



Health & Safety

At Dandelions we believe that the health and safety of the children is of paramount importance. We make our pre-school and out of school club a safe and healthy place for children, parents, staff and any other adults who visit us.

We aim to achieve this by making children, parents and staff aware of health and safety issues and by minimizing the hazards and risks to enable the children to thrive in a healthy and safe environment.

The Health and Safety Co-ordinator is Tania Williams. We display the necessary health and safety poster on the parent's notice board.

Risk Assessment

We have identified possible hazards indoors and outside and activities and procedures where risks are possible. These are filed in dandelions Risk Assessment folder which are updated as required and reviewed annually.

We have put in place measures to ensure that hazards are removed or protected and to ensure that all members of staff are aware of the correct procedures to minimize any risks during activities or procedures.

We keep checklists of health and safety issues on risk assessments which are checked daily before each session begins. There is a full risk assessment at the beginning of before school club, the pre-school session and after school club. There is also a toilet risk assessment carried out at 11.30 in the pre-school and a small risk assessment at 3.15pm when the children have left the pre-school, to ensure that the building and gates are locked and that the nappy bin has been emptied.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on our parents notice board.

Awareness Raising

Our induction training includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety.

Records will be kept of training sessions.
Health and Safety issues are explained to parents of new children so that they understand the part they play in the daily life of our pre-school.
Children are made aware of health and safety issues through discussions, circle time, planned activities and routines.
Appropriate training is provided, and issues discussed at staff meetings as necessary.
We have a no smoking policy throughout the pre-school and grounds.

Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service and are part of the Dandelions staff team have unsupervised access to the children, including helping them with toileting.
At all times all children are within sight of and supervised by an adult.
At least two adults are always present in the pre-school.
Adults do not normally supervise children on their own.

Security

The door to the setting is kept locked and its opening is always supervised by a member of staff.
Qualified members of staff take the register at key points of the day and records the number of children and staff in attendance on the register and on the numbers board. A second qualified member of staff makes a headcount and marries it with the register to ensure that all individuals in the setting are accounted for.
Only known people are admitted to the setting and all visitors are asked for identification and asked to sign in and out. They are constantly supervised.
Only authorised people can collect children.
Personal possessions of staff are kept in the staff room in pre-school.

Doors

Care is taken to ensure children's fingers do not get trapped in doors.

Floors

We ensure that floors are kept clean and dry and free from toys that could cause an accident.
Slippery floor signs are used after floors are moped.
We make sure that carpets and rugs are flat and safe.
We make sure that any spillages are cleaned up appropriately.

Kitchen

All surfaces are clean and non-porous.
There is a dishwasher for all crockery and cutlery, a separate sink for cleaning of equipment and for hand washing.

Cleaning materials and other dangerous materials are stored out of children's reach.

Colour coded cloths are used: GREEN for tables; BLUE for washing up; YELLOW for messy and PINK for toilets.

COSHH – Control Of Substances Hazardous to Health

All cleaning products and washing detergents are to be kept in the COSHH cupboards. These cupboards are located in the toilet areas and kitchens. COSHH sheets are in a folder which is kept in both offices.

Electrical/ Gas Equipment

All equipment conforms to safety requirements and is checked regularly.

The children are taught not to touch electrical equipment or sockets.

Radiators have protective covers.

Lighting and ventilation is adequate in all areas.

The temperature of hot water is controlled to prevent scalds.

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 part of the school property and is always manned by staff at the correct staff ratio for the age of the children. This information can be found in the EYFS Statutory Framework (DfE, 2017).

The gates are kept bolted when children are outside.

The outdoor area is risk assessed for safety and rubbish before it is used.

Outdoor equipment is checked regularly and sterilised/cleaned each term.

All outdoor activities are supervised at all times.

Hygiene

We ensure that we keep up to date with recommendations from the Environmental Health Department and Health Authority.

Our daily routines encourage the children to learn about personal hygiene.

We have staff and a daily cleaner who clean the play room, kitchen area and toilets.

Equipment, dressing up clothes etc are cleaned/sterilised at least once a term.

Tables are cleaned between activities.

Tissues and wipes are available.

There are separate, labelled, buckets and mops for toilet and other areas.

Toileting - Children are encouraged to use toilets independently when they are ready, with appropriate supervision to ensure good hygiene:

Hand washing – we have liquid soap dispensers and use paper towels. If a child has an accident we provide clean clothes and ensure they are changed in a manner that doesn't undermine their confidence and respects their privacy.

Wet/soiled clothing is put into a sealed nappy sack and kept for collection, out of children's reach in the toilet or in the child's bag with a toilet accident slip.

Staff wear disposable gloves and aprons when necessary.

Toilets are checked regularly and included on the daily risk assessment.

Activities

All equipment purchased or donated for use in the pre-school is checked to ensure it is safe for the ages and stages of our children.

Equipment is laid out in a way that 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 safely.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Outings and Visits

We have agreed procedures for the safe conduct of outings:

An outings register should be completed with the names and total number of children including the place they are going, the date, the time and the members of staff. It is also ticked that the outings bag (containing parents contact details and a first aid kit) and phone is taken on the outing. Children should be registered at arrival and when returning to Dandelions.

A Dandelions pay as you go mobile phone is provided for outings which cannot take photographs. The settings iPods can be used for photographs on the outing.

Our adult to child ratio is high.

A risk assessment is carried out before an outing takes place.

Parents always sign consent forms before outings off camp.

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.

For those children remaining at in the setting, the adult to child ratio conforms to the requirements of the EYFS (DfE, 2017) Welfare Requirements.

Animals

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

The children are constantly supervised while they feed, water, clean out and handle our pet(s).

Children are taught how to handle pets carefully, giving due consideration to the pet's welfare and their own safety.

Basic hygiene rules are kept, with regard to hand washing etc.

Fire Safety

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

Smoke detectors (out of school club) and firefighting appliances conform to BSEN 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:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents in their induction; and
- practised termly.

Records are kept of fire drills and the servicing of fire safety equipment.

First Aid and Medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is checked monthly by a designated member of staff and re-stocked 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 and out of school club, parents' written permission for emergency medical advice or treatment is sought.

Parents sign and date their written approval.

Dandelions Accident File

- is kept safely and accessibly;
 - all staff and volunteers know where it is kept and how to complete it;
- and
- is reviewed regularly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult (see Dandelions Accident Policy).

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

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 local office of the Health and Safety Executive:

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

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. The administration is recorded accurately, and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

If a child is unwell, then parents are informed by Dandelions to collect their child. If Dandelions is unable to contact the parents of an unwell child, they are found a quiet place to lie and rest.

Children who are sent home due to illness need to remain at home for a minimum period of 24 hours and 48 hours if they have sickness and diarrhoea.

In line with Downlands School, Dandelions Pre-School and Out of School Club follow the Public Health England guidelines for 'Guidance on Infection Control in Schools and Other Childcare Settings' available from:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

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 clear and in appropriate languages.

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 regularly to identify any issues which need to be addressed.

Records

In accordance with the EYFS Statutory Framework (DfE, 2017), 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, policies and documentation in relation to health and safety are in place for the EYFS Statutory Framework (DfE, 2017); 'Safety and suitability of premises, environment and equipment', 'Safety' and 'Health', 'Medicines'.

References

DfE., 2017. *Statutory framework for the early years foundation stage* [online]. London: Crown Copyright. Available from: https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf [Accessed 9th November 2017].

Public Health England., 2014. *Guidance on infection control in schools and other childcare settings* [online]. London: PHE Publications. Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf [Accessed 6th November 2017].

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