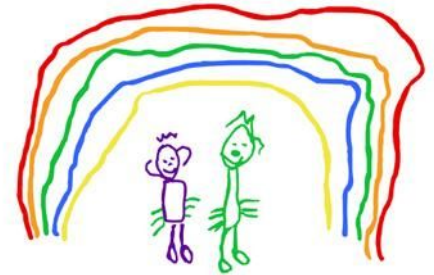


# Health and Safety Policy



Magdalen Gates  
Preschool

## **Our Safety aims and organisation**

The trustee board of Magdalen Gates Preschool is committed to taking all necessary measures to ensure the safety of children, parents and staff. We will do everything required to minimise the chance of harm coming to anyone and to make sure we comply with all aspects of the law relevant to the setting, and the welfare, health and safety requirements of the EYFS and Ofsted.

We will ensure that all staff are adequately qualified, trained and experienced to enable them to perform their duties with respect to welfare, health and safety, and provide all necessary facilities for this to be achieved. Recruitment and suitability checks will be carried out in accordance with EYFS requirements.

Keeping the preschool safe is the joint responsibility of the trustees, manager and staff.

When in the group, **trustees** will maintain a high awareness of all safety issues and set a good example at all times. Safety issues will be considered and addressed at committee meetings as they arise. The trustees will ensure that general and fire risk assessments are carried out, together with ensuring that the resulting precautions are effectively put in place. Results of safety inspections and any necessary actions will be reviewed and attended to if not already done.

The **manager** is responsible for day to day safe running of the group. She will maintain a high awareness of safety at all times and ensure all safety measures are in place and followed. She will carry out periodic safety inspections as required by the trustees and either arrange for any problems to be put right as soon as possible or reported to the trustees as appropriate.

The **other staff** will support and co-operate with the manager in all safety matters and ensure that the children are safe at all times. They will make sure the children's activities are carried out in a safe manner and that all equipment is inspected for damage before use. Staff will also carry out any other duty or task to assist in maintaining the welfare, health and safety of the group which may be reasonably requested of them.

## **Benefit - Risk Assessment**

Our benefit - 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 which specifies the action required, the timescale for the action, the person responsible for the action and any funding required.
- We have separate risk assessments for fire safety, pregnant employees and young people.

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

- daily before the session begins;
- weekly; and
- annually - when a full risk assessment is carried out

### **Unintentional injuries in the under 5's**

We are aware of the guidance in the following booklet from PHE - <https://www.gov.uk/government/publications/unintentional-injuries-prevention-in-children-under-5-years>. We share this advice and guidance with parents on our website and in our newsletter.

### **Insurance cover**

- Magdalen Gates Pre-school is insured by **STIRLING INSURANCE**
- We have public liability insurance and employer's liability insurance. The certificate is displayed on the noticeboard.

### **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 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 and working at height.
- 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.
- 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 have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines

### **Children's Safety**

- Only persons who hold an enhanced disclosure (including POCA list and List 99 check) from the Disclosure and Barring service (DBS) have unsupervised access to the children.
- All other adults / students do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

### **Premises**

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our premises or children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- We have an intercom buzzer to speak to personal callers during session times.
- Visitors sign in and out. Times are logged.
- Ofsted are notified of relevant changes.
- Premises are for the sole use of the preschool during the hours of operation.
- Windows are protected from accidental breakage or vandalism.
- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and washing-up.
- 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.

- 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 and leads are properly guarded and the children are taught not to touch them.
- 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.
- 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.
- Our outdoor area is securely fenced
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our sand pit is covered when not in use.
- Outdoor activities are supervised at all times.
- Our intruder procedure is attached

### **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.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a regular cleaning routine for the pre-school which includes play rooms, kitchen, rest 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 paper towel hand drying facilities.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly
  - wearing protective clothing, such as aprons and disposable gloves when dealing with any spills of bodily fluid
  - all spillages of bodily fluids must be sectioned off and cleaned immediately with hot soapy water and mild diluted bleach
  - we have a few items of clean clothes;
  - all soiled clothes are placed into plastic bags and handed back to the parent/carer
  - providing tissues and paper hand towels; and
  - ensuring sole use of paper towels and tissues.

