



## **1. HEALTH AND SAFETY POLICY**

**It is the intention of Forest Row Community Pre-school to provide and maintain a safe and healthy working environment for all employees, children and their parents/carers whilst on the premises.**

Forest Row Community Pre-school takes all positive steps to promote safety within the setting and outings. The Committee Chair has overall responsibility for ensuring the policy is implemented.

### **Risk assessment**

Our ongoing risk assessment process includes:

- The supervisor on duty completing the daily health and safety checklist before children enter the premises.
- The Health & Safety officer reviewing the Health & Safety policy annually.
- The Health & Safety officer completing weekly, half-termly and termly health and safety checklists.
- The Health & Safety officer reviewing the accident/incident books and risk assessments termly to identify any issues that need to be addressed.
- The Health and Safety officer reviewing the Pre-school incident log file weekly to identify any procedures that need to be changed to prevent similar incidents occurring.
- The Health & Safety Officer completing fire safety log termly.
- The supervisor on duty to assess daily activities with children for potential Health & Safety issues that may occur.
- The Health & Safety officer to determine when it is necessary to make a written risk assessment in relation to a specific issue. This should include the action required to minimise risk and informing staff of findings.
- ALL STAFF to be responsible for reporting any hazards that they identify to supervisor.

### **Pre-school Incident log file**

We keep a log of all incidents that may occur in the setting or during an outing. This information will include when and what happened and the name of the relevant child (if any) relating to the incident. This is followed by any action that was taken or needs to be taken.

### **Our Pre-school Incident Book**

We keep an incident book for recording incidents which include:

- Break in, burglary, theft of personal or settings property
- Fire, flood, gas leak or electrical failure
- Attack on member of staff or parent on the premises or near by
- Any racist incident involving staff or family in the settings premises
- Death of a child
- Serious accident or injury to a child
- Terrorist attack or threat of one
- Any incidents that may occur in the setting or on an outing

Our incident book is not for recording issues of concern involving a child.

The incident book is used to record the date and time of the incident, nature of the event, who was affected, what was done about it and the crime number if it was reported to the police. Any follow up, or insurance claim made, should also be recorded.

### **Security of children**

Forest Row Community Pre-school aims to provide a secure environment for Pre-school children at all times, and staff make every effort to monitor children at all times.

- A daily register of both staff and children is completed, recording arrival and departure times and the total number of children in attendance, which must be updated as numbers change throughout day, including the whiteboard.
- A member of staff will always be at main entrance for drop-off and collection of children to monitor who enters and departs the building. This duty involves preventing unauthorised persons entering the premises and children from leaving unnoticed.
- Only permanent members of staff are permitted to open the entrance door to let people in or out and they must make sure it is locked afterwards.
- The register of both staff and children is updated on the whiteboard.
- All visitors must be signed in and out on visitor's clipboard. No visitor should be left unattended with the children.
- Headcounts are carried out during a session when appropriate.
- **Children must leave the setting only with an authorised adult.** This is one of the named parent/guardians on the registration form who **staff have met.**
- Staff will only release a child to an alternative adult if the parent/guardian has notified staff in advance of the alternative collection arrangements. *Forest Row Pre-school will not release a child into the care of anyone under the age of 18.* If staff have not previously met the person nominated to collect the child then the parent/carer is required to agree a one-off password between collector and Pre-school.
- Parents/Carers may register an adult as an emergency contact that they wish to collect their child on a regular basis.

### **Kitchen**

- Children are not allowed independent access into kitchen and the gate must be kept locked at all times.
- Cleaning materials and other hazardous materials must be stored out of reach of children and away from foodstuffs.
- All surfaces will be clean and non-porous.
- Hot drinks are only consumed in the kitchen area.
- The dishcloth and tea towel must remain in the kitchen and be changed daily.

## Hygiene

- Regular hand washing by both adults and children is essential.
  - a) After toileting, nappy changing, coughing/sneezing, first aid, gardening, cleaning
  - b) Before eating, cooking, preparing food, and first aid.
- All kitchen equipment and utensils are sterilised after use, either by going through a dishwasher cycle or soaking in sterilising fluid.
- Daily routines encourage the children to learn about and practise good personal hygiene.
- Nappies must be bagged and disposed of immediately, using only designated nappy bin.
- The nappy changing unit is sanitised after every use.
- Staff wear Personal Protective Clothing such as disposable gloves
- We have a daily cleaning schedule in place for the setting. The kitchen and toilet areas must be signed off daily when completed.
- We have an ongoing cleaning rota for resources and equipment.

### We implement good hygiene practices by:

- Cleaning tables between activities using disposable paper roll.
- Checking and cleaning toilets regularly throughout day.
- Wearing protective clothing such as disposable gloves and aprons as appropriate.
- Providing tissues and wipes
- Providing sole use paper towels.
- Keeping a rotating record of toy sterilisation

## Safety Practise

- Staff are continuously supervising children.
- No dangerous materials or equipment will be placed near children and will be stored out of reach of children.
- Children are taught to handle and store tools safely.
- Equipment is safe and fit for purpose. Any dangerous items will be repaired or discarded.
- Floors are clean, dry and clear of obstructions.
- All spillages are cleared up immediately by staff using appropriate products. (General purpose mop and bucket used in all areas, except the bathroom).
- Cleaning of blood and body fluid spillages:  
All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately whilst wearing personal protective equipment (PPE). When spillages occur, cleaning is to be done with a product that combines both a detergent and a disinfectant. Products are to be used as per manufacturers' instructions and ensure that it is effective against bacteria and viruses and suitable for use on the affected surface. Mops must never be used for cleaning up blood and body fluid spillages. Disposable paper towels are to be used instead and discarded as clinical waste in the nappy bin.
- The setting must be maintained at an appropriate temperature. (Thermometer kept by supervisor's desk).
- Garden gate immediately adjacent to the hall locked and entire garden perimeter is secure prior to children entering garden.
- Staff medication on premises must be securely stored and out of reach of children (in kitchen area or locked in staff cupboard).

## Garden

- Our outdoor area is securely fenced and gated
- The fire exit gate is unlocked during session, but bolted

- All outdoor activities are supervised at all times
- Play equipment including the climbing frame is checked regularly for safety
- The sand pit is checked before use for any foreign bodies
- The sand pit is covered when not in use
- The sand is cleaned and changed when appropriate

**Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- The emergency fire exit gate in garden is unlocked at all times that children are present, although it is kept bolted.
- 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 and volunteers.
  - Practised termly at minimum.
  - Records of fire drills are kept.

<b>Date Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
Updated December 2014	March 2015	March 2016
January 2016		January 2017
November 2016		November 2017
November 2017		November 2018

Chair of the Committee’s signature: .....

Supervisor’s signature: .....

Deputy’s signature: .....

Date: .....