

Health and Safety Policy

To be Read in Conjunction with:

- Risk Assessments
- Sick Child Procedure
- Administering Medicines
- Toileting
- Snack Time/Cleaning Procedure
- No Smoking, Alcohol or Drugs Policy

This Policy, and those listed above, outline the procedures to be followed to prevent accidents and threats to health. We aim to provide a safe and healthy environment for children, staff and visitors to work in, play in and enjoy. We will take appropriate measures to rectify any fault or problem that occurs giving rise to a Health and Safety issue.

HEALTH AND SAFETY OFFICER

Pre-school's Health and Safety Officers are: Sarah O'Sullivan (Monday's & Wednesday's) and Carol Harbridge (Tuesday, Thursday & Friday).

The Health and Safety Officer's duties are:

- To be aware of health and safety legal requirements.
- To discuss and seek the resolution of health and safety problems.
- To bring to the attention of staff all health and safety advice and instructions.
- To ensure that a system of reporting, recording and investigating accidents exists.
- To ensure that new staff, students and volunteers are given a copy of the Health and Safety Policy.
- To ensure, in conjunction with the Fire Officer, that arrangements are in force to allow evacuation of the building in case of fire or other emergency.

SAFETY

The safety of young children attending Pre-school is of paramount importance. In order to ensure the safety of both children and adults, Pre-school will ensure that:-

- Children will be supervised at all times.
- The staff/child ratios will be adhered to at all times.
- A daily register is kept i.e. no need to 'take' a formal register as children can register (promotes independence) but staff must keep a record.
- Children arriving or departing at any time other than the designated opening/ closing times will be recorded with the exact time of entry or departure. EYFS states hours of attendance must be recorded on the register pages.
- An accident/incident book is available at all times. All accidents/incidents will be recorded. Records will be kept for three years.
- A 'Record of Concerns' folder is kept in a lockable filing cabinet and is only accessible by Pre-school staff and Ofsted. (Refer to 'Safeguarding Children Policy'). Records will be kept for three years.
- Children will leave Pre-school with authorised adults. (Refer to 'Arrival/Leaving Procedure' and 'Non Collection of Child Policy'). Visitors to Pre-school are required to sign the Visitor's Book, which is kept in the Kitchen.
- The main entrance and playground gate will be locked at all times.
- The kitchen gate and the store room cupboards are closed at all times.
- The Public Liability Insurance is current and valid.
- There is a no smoking policy in operation within the Pre-school and school grounds. (Refer to 'No Smoking, Alcohol or Drugs Policy')
- Electrical and other appliances and fittings conform to safety requirements and do not pose a hazard to the children. All electrical appliances and sockets have a Certificate of Inspection and Test and are checked annually.
- Reasonable steps will be taken to make sure that hazards to children on the premises, both inside and outside, are minimised. Everyone has a responsibility to identify hazards, which should be reported to the Health and Safety Officer.

- All staff are aware of, and comply with, Health and Safety Regulations.
- Indoor/Outdoor water activities are closely supervised at all times.
- Hazardous indoor and outdoor plants are not kept on the premises.
- There is a legal requirement for EYFS that a risk assessment will be completed annually, or sooner if required. If there are areas of concern an action plan with time scales will be made.
- Incidents of injury, disease or a dangerous occurrence will be reported to Ofsted and the Environmental Health Officer. (See RIDDOR below)
- There are procedures for the safe conduct of any outings.

RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations)

In the event of an injury of a serious nature the accident will be reported to the Environmental Health Department, Runnymede Borough Council, Civic Offices, Station Road, Addlestone, Surrey KT15 2AH (01932 838383) and a RIDDOR form completed within 48 hours. Ofsted will also be informed without delay. Such incidents or injuries will be recorded in the 'Children's Accidents' folder and/or the 'Staff/Student/Volunteer Accident Folder'. Records will be kept for three years.

STAFF/STUDENT/VOLUNTEER ACCIDENTS

Staff/student/volunteer accidents will be recorded in the 'Staff/Student/Volunteer Accident Folder'. Accident records will be kept for three years. Emergency contact details, medical details and Permission for Emergency/Operative Treatment are kept in red folders with individual staff records in the 'Staff/Student/Volunteer/Committee Information File'.

FIRE/EVACUATION OFFICER

Preschool's Fire/Evacuation Officer is Carol Harbridge

The Fire/Evacuation Officer is responsible for:

- Keeping up-to-date with latest fire regulations.
- Making sure there is a clear procedure for emergency evacuation of the building.
- Making sure the procedure is known to all staff/students/volunteers.

- Making sure that fire drills are carried out monthly. All drills will be treated as emergencies.
- Keeping records of fire drills and fire/evacuation details.
- Making sure that fire doors are not obstructed and fire exits are clearly identifiable and open easily from the inside.
- Making sure that fire detection and control equipment is readily available.
- Making sure that fire extinguishers are checked annually.
- Ensuring that smoke detectors within Pre-school are checked every day.

