



# Health and Safety General Standards

## Policy statement

Acacia Pre-school believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents/carers, staff and volunteers.

- We aim to make children, parents/carers 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.
- The necessary health and safety poster is displayed on the Staff Notice Board.

## Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board in the reception area.

## Staff Training and Awareness

- 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.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## Children's safety

- Only persons who have been checked through the Disclosure & Barring Service have unsupervised access to the children.
- Adults do not normally supervise children on their own.
- Children are supervised by adults at all times.

## **Staff Safety**

- When staff need to reach up to store equipment/return toy boxes to their designated shelves in the cupboard they are to make use of the ladder to avoid overstretching.
- Staff are to enlist the assistance of another member of staff when lifting heavy equipment (such as the climbing frame) and should not attempt to do so on their own.

## **Security**

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded. A visitors' book is available in the entrance hall. All visitors must sign in and out.
- Doors are unlocked at 09:15am for the arrival of the children and a member of staff remains at the hall door entrance and the outer door, while the door is open, to prevent children from leaving the premises.
- The outer door is locked at 09:30am with working doorbell in place. Our systems prevent unauthorised access to our premises.
- Outer door is unlocked at 12:00 to allow parents/carers to wait in the reception area. Inner hall door is opened at 12:15 and a member of staff remains at this door, recording children as they leave in the register, until all children have left.
- One member of staff to remain on the outer door to prevent children leaving without an adult.
- The personal possessions of staff and volunteers are stored out of the children's reach during pre-school sessions.

## **Collection of Children**

- A child cannot be released to anyone apart from their parent or known carer without prior notice.
- If you are going to be late please ring us to let us know so we can reassure your child.
- If you ask a friend to collect your child but have not previously mentioned it to us, we will not release your child into their care without your prior permission.
- See 'Uncollected Child' policy for details of the procedures that would be followed if a child is not collected.

## **Windows**

- Windows are checked daily for breakages/cracks. This is covered in our Daily Inspection checklist.

## **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- Doors to the outside area are kept open with soft bricks. This is covered in our Daily Inspection checklist.
- The door to the kitchen is to be kept shut at all times.

## **Floors**

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- Any spills are to be mopped up immediately to prevent accidents.
- All staff to check hall and outside area for any tripping hazards at the beginning of the session. This is covered in our Daily Inspection Checklist.

## **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are tidy and clean. This is covered in our Daily Inspection Checklist.
- 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.

## **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. This is covered in our Daily Inspection Checklist.

## **Outdoor area**

- The large metal gates are checked at the start of each session & are closed & locked.

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Our outdoor sand tray is covered when not in use.
- All outdoor activities are supervised at all times. Two members of staff to be outside with children.
- Sun Safety - Parents are asked to provide sun hats and ensure they apply sun-cream to their children before coming into pre-school during hot weather.

## **Hygiene**

- Our daily routines encourage the children to learn about personal hygiene. All children are taught how to wash their hands and encouraged to sing the hand-washing song.
- We have a daily cleaning routine for the setting which includes the hall, kitchen, and toilets.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Staff use disposable gloves when dealing with any body fluids.
- Nappies are wrapped in plastic bags and disposed of in the bins outside the building.
- All cleaning materials are kept in their original containers and are stored on the stage out of the children's reach.

## **Food and drink**

- Snack time is an important part of the day - eating represents a social time for children and adults and helps children to learn about healthy eating.
- 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' hot drinks are in lidded cups.
- Snack times are appropriately supervised and children do not walk around with food and drinks.
- We operate systems to ensure that children do not have access to food/drink to which they are allergic.

## **Activities and resources**

- Before purchase, 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. This is included in our Daily Inspection Checklist.
- All materials, including paint and glue, are non-toxic.

- Sand is clean and suitable for children's play.
- Children are told/reminded about safe use of all equipment and tools at register time.
- Large pieces of equipment are discarded only with the consent of the manager and the Committee Chair.

## **Outings and visits**

- A separate risk assessment is carried out before an outing or a visit takes place.
- Parents always sign consent forms before outings.
- The children are appropriately supervised to ensure that no child gets lost and there is no unauthorised access to children. See 'Missing Child Procedure' for information on the process that would be followed should a child go missing.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

## **Animals**

Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.

## **First aid and medication**

- At least two members of staff with a current Paediatric First Aid training certificate are on the premises or on an outing at any one time.
- Our First Aid kit:
  - complies with the Health and Safety (First Aid) Regulations 1981;
  - is regularly checked and re-stocked as necessary
  - is easily accessible to adults; and
  - is kept out of reach of children.
- At the time of admission to pre-school, parents'/carers' written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.
- No medicines will be given without written permission from parent/guardian. See 'Administering Medicines' policy for further details.
- See also 'Managing Infectious Children & Those with Allergies' policy.

## **Accident procedure**

In the event of an accident, the following procedure should be followed:

- a member of staff to escort other children away from the incident, reassure and distract them with a suitable activity;
- first aider should assess the situation;
- in non-serious cases, the incident will be dealt with by the first aider on the premises and recorded in the Incident Book and parent/carer informed.

In serious cases, the following procedure should be followed:

- administer first aid;
- phone emergency services stating address:

Acacia Pre-school  
Malden Wanderers Clubhouse  
Cambridge Avenue  
New Malden KT3 4LE  
Tel: 07816 940560

- State what happened, the injuries and who is involved;
- contact parent/carer.

## **Records**

In accordance with the National Standards for Day Care, we keep records of:

- adults authorised to collect children from pre-school;
- the names, addresses and phone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children
- accidents and incidents.

This policy was adopted at a meeting of	<b>Acacia Pre-school</b>
Held on	(date)
Date to be reviewed	<b>September 2015</b>
Signed on behalf of the management committee	
Name of signatory	<b>Alison Berryman</b>
Role of signatory (e.g. chair/manager)	<b>Chair</b>