



# Barnett Wood Pre-School

## Health & Safety Policy

### **Policy statement**

This policy is written in compliance with the 2021 Early Years Foundation Stage Framework and the Health and Safety Act 1974.

Included in this policy is:

1. Health and Safety policy
2. Risk Assessments
3. RIDDOR
4. Fire Prevention, Emergency Evacuation procedures
5. Electrical Equipment
6. Safe use and handling of substances, COSHH
7. Disposal of Bodily fluids
8. Sun-cream
9. Water play activities
10. Sleeping Children
11. Hygiene
12. Manual Handling
13. Special considerations

### **Health and Safety Policy**

The named Health and Safety representative within Barnett Wood Pre-School is Kate Morgan-Watts.

Barnett Wood Pre-School is committed to ensuring that all Health and Safety policies and procedures are adhered to at all times.

Barnett Wood Pre-School has the following responsibilities to staff, Parents, Visitors to the setting and the children in our care:

- To ensure hazards are identified and appropriate measures are in place to prevent harm to persons within the setting.
- To provide detailed risk assessments, including explanations of how risks will be managed and controlled and who is responsible for these being carried out.
- To provide appropriate Personal Protective Equipment (PPE), such as disposable aprons, masks and gloves.
- To provide relevant Health and Safety training, including Food Hygiene training.
- To provide appropriate and adequate First aid Supplies and training.
- To ensure all staff know where the First aid boxes and supplies are kept.
- To ensure the working environment is Fit for Purpose, and any injuries to the above mentioned persons are recorded and any appropriate Health and Safety measures are carried out.
- To ensure any serious injuries, disease or dangerous incidences (including violence towards staff) are reported to RIDDOR
- To ensure the setting holds the appropriate Employers Liability Insurance and the insurance certificate is displayed in an easily accessible place.
- To ensure Health and Safety is constantly maintained and any building maintenance is dealt with as soon as possible.
- Ensure all staff and visitors are aware of the fire evacuation procedure.

**It is the responsibility of all staff within the setting to ensure they understand and follow the settings Health and Safety policy.**

*Staff must:*

- Ensure the daily risk assessment has been carried out before the children enter the setting, ensuring all areas and resources are fit for purpose
- Inform a member of the management team or the Health and Safety Representative if they feel there is a Health and Safety concern where someone's health and safety is at risk.
- Ensure the setting is a Nut Free zone and this includes checking the children's packed lunches.
- Follow the settings No Smoking policy
- Be responsible for their own personal health and safety both within the setting and when on outings in the local community. Staff must read and understand the settings risk assessment.

**Risk Assessments**

Barnett Wood Pre-School carry out Risk Assessments in accordance with the Early Years Foundation Stage Statutory Framework.

Daily Risk Assessments are carried out in all areas of the setting, they are recorded and the Manager is informed of any issues arising from said risk assessment. Alongside the daily risk assessment, the Management team carryout a full risk assessment for the setting, this includes all of the areas children are not permitted. This is reviewed annually and can be found on the Health and Safety shelf in the office cupboard and is available to all staff and parents on request.

Staff are responsible for continually carrying out risk assessments throughout the sessions checking the toys and equipment before the children use them, and ensuring the outside gates are closed and bolted before the children are allowed in the outside area, during the play session and when the children come back in from trips.

**RIDDOR**

Reporting of Injuries, Disease and Dangerous Occurrences Regulations (2013). In some circumstances when an incident occurs within the setting the manager must inform RIDDOR.

**Fire Prevention and Emergency Evacuation**

We ensure the highest possible Fire Prevention precautions are in place within the setting. Where necessary we seek advice from a competent person such as a Health and Safety consultant. The Management team ensure all staff are up to date with our Health and Safety policy. We ensure our policy is inline with the procedures specific to our building, making reasonable adjustment as required.

There is a named representative responsible for the settings Health and Safety, this includes fire prevention and emergency evacuation. The Fire prevention procedure follows the Government Guidance Fire Safety Risk Assessment-Educational Premises (HMG2006).

