

OLD WINDSOR PRE-SCHOOL

HEALTH AND SAFETY POLICY AND PRACTICE

The 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, 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.

Our health and safety officer is Alison Wareham and our health and safety poster is displayed in our table cupboard.

The member of the management committee with responsibility for health and safety is Mark George.

CHILDREN: Safety- All members of staff employed have been checked for a criminal record by an enhanced disclosure from the Criminal Records Bureau.

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan that 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, which are checked daily before the sessions begin.

SECURITY

The Supervisor or Asst. Supervisor must be notified if any person other than a parent/guardian will be collecting a child at the end of a session.

A member of staff will be at the outer door on arrival of the children at each session, and to ensure that each child is safely collected at the end of each session.

If a child has not been collected 15 minutes after the session has ended two members of staff will remain with the child on the pre-school premises and endeavour to contact the child's parent/carer, using all telephone numbers given by the parent. If the child's parent requests that another person collects their child after this time, it is the parent's responsibility to contact the named person, and then confirm to the staff members staying with the child that this arrangement has been made.

If the child has not been collected an hour after the session has ended, and no contact has been made with the child's parent, the supervisor/asst. supervisor reserve the right to inform Social Services and OFSTED telephone number 08456 404040

Children will not be allowed to leave the premises, or outside play area, without supervision.

The outer doors will remain locked during each session and the keys kept in a place, which is accessible to adults but not by children.

Soft, sensible shoes to be worn by the children and staff while inside the pre-school premises

The children should not wear jewellery during the pre-school sessions.

- 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 well-being, including safe lifting and the storage of potentially dangerous substances.
- 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.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

FOOD AND DRINK

Fresh drinking water is 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.

Snack times are appropriately supervised and children do not walk about with food or drink.

ILLNESS

Parents are asked to keep their children home if they have any infection, and to inform the pre-school as to the nature of the infection after it has been confirmed by their G.P, so that the pre-school can alert other parents, and make careful observations of any child who seems unwell.

Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

Cuts or open sores, whether on adults or children, must be covered with a suitable dressing.

With regard to the admission of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company. Parents' written permission must be obtained for any form of medication to be administered and their acknowledgement that it is administered by non-medical trained staff. Named staff must be shown by the child's doctor (or practice nurse) how to administer any intrusive medication, and both must sign to show they have done so.

The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

INFORMATION SOURCES

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and /or other health agencies.

HYGIENE

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

Hands are washed after using the toilet

A large box of tissues are available and children encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.

Children encouraged to shield their mouths when coughing.

Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers aware of how infections, including HIV infection can be transmitted.

CLEANING AND CLEARING

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet.

Rubber gloves always used when cleaning up spills of any bodily fluids. Floor and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.

Spare laundered pants and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.

All surfaces cleaned daily with an appropriate cleaner.

Tea towels will be kept scrupulously clean and washed between each session.

All utensils will be kept clean and stored in a dust free place e.g. closed cupboard or drawer.

FIRST AID

A first aid box to be kept on the Supervisor's desk and checked each half term by the Supervisor.

At least one member of staff with first aid training to be present at each session.

All staff to be aware of the hazards of giving first aid treatment and to know the correct procedure for the disposal of materials used.

Details of any accident occurring to any person at pre-school to be recorded in the Accident book, including the date and time, and a record of any treatment given and signed by the staff member carrying out the first aid. A form to be given to each parent/guardian detailing any accident and treatment involving a child. The accident will also be verbally reported to the parent/guardian who will be asked to countersign the accident book.

Details of any injury to a child noted on arrival at pre-school to be recorded in the accident book, including date and time, and a record of any treatment previously given by the parent or carer, and signed by the staff member noting the injury.

Medicines administered at home must be recorded to a member of staff and entered in the medicine book.

On each registration form, written consent will be given for the pre-school staff to provide first aid, to seek medical attention or to call the emergency services in the case of an emergency.

In the event of an emergency, and the child or adult needs to be taken from the premise by emergency services, before the child's parent/carer or adult's contact has arrived, the Supervisor (or Asst. Supervisor in Supervisor's absence) will accompany the child/adult with the emergency services.

The senior staff remaining in the pre-school will maintain control of the group, and reassure the remaining children. In the absence of both Supervisor and Asst. Supervisor, a senior staff member will be designated overall responsibility for the rest of the session.

The Supervisor (or Asst. Supervisor in Supervisor's absence) will stay in contact with the pre-school if possible so that the remaining staff in charge can inform the parent/carer.

FIRE

ALL PRE-SCHOOL AREAS ARE NO SMOKING AREAS!

The fire officer inspects the premises-this is the responsibility of the hall management committee.

The fire procedure is displayed on the wall by the supervisor's desk. Fire drills are carried out each half term at least two sessions so that each child is familiar with the procedure.

Each fire drill is recorded in the register.

Fire doors are clearly marked, never obstructed and easily opened from inside.

INSURANCE COVER

We have employers liability insurance, the certificate is displayed on the pre-school notice board.

Policy adopted at the management committee meeting held on 2nd November 2006

Signed on behalf of the pre-school _____ chairperson

_____ Supervisor