### **Appropriate Clothing**

- please see our sun protection policy
- children should bring a hat on sunny days
- preschool has a small supply of spare sun hats
- we supply wellies and waterproof clothing to wear in our garden in wet weather
- Children and Staff are required NOT to wear flip-flops to preschool

### **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of development of the children currently attending the pre-school.
- 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 non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools such as scissors safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- As far as possible, facilities, equipment and access to premises are suitable for children with disabilities.

### **Food and Drink**

- Staff who prepare and handle food receive appropriate training in food safety and hygiene regulations.
- All staff are trained when appropriate for the Level 2 award in food safety and catering.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play rooms, and hot drinks are not permitted in the play rooms whilst children are present.
- Snack and mealtimes are appropriately supervised and children do not walk about with food and drinks.
- 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. This is a list accessible to all workers and volunteers, displayed on the wall.
- We will notify OFSTED if food poisoning affects 2 or more children looked after by us, if any child has meningitis or there is an outbreak of a notifiable disease identified as such in the Public Health (Control of Disease) Act (1984)
- Please see our healthy lunch box guidelines on our website -

### **Outings and Visits**

- We have agreed procedures for the safe conduct of outings (see attachment - outings procedures)
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- The preschool's mobile phone is taken along with a register containing all contact and emergency numbers, this register also contains medical needs, such as food allergies for children.
- The staff will also retain any necessary medication, such as inhalers, and that child will remain with that member of staff.
- No children or adults are left at the pre-school.
- Staff emergency contact details are taken on outings
- Safety of hired vehicles is thoroughly checked ie insurance, licences etc

### **Animals**

- Animals visiting the preschool are free from disease, safe to be with children and do

not pose a health risk. Please see our separate animals policy.

### **Fire Safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, and are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are :
  - clearly displayed in the premises and reviewed termly
- Our fire drill procedure is clearly displayed on the notice board, explained to new members of staff, volunteers, students & parents; and practiced regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire drills will be done once a half term
- We practice known and spontaneous fire drills, with different directions of exit with children and/or parents
- A place of safety is available and known in case we cannot return to the building
- Staff roles in a fire drill are on the wall in the playroom next to the fire drill procedure
- Staff and trustees are trained in fire safety - please see up to date training records
- Please see attached The Fire Drill for Magdalen Gates Pre-school and our separate Fire risk assessment.

### **Intruder Procedure**

- This is practiced as a drill every half term, the procedure is attached
- Drills are logged in the record book

### **First Aid and Medication**

- All staff are first aid trained and our first aid kit :
  - complies with the Health and Safety (First Aid) Regulations (1981)
  - is regularly maintained and checked by a named staff member 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 pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

### **Medication**

We follow our separate medication Policy

#### **Circumstances requiring special caution**

- Injections may only be administered by a qualified nurse or doctor. Under no circumstances should an untrained person attempt or be expected to administer an injection.
- A child who may experience an extreme reaction to, for example, wasp stings or nut allergy, will require an individual care plan. This will include the immediate administration of drugs as previously agreed.
- Analgesics are not administered at pre-school. If a child is unwell at school the emergency contact is telephoned.

### **Accidents**

In the case of an accident to an employee, the nominated person (trustee) will provide a written report within 10 days of the event to the Health and Safety Executive (HSE) in the following circumstances.

1. a reportable work related accident
2. a reportable work related disease
3. a dangerous occurrence.

In the case of a non-major injury which results in an employee being unable to do their normal job for more than 3 days, including non-working days, a written report will be provided within 10 days to the HSE.

A dangerous accident is one which results in death or major injury of an employee, or the death or major injury of a child or member of the public. The term 'accident' does include physical violence.

**Major injuries include :**

- fracture other than to a toe, thumb or finger
- major dislocation (shoulder, hip, knee or spine)
- loss of sight (both temporary or permanent)
- any penetrating injury to the eye
- unconsciousness caused by asphyxia
- injury resulting from shock or electrical burn, which results in unconsciousness or resuscitation, or an admission to hospital for more than 24 hours.