Fire Risk Assessments are carried out every 5 years in line with recommendations.

It is the responsibility of all staff to ensure Fire exits and evacuation routes are kept clear.

Fire drills are regularly carried out and a Fire Safety Log is completed. The smoke detectors and emergency lighting are regularly checked and logs of this completed.

**Emergency Evacuation Procedure**

In the event of needing to evacuate the building, it is important that all staff know how many children are in the group that day, these numbers are written on the white boards in each room and registers are updated as soon as is reasonably practical when changes occur.

### *On noticing a fire:*

The person noticing the fire will alert others in the building by shouting 'FIRE' or the smoke detectors will have activated themselves.

### *Upon hearing the fire alarm:*

- Remain Calm and reassure the children
- Ask the children to line up and assemble at the nearest exit. If possible this should be the entrance to butterfly or caterpillar room. A 'head count' must be done as the children leave the building.
- One member of staff should be delegated to check all areas of the setting, inc toilets and the corners of the room
- The staff and children will exit the building in a controlled manner.
- Registers need to be taken out and where possible the staff sign in sheet/visitors book.
- The staff and children will assemble in the school playground under the pergola. Once all children are assembled a head count is taken.
- Registers are taken of children and staff by the manager / deputy.
- The manager or another designated person will phone 999 giving the address of the setting;  
Barnett Wood Pre-school  
213 Barnett Wood Lane  
Ashted, KT21 2DF
- Wait until told it is safe to return to the building. If it is deemed unsafe to return to the Pre-school staff will safely move the children across to St Georges Church where parents will be contacted to come and collect their children.
- Upon returning to the building staff will carryout another headcount to ensure all children have returned to the setting.

(Legal Framework – Regulatory Reform: Fire Safety, 2005)

### **Electrical Equipment**

Electrical equipment within the setting conforms to safety requirements and is inspected regularly to check for damage. Equipment is also PAT tested.

Servicing certificates are kept in a file in the office

### **Safe use and Handling of substances.**

Barnett Wood Pre-School has a COSHH file that is kept in the office. Any new products used in the setting have a Data sheet put into the COSHH file to ensure the product is used safely and any accidents can be correctly dealt with.

When dealing with chemicals staff must:

- Ensure all chemicals are kept in the original packaging
- Ensure all chemicals are stored out of children's reach. If in a low cupboard, as in the kitchen, the cupboards have a child lock on and warning sticker on the door.
- Be vigilant and use chemicals safely.
- Not use chemicals/cleaning products when the children are in the area.
- Dispose of empty chemical containers appropriately
- Wear provided PPE when using hazardous substances.
- Clean up any spillages immediately

### **Disposal of Bodily fluids**

Staff must ensure that when disposing of bodily fluids, they are doing so safely and in a manner which prevents any cross contamination. Staff must be aware that bodily fluids can carry infection and diseases and therefore they must pay close attention to what they are doing.

### *Blood Spillages:*

- Staff must wear Personal Protective Equipment (PPE. Gloves and Aprons)

- Any blood on surfaces must be cleaned up immediately using water and antibacterial cleaning solution.
- Any soiled gloves, aprons, gauze or paper towels must be disposed of in a bag then into the sanitary bin located in the adult bathroom.
- And clothing with blood on should be rinsed with cold water and salt then sent home to be washed.
- Staff to wash their hands after incident is dealt with.

### *Nappies*

- Children should be helped to climb up the small steps on to the changing table when they can.
- Nappies should be put into a nappy bag and then into the bin in the adult bathroom
- PPE should be worn by staff when changing nappies.
- Changing table and mat must be cleaned after each use.
- Staff to wash their hands after changing nappies.
- **CHILDREN MUST NOT BE LEFT ON THE CHANGING TABLE.**

### *Other Bodily Fluids*

When dealing with bodily fluids staff must:

- Ensure they are wearing appropriate PPE
- Remove any other children from the area
- Clean the fluids up immediately using water and antibacterial cleaning fluids
- Any soiled items to be disposed of in a bag and placed into the bin in the adult bathroom.
- Ensure any soiled resources or equipment are disposed of or cleaned as required.

