

Safeguarding: Maintaining Health and Safety at Pre-School

1. Intention

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**
- **Safeguarding: Children's Safety and Security**
- **Safeguarding: Terrorism and Lockdown Policy**
- **Safeguarding: Safer Recruitment and Staffing**
- **Managing Health Care Needs**
- **Inclusion: Community Values and Behaviour**
- **Whistle-blowing and Staff Complaints**
- **Parental Involvement and Behaviour**
- **Parental Complaints Procedure**
- **Data Protection and Confidentiality**
- **Teaching and Learning**

The Pre-School must also comply with health and safety requirements set out in the 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 established to maintain health and safety within the Pre-School. Alongside the principles set out below, we maintain core procedures and a risk register to identify actions to be aware of and manage risk within the context of this policy.

Health and Safety: Overarching Principles

All staff will keep up to date with current requirements and good practice. This is achieved 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. 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. The Business Manager also liaises with the Landlord to secure copies of required health and safety reports and leads on the management of contractors.
- **The health and safety policy is published** on the Pre-School website. A Health and Safety poster is displayed in the entrance to the Pre-School Hall. It is the responsibility of the senior team to ensure information displayed and published is up to date and relevant.
- **The Pre-School maintains an appropriate level of insurance cover**, which is updated regularly. The Pre-School maintains an appropriate level of public liability insurance and employer's liability insurance. The Pre-School complies with requirements to inform our Insurers of relevant issues and incidents. The insurance certificate(s) are displayed at the Pre-School entrance. The Business Manager maintains records relating to insurance.
- **Risk assessments are in place.** The Pre-School maintains a Health and Safety Risk Assessment associated with this policy. A daily risk assessment (checklist) is also maintained within the setting. Other risk assessments are carried out as considered necessary. Risk assessments relating to an individual child's needs are discussed with their parents. Business risk registers are confidential documents available only within the Pre-School and to the named Trustees. Business risk assessments may be shared with statutory authorities if required.
- **The curriculum we offer engages the children** in learning about health and staff model good practice.
- **Records, as required by law, are maintained and up to date.** This includes recording 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

The Pre-School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

From September 2022, accident records for the children will be maintained via Tapestry. Work-related injuries to staff that leave them incapacitated for three or more days will be recorded in the accident book.

An Incident File is maintained 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, significant incursions of pests, death of a child or an adult on the premises, terrorist attack.

Any incidents of racism to staff, children or within our parent community will be recorded in the safeguarding concern record book. The safeguarding concern book also records child protection issues which do not fall within the scope of RIDDOR. The Safeguarding: Protecting Children from Abuse policy sets out more detail.

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

Informing Statutory Agencies: It is a legal requirement to inform other statutory agencies should a serious accident or incident occur. This includes:

- 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.
- Local/national Public Health bodies concerning outbreaks of notifiable infectious disease.
- 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. 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, pest control and animals on premises

6. Emergencies

Emergency Evacuation and Fire Safety: Our designated Fire Marshal is Gemma Ransome. 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.

The landlords are responsible for the annual Fire Risk Assessment and for maintaining fire alarms, smoke detectors, fire extinguishers. The Business Manager is responsible for liaising with the landlords to secure reports as appropriate. The Pre-School will co-operate with the landlord in response to issues raised in relevant assessments and reports. Fire doors and evacuation routes are kept clear whilst staff are setting up, tidying away and during the session.

First Aid: The Pre-School maintains 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. Other Emergencies: Terrorism, Extreme Weather

Terrorism Locally and in Central London: The Pre-School has in place procedures to respond to terrorist events in central London or locally. Terrorism in central London may result in the lockdown of buildings, areas, transport links and/or communication networks effecting a child's parents or family. Terrorism (or other local events) may

threaten the safety of children, parents/carers and staff in the setting or on the street at drop-off, pick-up times or home/arrival times.

The Pre-School maintains up-to-date information on emergency contacts for parents and staff. Procedures are in place putting the safety of individuals at the fore front. The result of these procedures may be that children, staff and/or other adults present at the time are held at Pre-School until it is safe for them to leave.

Parents will be contacted and updated as soon as practically possible. If the threat is severe, parents may be advised to keep away from Pre-School until it is safe. Staff retain the right not to answer or respond to phone calls or messages if to do so would place themselves or others at risk of harm.

The Pre-School will liaise with the Police, Emergency Services and/or local schools to manage events as appropriate. Incidents of lockdown in response to terrorist threats/local issues will be recorded and reported as necessary.

Extreme Weather: The Pre-School will risk assess warnings of extreme weather as issued by the Meteorological (Met) Office covering the area and the Pre-School's hours. Risk assessments will take into account the advised likelihood and impact of the weather event, and the nature of the Pre-School Hall, premises and opening times. It is expected that reasonable adjustments can be made in response to Yellow and Amber warnings. Reasonable adjustments may include (but not be limited to):

- Advice to parents on appropriate clothing for their child and/or other actions they can take at home;
- Adjustment to the session timetable eg: reducing access to the garden/closing the garden doors; provision of additional drinks/snacks etc;
- Adjustment to session times eg: opening/closing earlier/later.

It is expected that the Pre-School will close either for a full or partial session should a Red warning be issued. Red warnings identify that dangerous weather is likely and that there is a significant risk of harm. The Pre-School is likely to remain closed for the period the Red warning is in place and/or to manage any after-math.

