

## Holden Park Pre-school

### Health and Safety

#### 5.1 Risk Assessment

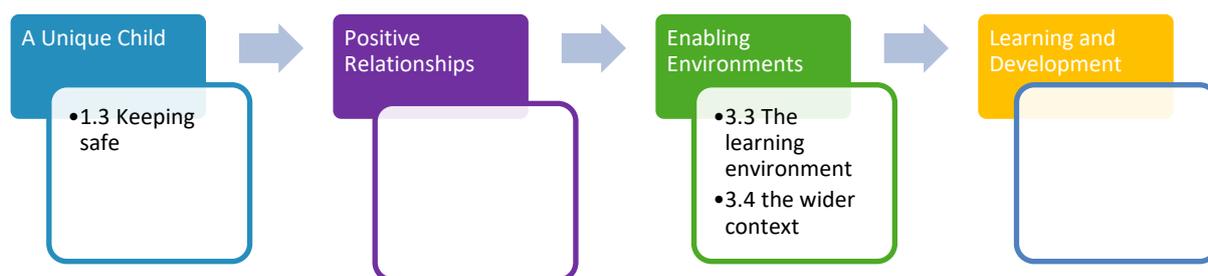
##### Policy Statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment.

- Identification of the risk: where is it and what is it?
- Who is at risk: Children, staff, parents, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of 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 we know what we 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.

##### EYFS key themes and commitments



##### Procedures

- Our risk assessment process covers adults and children and includes:
  - Checking for and noting hazards and risks indoors and outside, and in our premises and for 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.

**Health and Safety**

**5.1 Risk assessment (cont.)**

- The risk assessment is reviewed annually.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on an annual basis when a full risk assessment is carried out.

**Legal framework**

- Management of Health and Safety at Work Regulations 1992

Further guidance

- Five Steps to Risk Assessment (HSE 2006)  
[www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

This policy was adopted on .....May 2018 .....

Last review date .....August 2019.....

Signed (All Staff).....  
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## Health and Safety

### 5.2 Health and safety general standards

#### Policy Statement

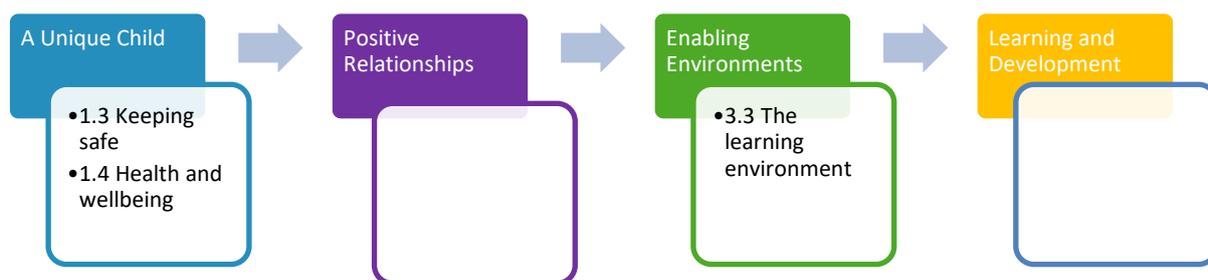
We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- 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.
- All member of staff responsible for health and safety however there will be a designated member whom all concerns must be reported to.
- Designated staff is competent to carry out these responsibilities.
- Designated staff has undertaken health and safety training and regularly updates his/her knowledge and understanding.
- We display the necessary health and safety poster on our notice board in the porch area of the pre-school

#### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our notice board in the porch area of the pre-school.

#### EYFS key themes and commitments



#### Procedures

##### *Awareness raising*

- 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 procedures as they 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**

### **5.2 Health and safety general standards (cont.)**

- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues 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.
- We operate a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clearly written accompanied by a picture.
- 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. The records are reviewed termly to identify any issues that need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored
- We keep all cleaning chemicals in their original containers.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe
- Windows are protected from accidental breakage or vandalism from people outside the building.

### **Doors**

- We take precautions to prevent childrens fingers from being trapped in doors

### **Floors**

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

### **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.
- Fires, heaters, electric sockets, wires ad leads are properly guarded and the children are taught not to touch them

## **Health and Safety**

### **5.2 Health and safety general standards (cont.)**

- 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 from 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 before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Where water can form a pool on equipment, it is emptied before children start playing outside (this is specific to our allotment)
- If the sand pit is placed outside it is covered over when not in use and brought in at the end of the day.
- All outdoor activities are supervised at all times.

### **Hygiene**

- We regularly seek information from the Environmental Health Department at Tunbridge Wells Borough Council – 01892 520616 and the local Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene
- We have a daily cleaning routine for the setting which includes play rooms, kitchen, quiet area, toilets and nappy changing area.
- 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 with antibacterial cleaner
  - Cleaning toilets regularly
  - Wearing protective clothing – such as aprons and disposable gloves – as appropriate;
  - Providing sets of clean clothes;
  - Providing tissues and wipes; and
  - Providing disposable paper towels.