**Reportable diseases include :**

- some skin diseases such as occupational dermatitis, or skin cancer
- infections such as Hepatitis, Tuberculosis, Anthrax, Legionellosis or Tetanus
- poisoning
- occupational asthma, Pneumoconiosis or Asbestosis

**Dangerous occurrences include :**

- electrical short circuit or overload causing a fire or explosion
- collapse of a wall or a floor in the pre-school
- accidental release of any substance which may damage health
- explosion or fire causing suspension of normal pre-school sessions or work for more than 24 hours.

**Our Accident Book**

- is kept safely and is accessible.
- all staff and volunteers know where it is kept and how to complete it; and
- parents will be informed of any injury and asked to sign the accident book.
- If a child is sick or injured, then the staff will make every effort the parent/guardian or carer.
- If the sickness or injury is severe then a doctor or an ambulance will be called first.
- We will review the accident book at least half-terminly to identify any potential or actual hazards.

**Reporting to Ofsted - refer to -**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789620/Early\\_Years\\_Compliance\\_Handbook\\_260319.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789620/Early_Years_Compliance_Handbook_260319.pdf)

or phone Ofsted on 0300 123 1231

**or report online here -**

[https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted\\_Early\\_Years\\_Notification\\_ofml](https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification_ofml)

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

- any accident to a member of staff requiring treatment by a GP or hospital; and
- any dangerous occurrences (ie. an event which does not cause an accident but could have done).

### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

OFSTED is notified of any infectious diseases which a qualified medical person considers notifiable. Notifiable disease list here -

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-child-care-facilities/appendices>

See “Health protection in schools and other childcare facilities” (2017) -

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-child-care-facilities>

Exclusion list for specific illnesses here -

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/625988/Exclusion\\_table.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/625988/Exclusion_table.pdf)

### **Ill Children**

When a child becomes ill at our setting our policy is to send the child home to ensure the child has his/her needs met in the most appropriate setting and to protect other children and adults from the risk of infection.

### **Procedures**

- Any member of staff suspecting a child is unwell or contagious must report this to the supervisor.
- A member of staff will make sure the child is as comfortable as possible away from other children.
- The person in charge will telephone the parents first; if no answer other emergency contact numbers will be tried.
- If parents or emergency contacts did not answer the child will be cared for by one member of staff until the end of session.
- Parents will be advised to seek the advice of a medical practitioner.
- Where staff are concerned about a child's condition deteriorating eg. suspected meningitis, broken arm, a member of staff will phone for emergency services along with the child's parents. Two members of staff will accompany the child if unable to contact the child's parents.

### **Incidents**

- An incident book is used to record incidents
- This is monitored regularly by the preschool manager to check for patterns or repeat incidents

### **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 change light bulbs they are provided with safe equipment to do so and are trained in how to use it.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own if reasonably practicable or leave on their own after dark – if an adult is on their own for a short period they do not take risks such as working at height.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- Adults (and children) do NOT wear flip-flops to preschool

**Pregnant employees**

We have a separate risk assessment for any employee who has informed us that she is pregnant – in our risk assessment file. Our general risk assessment for pregnant women is as follows:

- No lifting / handling of heavy loads such as children
- Standing or sitting for long periods is limited
- Exposure to infectious disease / harmful substances is limited
- We ask and are aware of work related stress issues
- Pregnant employees do not answer the door of the preschool to minimise the risk of violence
- Appropriate rest breaks are allowed
- Any employee who tells us she is pregnant will have a personal risk assessment carried out.

**Young Persons**

We have a separate risk assessment for young persons working at our preschool such as students or work experience school pupils. Please see our student placement policy.

**Disabled employees / children**

Have a separate Personal Emergency Evacuation Plan for safe evacuation in the event of this being necessary. See our fire safety policy for details.

**Records**

In accordance with the EYFS we keep records of :

- adults authorised to collect children from pre-school;
- 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.