### **Sun safety**

On sunny days children should come to pre-school already having had sun-cream applied. Sun-cream will be re-applied to the children staying for the afternoon session. Parental consent for this is gained on the children's enrolment forms. When applying sun-cream staff should avoid the eyes and mouth area.

Children are encouraged to keep their sunhats on throughout outdoor play. Spare sunhats are kept in a basket by the door. Throughout the session children are encouraged to drink regularly from the water bottles they bring in each day. If a child has not brought their water bottle then cups of fresh water will be offered.

The children are taught about sun safety. Staff have discussions with the children about how to keep safe in the sun and why it is important.

### **Outside Play Area**

Boundaries and gates are checked before the children are allowed out to play to ensure security.

Sand trays and planted areas are checked before the children arrive in the setting to ensure no animal feces, contaminants or dangerous plants are present. Any rain water that may have collected is emptied.

Outdoor sand tray and mud kitchen areas are covered over night.

### **Water Play activities**

Water play is a regular part of the session at Barnett Wood Pre-School. Water play activities are supervised by an adult throughout. Water play activities are set out using fresh water not rainwater.

Barnett Wood Preschool do not have access to the school swimming pool or pond, both of which are in fenced off areas in the school grounds.

### **Sleeping children.**

We do not have sleeping facilities in the setting, however if a child does fall asleep during a session, a comfortable area will be found for them and a staff member will stay close to the child and monitor how long the child sleeps, making checks every 10 minutes. This is to be recorded. Any cushions or blankets the child sleeps on will be washed after use.

## **Equipment**

Barnett Wood Pre-school offers a large range of both adult led and child initiated activities. The resources on offer to the children in our continuous provision are checked before the children enter the setting and throughout the session as the children are accessing them. Any broken or unsafe toys are removed and reported to the manager or deputy manager. Within the setting there are a number of natural resources available for the children to explore, these are checked and cleaned regularly. Resources stored where children have free access to them are rotated to allow access to a range of continuous provision.

Art and craft activities are available for the children and are supervised by a staff member. Craft resources are purchased from reliable sources, and are stored in a locked storage cupboard that the children do not have access to.

Furniture for the children is low level and complies with safety standards. Tables and chairs are provided at a height to allow independence and safety. Adult chairs are also provided for staff that require them.

Barnett Wood Preschool provide a range of resources, books, pictures and toys that promote positive self image of people of different races, cultures, abilities and family backgrounds that are non-discriminatory and avoid racial and gender stereotypes.

## **Hygiene.**

At Barnett Wood Pre-School we are committed to ensuring that the environment is safe and hygienic for both staff and children. We keep up to date information regarding notifiable diseases and the exclusion periods for specific illness/infections.

All staff are aware of and must follow good hygiene practices. As well as daily risk assessments being carried out, the setting is cleaned at the end of each day, this is carried out by contract cleaners.

Dressing up clothes and soft furnishings are washed regularly, and toys and equipment are sterilised.

Outside toys are put away at the end of the day to prevent damage and animal contamination.

Good personal hygiene is discussed with the children and activities to support this learning are regularly carried out. The children are asked to wash their hands before and after eating, after the toilet, after coughing or sneezing and after messy activities. Soap and warm running water are available along with either a hand dryer or paper towels for drying their hands, Anti bacterial hand gel is also available. The children are also encouraged to blow their own noses and to put tissues in the bin then wash hands, and to put their hand/arm in front of their mouths when coughing or sneezing.

Other ways good hygiene practices are implemented:

- Colour coded cloths and floor mops
- Regular checks of the children's toilet area
- Cleaning the tables before and after snack and lunch times as well as before and after cooking activities.
- Staff wearing appropriate PPE
- Having spare clothing for staff and children if needed.
- Supporting and encouraging good hygiene practices during potty/toilet training
- Children are encouraged to take part in tidy up times and help wash some of the items, eg playdough toys or outside resources.