## Health and Safety

### 5.2 Health and safety general standards (cont.)

#### Activities and resources

- 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 the 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 childrens play
- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Children who are sleeping are checked regularly and this is recorded whenever a child is checked
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the owner

#### Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

#### Further guidance

- Health and Safety Law: What you Should Know (HSE 1999)  
[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)
- Health and Safety Regulation ..... a Short Guide (HSE 2003)  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- Electrical Safety and You (HSE 1998)  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- COSHH: A Brief Guide to the Regulations (HSE 2005)  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- Manuel Handling – Frequently Asked Questions (HSE)  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)

**Health and Safety**

**5.2 Health and safety general standards (cont.)**

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Last Review date .....August 2019.....

Signed (All Staff).....

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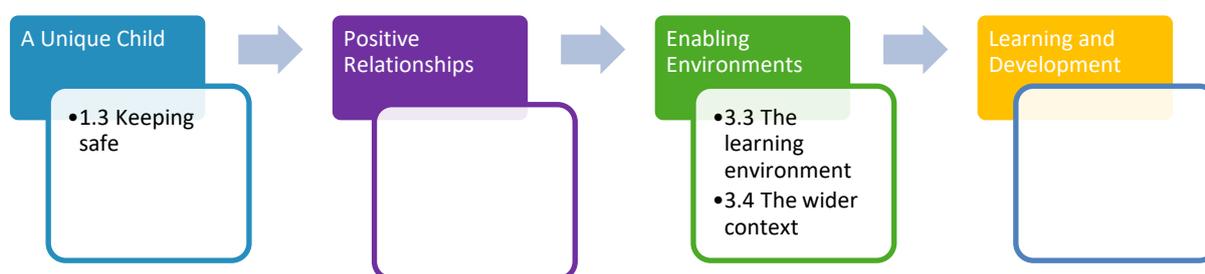
## Health and Safety

### 5.3 Fire safety and emergency evacuation

#### Policy Statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The supervisor and all staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

#### EYFS key themes and commitments



#### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'
- The competent person has received training within her Health and Safety training sufficient to be competent to carry out risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk area 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;
  - Practised regularly at least once every six weeks for a week
- Records are kept of fire drills and the servicing of fire safety equipment.

#### Emergency evacuation procedure

##### Our Evacuation procedure includes the following:

- Our children are familiar with the sound of the fire alarm
- All staff and children are made aware of the emergency exits and they are sign posted with luminous signs.
- The children are led out of the building, a register of all the children is taken, when all children are accounted for they walk in twos with the staff to the allocated collection point which is in the grounds of Christchurch on Prospect Road, going via Edward Street as the fire engines will come from Prospect Road end. A register will be taken again on arrival at collection point.

#### Health and Safety

**5.3 Fire Safety and emergency evacuation (cont.)**

- The fire drill is timed whenever it is done, in our estimation it takes about \_\_\_\_ mins to get the children and staff out of the building.
- The emergency services are called as soon as it is safe to do so without putting any children at risk.
- The parents are contacted via the preschool mobile phone which is taken along with the register – the register has an up to date list of emergency contact numbers in the back.

The fire drill record

- The fire drill is recorded in the register
- The register contains a record of the date and time of drill, how long it took, if there were any problems that delayed evacuation and any further action to be taken to improve the drill procedure it would be noted in the incident book.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si20051541.htm](http://www.opsi.gov.uk/si/si20051541.htm)

Further guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

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## Health and Safety

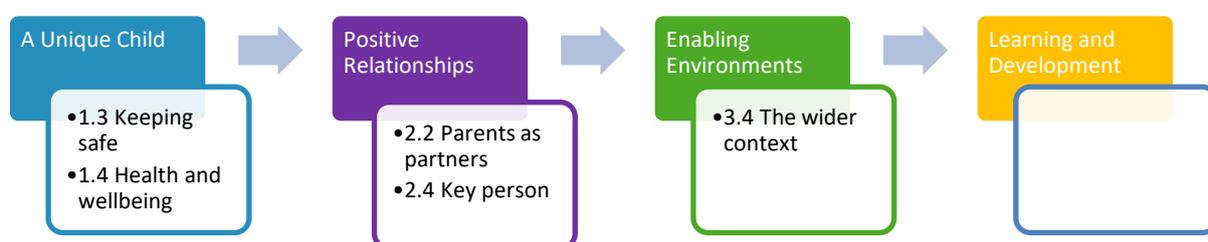
### 5.4 Recording and reporting of accident and incidents

