

Northgate Pre School and Toddlers Ltd

Policy Name: Health, Safety and Security

Date issued/last updated: 30.9.15–16.09.21

1.0: Statement of intent:

Northgate believes that the health and safety of children is of paramount importance. Our settings are safe and healthy place for children, parents, staff and volunteers.

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

2.0: Responsibilities:

The members of staff responsible for health and safety are Rachel Gill (Manager) Lisa Fawcett (Deputy Manager). They are both competent to carry out these responsibilities and have undertaken health and safety training. Both regularly update their knowledge and understanding. We display the necessary health and safety poster in the classroom.

3.0: Risk assessment and management plans:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Children, staff, parents, etc.?
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

We maintain lists of health and safety issues which are checked:

- daily before the session begins and ends
- weekly;
- yearly - when a full risk assessment is carried out (standard proforma, see Appendix 1)

The risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

3.1: Awareness raising:

- Induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their 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.

- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- There is a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

3.2: Children's safety:

- Only persons who have been checked for criminal records by DBS check will have unsupervised access to the children, including helping them with toileting, although staff are aware and are always on view to other staff.
- Adults never supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- Security systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Systems prevent unauthorised access to our premises.
- Systems prevent children from leaving our premises unnoticed.
- Staff are not permitted to use their mobile phones in the session times or around the children in our care. They must be put in the lockable filing cabinet and only accessed when they leave the classroom.
- Pictures of the children are only taken on the settings camera and on the settings tablet.

3.3: Kitchen:

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment.

3.4: Storage:

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

3.5: Outdoor area:

- The Pre-School perimeter is securely fenced, and gates are securely fastened.
- The Toddlers outdoor area is securely gated when children are outside.

- Outdoor areas are checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

3.6: Hygiene:

- All staff are required to have training on food safety and hygiene certificate. Regular updates are sought from the Environmental Health Department and the Health Authority.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routines for the settings.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes;
 - setting a good example, and washing our own hands before handling food and drink.
 - Using disposable hand towels, after using the toilets, or before meals or snack times.

3.7: Activities:

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

3.8: Food and drink:

- All staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.

- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

4.0: Outings and visits:

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place and this is reviewed before the next outing.
- Parents/carers sign consent forms to agree to outings.
- Our adult to child ratio is high, normally one adult to two children. Pick up/drop off to nursery is one adult to four children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

For those children remaining at pre-school, the adult to child ratio conforms to the EYFS requirements. 1:4 for 2 yr olds and 1:8 for 3 yr olds and above.

5.0: Animals:

- We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.
- We ensure the correct food is offered, at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- We teach the children life skills in respecting and looking after animals. This includes how to manage dogs and not approaching strange dogs.

6.0: Fire safety:

- The basis of fire safety is risk assessment, carried out by a 'competent person'.

- The Pre School manager and deputy manager have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006). At Toddlers one member of staff who works all sessions will complete Fire Marshall training.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every six weeks.

6.1: Emergency evacuation procedure:

The emergency evacuation procedure covers:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

6.2: The fire drill record book must contain:

- The date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure

All regulations are in line with GDPR 2018.

7.0: Signatures:

Date to be reviewed: 06.10.22

Signed on behalf of the provider:

Name of signatory:

Role: Chairperson