## **COVID-19**

The Pre-School will:

- Regularly assess hazards and associated risks.
- Implement preventive and protective control measures against the risks to ensure they are at an acceptable/ tolerable level.
- Monitor the effectiveness of measures daily.
- Provide information, instruction, training and protective equipment to staff.
- Review risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through changes in government guidance, monitoring or following an incident.

- Implement measures to ensure social interactions are kept to a minimum and groupings are observed at all times.
- Put in place measures to check on staff wellbeing.
- Provide appropriate personal protective equipment (PPE) as required for staff.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid19.
- Maintain appropriate hygiene practices to be followed by all children, staff and visitors.
- Operate an enhanced cleaning regime for the duration of Covid19.
- There will be a clear cleaning schedule used to record the cleaning that happens throughout the session and at the beginning and end of each day. Staff will be required to sign once it is completed.
- The [COVID-19: cleaning of non-healthcare settings guidance](#) is followed;
- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- All staff and children are told to:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
  - clean their hands-on arrival at Pre-School, before and after eating, and after sneezing or coughing;
  - are encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste.
- Where possible, children are supervised by staff when washing their hands to ensure it is done correctly. Help will be available for children who have trouble cleaning their hands independently.
- The children will be encouraged to learn and practise these habits through games, songs and repetition.
- Additional alcohol-based sanitiser will be provided for use by staff and children where appropriate.
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#). This includes the safe disposal of contaminated waste.
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas and checked daily.
- Guidance will be displayed for staff on the safe application and removal of PPE.

## Manual Handling

It is the responsibility of individual staff to ensure they adhere to the settings Manual Handling procedure.

To reduce the risk of physical injury caused from lifting at Barnett Wood Pre-School:

- Provide a safe and well-maintained working environment to reduce risks associated with lifting
- Make all staff and volunteers aware of the settings Manual Handling procedure
- Provide a staff induction programme that will include general Health and Safety training and Manual handling information.
- Recognise the importance of lifting children and heavy goods properly to minimise risk of injury.

*Correct lifting procedure:*

- Think about the task. Assess and decide if you really need to move the object.
- Make a plan, consider what it is you are lifting, how far do you need to carry it, how will you get there and will it move while you are carrying it (is it a child)?
- Make sure you are capable of carrying out the task. If you are pregnant, have an injury or illness it is advisable for you to ask someone else to carry out the task.
- Will you need help? If yes, decide before hand who will take the lead. And does it leave the correct amount of staff still with the children.
- Ensure any obstructions are removed from the route.

*When lifting/carrying a child:*

- If the child is able, encourage them to walk
- If possible encourage the child to move to a position to make lifting easy and safer
- Stand with you feet apart and your leading leg slightly forward to aid balance
- Bend at your knees, not your back, your back should be kept straight, lean forward slightly.

- Do not twist or turn your hips during the lift.
- Make sure you have a firm hold of the child and lift them smoothly keeping the child close to you.
- Avoid placing the child on your hip, the child should be carried in front of you to distribute their weight.
- Avoid twisting your back, turn with your feet
- Do not carry anything else when carrying the child
- Put the child down by again bending at your knees

*Things to think about when lifting:*

- Be aware of your surroundings, is it safe
- Lift in the correct posture
- Be careful of fingers and toes when putting heavy objects down
- If it is an unusual shape, ask for help
- Make sure you can see where you are going
- Carry objects and children close to you
- Avoid awkward movements such as stooping or twisting
- Ask for help
- Report any problems immediately

**Special Considerations**

Barnett Wood Pre-School recognise that in some circumstances staff or volunteers may require special considerations. Those such as expectant mothers, new staff, those with a disability or returning to work after illness or injury may need to have a separate risk assessment carried out. This will be completed by the Manager and agreed by the person in question.

**Policy written August 2021**