In addition, the following policies and documentation in relation to health and safety are in place:

<ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Record of visitors</li> <li>• Fire risk assessment</li> <li>• Operational procedures for outings</li> <li>• Prior parental consent for</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of medication</li> <li>• Prior parental consent to administer medication</li> <li>• Record of the administration of medicines</li> <li>• Sick children</li> </ul>
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<ul style="list-style-type: none"><li>• emergency treatment</li><li>• Accident record</li></ul>	<ul style="list-style-type: none"><li>• No smoking</li><li>• Intruder procedure</li></ul>
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## Policy Updated November 2019

# **Outings Procedures**

## **Transport**

- Buses should have forward facing seats with seat belts.
- Drivers should have undergone formal assessment of their ability to drive a vehicle with their employers.
- Evidence of current driving licence and drivers name should be held with their employer.

## **Staffing levels**

- One adult to two children, qualified staff to be responsible on outing if parents or volunteers make up part of the adult contingent.

## **Plan of Activities**

A plan to show:

- how the outing fits into the overall curriculum plan and the activities which will be used to prepare children for the outing beforehand;
- the activities to be carried out during the outing
- the follow up activities to promote children's learning after the outing.
- This plan will be written down and read by all adults involved in the pre-school.

## **Risk Assessment**

Before taking children on any outing, a member of staff or committee will visit the venue and carry out a risk assessment for the journey and location. Safety of hired vehicles is checked ie insurance and licences etc

## **Parental Permission**

A consent form will be completed by parents giving the responsible person authority for their child while on the outing.

## **Emergency Procedures**

- Contact numbers for all parents and staff emergency contacts will be taken
- A mobile phone fully charged will be carried at all times, this number will also be left with a responsible person at the setting
- If an accident requiring medical assistance occurs to a child, the parent will be asked to meet their child and a member of staff at the nearest hospital.
- The ratio of adult to children will be sufficient to cover this emergency.
- Staff emergency contact details are taken

## **Information**

- List of children, parents phone numbers, special needs
- First Aid kit and necessary medication, accident book
- Spare clothes, plastic bags. Activity plan. Programme including time expected home.
- This information will also be kept in the pre-school
- A first aider is always present

## **List of things to notify Ofsted about**

1. Accident or injury that need medical assistance – at preschool or at home afterwards (also notify CADS) - refer to [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789620/Early\\_Years\\_Compliance\\_Handbook\\_260319.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789620/Early_Years_Compliance_Handbook_260319.pdf) or report online - [https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted\\_Early\\_Years\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml)
2. Food poisoning – 2 or more cases (also notify CADS)
3. Notifiable diseases – see below

### **Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:**

acute encephalitis	acute meningitis	acute poliomyelitis
acute infectious hepatitis	anthrax	botulism
brucellosis	cholera	diphtheria
enteric fever (typhoid or paratyphoid fever)	food poisoning	
haemolytic uraemic syndrome (HUS)	infectious bloody diarrhoea	
invasive group A streptococcal disease and scarlet fever		
legionnaires' disease	leprosy	malaria
measles	meningococcal septicaemia	
mumps	plague	rabies
rubella	SARS	smallpox
tetanus	tuberculosis	typhus

viral haemorrhagic fever (VHF)

whooping cough

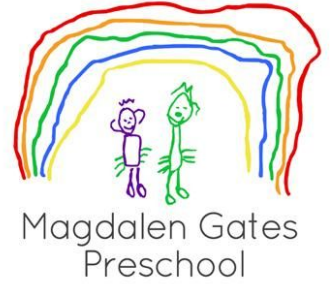
yellow fever

4. All new trustees - EY3 form - keep note of when their DBS check sent off so it can be chased up if necessary
5. Change of manager
6. Change to premises or hours
7. Involvement of police or social services
8. Anybody who becomes disqualified under the criminal records system - see National standards. All staff should sign each year at time of appraisal to say - if circumstances have changed with respect to criminal records, no offences committed, health OK for working with children.
9. Child protection issues - allegation against staff or volunteer
10. Death of a child (also notify CADS)

A phone call to Ofsted helpline is OK. They will tell us whether we need to put it in writing or not.

