significant periods of time. In general, we do not undertake home visits, subject to exceptional circumstances. The risk assessment sets out procedures for supporting staff safety at Pre-School, including home visits.

Equipment: Control of Substances Hazardous to Health (COSHH): we will minimise the number of substances we use that are hazardous to health. Where we do use substances that are potentially hazardous, for example, washing up liquid or other cleaning fluid, we will ensure that we have up to date and relevant data sheets available for staff. These data sheets are held in our policy file, with a copy in the kitchen. Hazardous substances must be stored in their original bottles out of sight and reach of the children.

The ‘Managing Health Care Needs’ policy sets out the procedures for reducing the risk resulting from contact with bodily fluids.

Smoking: the Pre-School is a no-smoking site indoors and out and no-smoking signs are displayed on our premises. This applies to all parents, staff, volunteers, and students working at Pre-School. It is a criminal offence for employees to smoke, including smoking e-cigarettes, in a smoke-free zone.

Staff who smoke may do so during scheduled breaks and off the premises of the Baptist Church. Staff must remove their uniform if smoking outside the Pre-School. Staff are asked not to smoke whilst completing children’s notes at home.

8. Food and Drink and Animals on Premises

Provision of food and drink: snack time is an important part of our day and supports our teaching across all areas of the curriculum. We will provide a choice of food that is health, balanced and nutritious. We aim to reflect different cultures in the foods and snacks we provide and encourage children to try new foods. We rarely provide cooked or heated food for children at snack time, although we may undertake cooking activities. We will provide a choice of milk or water. The snack table is open daily generally during free play. Children can have a drink at any time during the session.

Parents identify their child’s dietary needs on the registration form, and we provide snacks in line with children’s needs. Where possible, we aim to provide universally acceptable snacks, so that children are not singled out by their dietary need. For this reason, we discourage parents from providing individual snacks for their children, although we recognise that there may be occasions when this is appropriate due to the child’s medical needs. We do not provide foods with nuts or nut products.

We maintain standards of hygiene in the purchase, preparation, and storage of food. Staff prepare snacks in the kitchen. We follow standard hygiene procedures when

preparing food. At least one permanent staff member will hold an in-date food hygiene certificate.

The procedures we put in place to manage the risks of food poisoning, choking and allergies are set out in the attached risk assessment. The ‘Managing Health Care’ policy sets out how we manage and respond to allergies, including dietary intolerances. Children are supervised whilst eating and drinking.

Our designated lead on food and food hygiene is Mundele Dombombi Pedro.

Incidents of food poisoning will be reported to the Environmental Health department of the Local Authority and the Health Protection Agency. This is where a GP has confirmed that a child, adult, or member of staff has food poisoning and it appears possible that the Pre-School may be the source of the outbreak. Confirmed cases of food poisoning effecting two or more Pre-School children will be notified to OFSTED as soon as reasonably possible and no later than 14 days after the incident.

Animals Encounters: We generally only provide bought-in animal encounter experiences, or temporary activities involving chicks, insects etc. We may also host visits to farms or animal experiences as part of our curriculum offer. The risk assessment sets out the procedures we have in place to ensure that animal encounters are safe and as hygienic as possible.

9. Legal Framework

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations (1981);
- The Management of Health and Safety at Work Regulations (1999),
- European Legislation on the Hygiene of Foodstuffs (2004);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Fire safety and emergency evacuation legislation;
- Smoking at Work: The Law -Gov.uk;
- The Control of Substances Hazardous to health (COSHH) (2002).

• This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	23 June 2020	(date)
Date to be reviewed	22 June 2021	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	