Parents will be notified of any adjustments to the Pre-School hours/provision and/or closure/re-opening as far in advance as possible.

8. Premises, Hazardous Substances, Staff Safety and Contractors

Suitability of Premises: A daily risk assessment is undertaken to ensure the premises is fit for purpose, safe and suitable. The daily health and safety checklist is reviewed annually to ensure it is up to date and relevant. Gemma Ransome is designated lead for Health and Safety of premises. Staff are on rota to complete daily checks.

The Pre-School works with the 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; trees on site; and the safe

maintenance of electrical circuits, heating, hot water and gas supplies. The Business Manager maintains appropriate records and together with the Pre-School Leader ensure the Pre-School responds as appropriate to health and safety issues raised by the Landlord. The Business Manager and Pre-School Leader promptly report to the Landlord any health and safety issues that arise during session times. The Pre-School Leader or Deputy will ensure that the buildings are secured at the end of each Pre-School session.

The Business Manager liaises with the Landlords, 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. Risk assessments are in place to ensure that contract work is undertaken safely and appropriately.

When the Pre-School contracts work, risk assessments will be made to ensure that the work is undertaken safely and appropriately. Where possible, work will be undertaken outside Pre-School hours or during the holidays. The 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 the 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.

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

Staff Safety: Risk assessments are made relating to staff safety on the premises. Staff are 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. Risks relating to the safe movement and storage of equipment are recorded and reviewed. Storage areas are kept tidy. Staff are encouraged not to be alone on the Pre-School site for significant periods of time. In general, staff do not undertake home visits, subject to exceptional circumstances.

Equipment: Control of Substances Hazardous to Health (COSHH): The Pre-School will minimise the number of substances used that are hazardous to health. Where such substances are used, for example, washing up liquid or other cleaning fluid, the Pre-School maintains up to date and relevant data sheets. These data sheets are held alongside the health and safety risks assessments in the policy file. Hazardous substances must be stored in original or single purpose 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.

9. Food and Drink, Pest Control and Animals on Premises

Provision of food and drink: Snack time is an important part of the session and supports teaching across all areas of the curriculum. The Pre-School provides a choice of food that is healthy, balanced, and nutritious. The Pre-School aims to reflect different cultures in the foods and snacks provided and encourages children to try new foods. The Pre-School rarely provides cooked or heated food for children at snack time, although we may undertake cooking activities. Children have a choice of milk or water to drink. 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. Parents may provide individual snacks for their child in response to a diagnosed medical need. Otherwise, parents are asked not to provide individual snacks for their children. The Pre-School does not provide foods with nuts or nut products.

From September 2023, parents may provide a packed lunch for their child attending additional hours. Parents are encouraged to offer healthy foods in their packed lunch and are advised about the safe storage of food (e.g.: using a freezer or chiller pack in the bag). Staff will take action to minimise the risk of cross-contamination of foods at lunch time, particularly where a child may have known allergies. More information on managing health needs and allergies is in the Managing Health Care Needs policy.

The Pre-School follows good hygiene practice in the purchase, preparation and storage of food. Staff use and follow the advice provided by the Food Safety Agency (FSA) 'Safe Food Better Business' pack. The Pre-School is registered with the local Environmental Health Team within the Borough. All staff undertake Level Two food safety and hygiene training and at least one member of staff will be trained to Level Three. Risk assessments are in place detailing procedures for maintaining food hygiene in the preparation of snacks and the storage of food. Procedures are in place for managing the risks of food poisoning, choking and allergies and are set out in the Health and Safety risk assessment. Children are supervised whilst eating and drinking.

The designated lead on food and food hygiene is **Louise Paul**.

Incidents of food poisoning will be reported to the Environmental Health department of the Local Authority and the Health Protection Agency when 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.

Pest Control: The Landlords are responsible for overall pest control on the site. The Pre-School will maintain practices that reduce the risk of encouraging a significant incursion of pests into the Cowling Hall, storage area, Youth Room (office) and the Pre-School Garden. This is done through maintaining good hygiene practices; food storage practices; cleaning and maintaining toys; and the safe and secure storage of toys particularly outside. The Health and Safety Risk Assessment sets out more detail about the likelihood and management of possible pest issues within the Pre-School.

The Pre-School will report to the landlords any significant incursion of pests. The daily health and safety check includes checking for signs of pests in the kitchen, toilets, storage area or outside (including animal faeces). If a pest issue is identified, the Pre-School will notify the Landlords.

Where appropriate, the Pre-School will liaise with licensed Pest Control contractors and follow their recommendations. If it is necessary for poisons or traps to be used, the Pre-School will notify parents. Where possible, the Pre-School will request that pest control measures are undertaken when the Pre-School is out of session. If this is not possible, and the risks are such, the Pre-School may close for the duration of the pest control activity and for the required period afterwards, as advised by the contractors. The Pre-School will reopen when it is clean and safe to do so.

Animals Encounters: The Pre-School generally only provides 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.

10. 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;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
;
- Fire safety and emergency evacuation legislation;
- Legislation on smoking in the workplace; and
- The Control of Substances Hazardous to health (COSHH).

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	17 April 2023	(date)
Date to be reviewed	16 April 2023	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	