Ofsted helpline number is  
0300 123 1231

# **Magdalen Gates Preschool Head Lice Policy**



**Aim** To inform parents about head lice to help the community to deal with the issue.

## **Procedures**

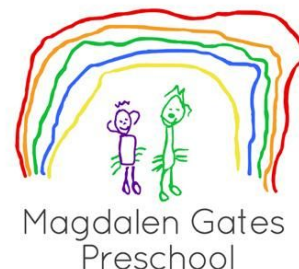
1. We will talk to an individual parent at the end of the session, if we notice that their child has head lice during a session.
2. We will not investigate, we will only notice the lice or nits in the course of our everyday activities.
3. We will keep the conversation with the parent confidential.
4. We will give regular information to parents (at the start of the year in September and then regularly through newsletters) about detection of head lice, in the form of the Norfolk HPU public information leaflet.
5. We will emphasise that treatment (of all family members) is only needed if a living lice is found.
6. We will not send out alert letters as the result of an outbreak, rather we will provide regular information to parents.
7. We will never exclude a child due to head lice.
8. We will encourage parents that they can seek advice from the school nurse, pharmacist and their GP if they need further advice.
9. We will provide information in different languages if appropriate.

## **See also:**

- Guidance on infection control in schools (on wall)
- Leaflets
  - (a) detection combing and how to do it
  - (b) how to treat head lice
  - (c) head lice – truths and myths
  - (d) Norfolk HPU public information leaflet

**Policy Updated November 2019**

# Magdalen Gates Preschool



## FIRE DRILL PROCEDURE

All staff are aware of their individual duties during a fire drill.

The rope and whistle are kept at all times on a hook by the fire door in the green room.

In the event of a fire, the manager, or acting manager, will immediately collect the rope and blow the whistle.

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The children will immediately go to the person blowing the whistle.

The pre-school assistant will collect the register and take hold of the other end of the rope, encouraging the children to hold on to it.

The two adults and children will leave the building by the exit furthest from the fire and go to the **REAR PLAYGROUND**, the designated place of safety.

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The duty of the other assistant is to pick up the First Aid Box, mobile phone and check all rooms for children, closing the doors as they do so.

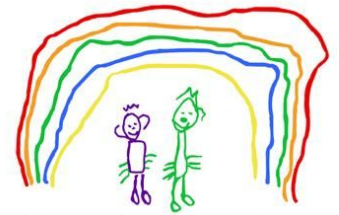
Everyone must evacuate the building as quickly as possible and go outside to the **REAR PLAYGROUND** for a roll call.

It is the duty of all adults present to supervise and assist the children during the fire drill.

On NO account should anyone endanger themselves or others in order to fight the fire.

# Magdalen Gates Preschool

## Intruder procedure



Magdalen Gates  
Preschool

### **PLAYGROUND**

If intruder enters the play area:-

Member of staff to blow whistle (short, sharp blows) to alert children and other staff inside and out.

Member of staff to collect register, if possible, all staff to check white boards for number of adults/children in/out of building.

Children to be guided to the preschool door counted and led to a safe, designated area.

Member of staff to contact Police and Magdalen Gates Primary School

### **INSIDE PRESCHOOL ROOMS**

If intruder enters main entrance, cloakroom or green room:-

Member of staff to blow whistle if possible, (short, sharp blows) if not shout the code word. (Staff and students aware of this)

Member of staff to collect register, if possible, all staff to check white boards for number of adults/children in/out of building.

Children to be led into the blue room, through the fire exit door (with dinosaur poster) and counted.

Member of staff to contact Police and Magdalen Gates Primary School

If intruder enters the blue room:-

Member of staff to blow whistle if possible, (short sharp blows) if not shout the word code word (staff and students aware of this)

Member of staff to collect register, if possible, all staff to check white boards for number of adults/children in/out of building.

Children are led to the green room/cloakroom and counted.

Member of staff to contact Police and Magdalen Gates Primary School.