

The Children's Workshop

HEALTH, SAFETY, RISK & HAZARDS PROCEDURE

The Children's Workshop believes that the safety, care and welfare of the children are of paramount importance. We make our pre-school a 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.

The member of staff responsible for health and safety is **Jacky Brown**.

The Children's Workshop is registered with Surrey County Council in accordance with the Children Act 1989. The Children's Workshop complies with the Home Office Guidelines 'Safe from Harm'. We have public liability insurance and employers' liability insurance. The certificates are displayed on the notice boards in both Blue & Red Group.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This is the responsibility of every staff member on a daily basis.
- Jacky Brown carries out a termly inspection.

Our assessment covers adults and children;

- Deciding which areas need attention; and
- Developing an action plan which specifies the action required the timescales for action, the person responsible for the action and any funding required.

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

- Daily before the session begins;
- And continually throughout the session, the week and the term.

Awareness

- Our 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 wellbeing, 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 preschool.
- 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.

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- We have a no smoking, alcohol or drugs policy (See separate policy).
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the `Disclosure and Barring Service and are registered with OFSTED as child carers have unsupervised access to the children, including helping them with toileting.
- Adults supervise children at all times.
- Whenever children are on the premises at least two adults are present.
- Staff ratios will be strictly observed. Staff having breaks will remain on the premises and easily accessible. Hot drinks will be kept within the kitchen area or office.

Security

- Systems are in place for the safe arrival and departure of children (See separate policy).
- The arrival and departure time of children is recorded.
- The arrival and departure of staff members is recorded.
- The arrival and departure times of all adults, volunteers and visitors are recorded.
- Our systems aim to prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored away from all children during pre-school sessions.

Windows

- Low-level windows are kept closed whilst children are outside to prevent avoidable accidents.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All surfaces are checked daily to ensure they are clean, dry and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen.
- All surfaces are clean and nonporous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach, in a locked cupboard. These are listed on our COSHH register.
- When children take part in cooking activities, they:
 1. Are supervised at all times;
 2. Are kept away from hot surfaces and hot water; and

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3. Do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and secured and the children are taught not to touch them.
- Storage heaters are checked to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

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.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish, including faeces, before it is used.
- Where water can form a pool on equipment, it is emptied/dried before children start playing outside.
- All outdoor activities are supervised at all times.
- We require parents to provide suitable outdoor clothing for their children, including, but not restricted to, coats, hats, sun hats, and sun protection cream. We have an adequate supply of sun hats for use as required.
- **During outside play, 1 member of staff will be positioned on the perimeter of the play area to achieve full overall sight of all activities.** The white doors need to be secured, either open or closed. When children are outside, the Room 1 windows need to be kept closed or fully opened (they have 180 degree hinges) to prevent bumped heads.
- Parked bicycles, scooters & buggies are a definite hazard during outside play and they should therefore be put together in an 'out-of-bounds' area, i.e. in the designated scooter rack. Children should not use their own scooters etc. during Workshop hours.
- Children will not be allowed to climb the walling/fencing, regardless of whether they are in our charge or the parents'.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

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- Our daily routines encourage the children to learn about personal hygiene.
- We ensure that resources, equipment, dressing up clothes and furnishings are cleaned when necessary.
- 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 aprons and disposable gloves as appropriate;
- Providing sets of clean clothes;
- Providing tissues and wipes.
- Providing paper towels to ensuring sole usage.

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 preschool.
- 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 nontoxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- 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 are not allowed in any play area with hot drinks.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water and milk are 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.

Animals

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

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Fire safety

- Fire doors are never obstructed and easily opened from inside or outside.
- 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:
 1. Clearly displayed in the premises;
 2. Explained to new members of staff, volunteers and parents; and
 3. Practised regularly each term.
 4. Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

- All full-time staff are Paediatric First Aid trained. This is a Children's Workshop requirement. All staff are required to undertake an Ofsted approved First Aid course with particular regard to young children and babies, and hold a current First Aid certificate.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981;
- Is regularly checked by Sarah Abrahams (Senior Manager) and restocked as necessary;
- Is easily accessible to adults; and
- Is kept out of the reach of children.

At the time of admission to the preschool, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written agreement.

In the event of a serious accident occurring one member of staff with a current First Aid certificate will care for the injured person, while another member of staff contacts the emergency services and parents. All other staff will remain with the other children, moving them to another room if appropriate. The other children are kept calm and involved in an activity, although staff will be ready to give comfort and answer questions if necessary. If required the injured person will be transported to hospital by the emergency services and accompanied by a senior member of staff until a relative is available. Staff/child ratios will be maintained.

Our Accident Books:

- Are kept safely and accessibly;
- Use one page per accident/incident to promote confidentiality:

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- All staff and volunteers know where they are kept and how to complete them;
- Are shown to parents/carers upon collection if any accident involves their child and they are asked to sign to confirm they have been informed of the accident, the circumstances leading up to it and the treatment given;
- Are reviewed at least termly to identify any potential or actual hazards.

OFSTED will be notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult by the Senior Manager.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). The Senior Manager reports to the local office of the Health and Safety Executive:

1. Any accident to a member of staff, child, volunteer or visitor requiring treatment by a General Practitioner or hospital; and
2. Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Medicines:

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication by completing the ADMINISTERING MEDICINE CONSENT FORM. The administration is recorded accurately on the ADMINISTRATION OF MEDICINE (S) RECORD by the Manager or Key Person and parents/carers and staff sign the record book to acknowledge when a medicine has been administered. A witness also signs the Form.

If the administration of prescribed medication requires medical knowledge, individual training is provided for by a health professional, e.g. Insulin for diabetics.

Sickness

Parents are informed of our policy for the exclusion of ill or infectious children, which is based on guidance from Health Protection England. This includes procedures for contacting parents or other authorised adults if a child becomes ill at pre-school. A list of common illnesses and their exclusion periods is displayed on the parent's notice board for reference purposes. For information the exclusion period in the case of sickness and diarrhoea is **48 hours** after the last occurrence of the illness.

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If a child becomes unwell during the session, the parent/carer will be contacted. For infection control purposes the child may then be seated apart from the other children but a member of staff familiar to the child will be beside them at all times. The child will be given an activity to take part in if appropriate whilst waiting for collection.

Health Protection England is notified of any infectious diseases that are included on the notifiable diseases list. Advice given by them regarding the infection will be notified in an appropriate way to all other families at the preschool.

Lost Children - See **Missing Child Policy**

If the child has been passed back into parent care i.e. end of session, then it is ultimately the parents responsibility, however we will assist in all ways.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. When appropriate, the records are reviewed termly to identify any issues that need to be addressed.

Records

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

- Adults authorised to collect children from preschool;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents and Incidents.