

Health and Safety Policy

It is the policy of Swallows Nest Preschool to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

A Health and Safety Poster will be displayed in the setting.

The persons responsible for the general implementation of this policy are the Joint Managers.

All members of staff have a responsibility to bring to the attention of the above named person any concerns with regards Health and Safety. The Joint Managers are responsible for recording any concerns raised and acting upon them.

All staff members are responsible for their own safety and the children in the setting. They have a responsibility to work in a way, which will ensure the health and safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety within the provision

All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment

Risk Assessments

Risk assessments will be conducted to assess the environment and ensure that it is safe and suitable for all children, parents, staff, volunteers and visitors

- Written formal risk assessments will be kept on site and will be accessible at all times
- Management will keep a record of all safety issues and any action taken
- Daily risk assessments will be carried out on the indoor and outdoor environments
- Formal risk assessments will be carried out yearly or more frequently where the need arises
- Specific risk assessments will relate to inside and outside environments and outings
- All staff will be involved in the risk assessment review process

Insurance

Swallows Nest Preschool is under the umbrella of St George's Church PCC who holds public and employer's liability insurance. The public liability Insurance certificate is displayed in the Entrance foyer.

Fire

- The safe evacuation of the building is of primary importance.
- A written Fire Drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- Exits will be kept clear.

- The front door will be locked with a key and the key will be kept on top of the alarm box near the door
- Fire doors will be kept shut at all times
- A practice fire drill will be carried out twice every term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff aware of their position.
- All heaters will be guarded and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children.
- New staff will take part in a fire evacuation drill as part of induction within the first week of their appointment
- All visitors will be made aware of Fire Evacuation procedure

Electrical Appliances

- All electrical appliances will be checked as required by law (PAT) and recorded
- Faults will be reported to the managers.
- Televisions, hi-fi's, computer's etc. will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric socket points will have covers in place when not in use.

Building or Equipment.

- Any faults will be reported to the managers who will contact the relevant person.
- Equipment will be checked and cleaned at regular intervals and recorded
- Equipment will conform to the required legislative standards.
- Staff should have regard to Manual Handling Policy when equipment and resources are being moved

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents
- Hot drinks will not be consumed in the presence of children
- All storage areas will be kept tidy and equipment stored appropriately
- Steps will be provided for items stored on high shelving

Car Parking

- Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors.
- The car park will be maintained by the site handyman

Hygiene

It is the responsibility of the staff to maintain standards of cleanliness; the policy is to “clean as you go”

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals
- Toilet areas are regularly checked to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Information will be obtained from the environmental health department on up to date legislation.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed
- Anti-bacterial spray will be used to clean the children’s play tables before food is served and to clean surfaces for food preparation and after use.

Storage of cleaning materials etc.

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard
- Screw tops of containers will be tightly closed
- Cleaning materials will be stored in original containers or labelled containers with instructions in COSHH file
- COSHH legislation will be followed
(COSHH refers to Control of Substances Hazardous to Health regulations)

Smoking

- There is strictly NO SMOKING allowed on the registered premises of Swallows Nest Pre-school including the outside area
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action
- It is illegal to sell cigarettes to children under 18,
- It is illegal for children under 18 to smoke in public.
- No cigarettes are allowed on the premises.

Alcohol/other substances

- There is strictly NO ALCOHOL allowed on the premises of Swallows Nest Preschool
- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers are not permitted to work if under the influence of alcohol or other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs
- Where staff/volunteers are taking strong medication that may affect their ability to care for children, this should be discussed with the Joint Managers and medical advice sought. The member/volunteer will only be allowed to work with children if the medical advice states that the medication is unlikely to impair their ability to look after children.
- Swallows Nest Preschool will not tolerate on the premises any parent under the influence of alcohol or any other substance. Any parent presenting under the influence of alcohol or any other substance will be refused admission and Swallows Nest Preschool will determine if it is appropriate for the child to leave with them.

Solvents

- There is strictly NO SOLVENTS allowed on the premises of Swallows Nest Preschool
- It is illegal to sell solvents to children under 18.
- All glues etc. used at the setting will be safe to be used by children and children will be supervised to use them.
- Any solvents brought into the setting by a child will be removed from them and their parent/carer informed.

Animals

- Swallows Nest Preschool will ensure that any animal visiting the setting is free from disease.
- Children will be required to wash their hands before and after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals
- We will be mindful of children that suffer from allergies to animals. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting animal

Supervision of children_

- In or out of the building, children will be supervised in accordance with adult:child ratios as set out in the EYFS requirements.
- Headcounts will be conducted regularly throughout the day
- When children are playing outside, if anyone uninvited enters the grounds the supervising staff will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken by the managers.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded if different to the normal times

- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.

Sun Care

- No children will be exposed to sunlight unless their skin is adequately protected
- All sun cream will be supplied by the parent, enclosed in it's original container and be labelled appropriately
- Sun cream will only be applied to children with prior written consent from parents
- Parents will be asked to provide sun hats and appropriate clothing for children to protect them from the sun
- We will endeavour to avoid exposure to the sun when it is at it's strongest – between 12 noon and 3pm

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Swallows Nest Preschool will have its own first aid kit on the premises + garden.
- The contents of the first aid kits will be checked, replaced and updated regularly. The staff member responsible for this is Vanessa Harrison.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be in the original container
- Accident, First Aid and Medication Policies will be followed

Food

- Children will be supervised at all times when eating
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- All staff members will hold a current food hygiene certificate.
- Food hygiene will be included in the induction process and on the job training/guidance provided
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food should be prepared in separate areas.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.

- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge cleaned weekly
- Fridge/freezer temperature will be checked at start of day and recorded in kitchen diary
- Where parents provide packed lunches, these will be stored safely and information given to the parents about appropriate foods.
- All uneaten foods from the packed lunch will be returned to the parent in order that they are able to make judgements about their child's diet.
- Swallows Nest Preschool will undergo regular checks from the Environmental Health Department
- In the event of food poisoning affecting 2 or more children looked after on the premises, we will inform the Environmental Health Department. Ofsted will be informed within 14 days of the event occurring

Legislation

Up to date information will be obtained by referring to;

- Health and Safety Act 1974
- Management of Health and Safety at Work Act 1992