(Including procedure for reporting HSE, RIDDOR)

#### Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

#### EYFS key themes and commitments



#### Procedures

Our accident book:

- Is kept safely in the filing cabinet in the office which is accessible to staff
- Is reviewed at least termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

#### Dealing with incidents

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

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below

**Health and Safety****5.4 Recording and reporting of accidents and incidents (cont.)****Our incident book**

- We have ready access to telephone numbers for emergency services, including local police. We have contact numbers for gas and electricity emergency services carpenter and plumber.
- WE keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - Break in, burglary, theft of personal or pre-school property
  - An intruder gaining unauthorised access to the premises;
  - Fire, flood, gas leak, boiler or electrical failure
  - A child brought into the pre-school with a fresh injury that was done in the care of his/her parents (this is so that there is certainty as to whether injury has occurred at home or in the pre-school
  - A particularly concerning behaviour incident between two or more children or staff
  - Attack on member of staff or parent on the premises or nearby;
  - Any racist incident involving staff or family on the pre-school premises;
  - Death of and child
  - A terrorist attack, or threat of one
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children, if the child's key person is not at the pre-school on this session the 'buddy system' will come into place. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child, this is recorded in the child's own file.

**Legal framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

**Further guidance**

- RIDDOR Guidance and Reporting Form  
[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

**Health and Safety**

**5.4 Recording and reporting of accidents and incidents (cont.)**

This policy was adopted on .....May 2018.....

Last Review Date .....August 2019.....

Signed (All Staff).....

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## Health and Safety

### 5.5 Food Hygiene

(Including procedure for reporting food poisoning)

#### Policy Statement

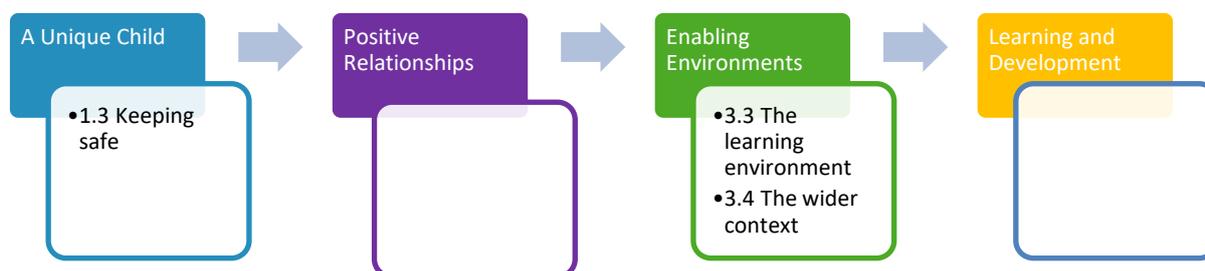
In our pre-school we provide and serve food for children on the following basis

- Snacks
- Packed lunches

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the Tunbridge Wells Environmental Health Department.

#### EYFS key themes and commitments



#### Procedures

- The supervisor and the person responsible for food preparation, at each session, understands the principles of Hazard Analyses and Critical Control Point (HACCP) as it applies to the pre-school. This is set out in Safer Food Better Business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination
- All staff follow the guidelines of Safer Food Better Business.
- At least one person has an in-date Food Hygiene Certificate
- The person responsible for food preparation and serving carries out kitchen checks for the session/day to ensure standards are met consistently. (See Safer Food Better Business)
- We use reliable suppliers for the food we purchase
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored on shelves, unrefrigerated and are served within 3 hours of being brought into playschool. We explain to parents how the packed lunches are stored and recommend that they put an icepack in the packed lunch box.

- Food preparation areas are cleaned before use as well as after use.

## **Health and Safety**

### **3.7 Food hygiene (cont.)**

- There are separate facilities for hand-washing and for washing up (handwashing in the bathrooms)
- All surfaces are clean and non porous
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily
- Cleaning materials and other dangerous materials are stored out of children's reach
- Children do not have unsupervised access the kitchen
- When children take part in cooking activities, they:
  - Are supervised at all times;
  - Understand the importance of hand washing and simple hygiene rules
  - Are kept away from hot surfaces and hot water; and
  - Do not have unsupervised access to electrical equipment such as blenders etc.

### **Reporting of food poisoning**

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

### **Legal framework**

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

### **Further guidance**

- Safer Food Better Business (Food Standards Agency)  
[www.food.gov.uk/foodindustry/regulation/hygleg/hylegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hylegresources/sfbb/sfbbcaterers)

**Health and Safety**  
**3.7 Food hygiene (cont.)**

This policy was adopted on .....May 2018.....

Last Review Date .....August 2019.....

Signed (All Staff).....  
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## Holden Park Pre-school

### 3.8 Basic kitchen opening and closing checks template

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