HEALTH AND HYGIENE

Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We achieve this in the following way:-

- **During this time - Parents are asked to keep their children at home if they show signs of ANY illness and to inform a member of staff via telephone and to agree a date for return. This also applies to staff/students/volunteers.**
- Cuts and open sores on both children and adults will be covered with sticking plaster or other dressing.
- There is a procedure regarding the administration of medicine.(Refer to 'Administration of Medicines')
- All staff have a current Paediatric Certificate in First Aid on the premises or on outings at any one time.
- Written parental permission is requested, at the time of the placement, seeking notice of any necessary emergency medical treatment and a record is kept of emergency contacts should a child become ill and the parent/carer is unavailable.
- That there is a first aid box complying with the Health and Safety (First Aid) Regulations 1981. The box is checked frequently with items replaced as necessary. The box is kept in the Kitchen cupboard (below the microwave). The cupboard door is marked with a recognised green 'First Aid' label. No medicines are kept with the first aid kit.
- Children of staff who are unwell are not allowed to accompany staff to work.

To prevent the spread of infection adults in the Pre-school will ensure that the following good practices are observed:-

- **Hands are washed at least every hour and more if needed using soap and running water. Especially at times of snack, using the toilet and change of area/resources.**
- **Children will be encouraged to shield their mouths when coughing and follow the 'catch it, kill it, bin it' procedure.**
- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Staff will use PPE provided.
- **Gloves, masks and aprons are provided and MUST be worn when cleaning up bodily fluid.**
- **Affected surfaces will be disinfected using anti-bacterial spray/bleach.**
- Spare clothing will be provided by parents/carers for when an accident should occur.
- Soiled garments will be returned to parents in a double wrapped polythene bag.
- Different cleaning cloths are used for the toilet and kitchen areas.
- **Tissues are available and children will be encouraged to blow their noses when necessary and dispose of tissues correctly. Children will be encouraged to follow the 'catch it, kill it, bin it' routine.**
- Nappies are double wrapped and disposed of in the large wheeled bins by the school gate immediately.

EPIDEMICS/OUTBREAKS OF INFECTION/SEVERE COMMUNICABLE DISEASES

If a large number of children are affected by an illness, advice will be sought from the Surrey HPT on 0345 8942944 and Ofsted will be informed.

SUN SAFETY

Pre-school is concerned about protecting children from skin damage which can be caused by the sun. We will:

- Encourage children to play in the shade
- Ask parents/carers to provide named sun hats
- Ask parents/carers to apply a high factor sun cream before arrival at Pre-school. Pre-school staff are unable to do this, due to the amount of children
- Parents/carers will be reminded about sun safety annually in a newsletter, or as appropriate.

FOOD AND DRINK

The Pre-school will ensure that:

- **Fresh drinking water is to be provided by parents/carers in a suitable drinking container and clearly marked with the child's name. This will be available to them at all times.**
- **Snacks must be provided by parents/carers and be nutritious (eg. cereal bar/fruit/squeezy yoghurt). These must be chopped up and/or ready to eat so that the child can independently access/eat – therefore avoiding the need for handling by anyone other than the child themselves. *Please note this is only a snack and must not contain nuts.***
- Staff are aware of and comply with the regulations relating to food safety and hygiene.
- Staff will wash their hands before preparing food and drinks.
- That records are kept, and all staff/students/volunteers are made aware of, regarding any special dietary requirements or allergies to food a child may have. A picture of the child with a description of their allergy/dietary requirement is displayed on the wall in the kitchen above the fridge. The child's name card will also display their allergy/dietary requirement.
- Ofsted will be notified of any food poisoning affecting two or more children looked after on the premises.

STAFF

The Pre-school will ensure that:

- Staff have a knowledge of all the routines and procedures that promote health and hygiene.
- Staff are aware of handling and lifting procedures. (Poster in Kitchen)
- Staff are aware of assessing their own health. Staff should contact the Manager or Deputy Manager on their home telephone number if they feel they will be unable to attend a session. Arrangements will then be made to ensure safe ratios are adhered to for children attending the session(s). Students and volunteers are asked to phone Preschool as soon as is practical to advise that they will not be attending (01932 851744). Staff/students and volunteers are reminded that in the case of sickness or diarrhoea they should stay away from Preschool for at least 48 hours.

COVID-19 Symptoms: Test and Trace

Addlestone Preschool will ensure all staff understand the NHS Test and Trace process and how to contact their local [PHE health protection team](#).

They understand that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

Parents/carers and staff are requested to inform the preschool of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests positive, they should follow [COVID-19: guidance for households with possible coronavirus infection](#) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their

temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Taking action

Addlestone Preschool will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). A member of staff will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The local health protection team will work with the preschool to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with the preschool in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home.

A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently

develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible coronavirus infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#)
- Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Further guidance is available on [Testing and tracing for coronavirus](#).

Please see also the Flow Chart created on the notice board for a quick overview of the actions required by staff and parents.

If the preschool has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, a member of staff must contact their local health protection team who will be able to advise if additional action is required.

Notifying Ofsted

Any confirmed cases of coronavirus (Covid-19) in Addlestone Preschool (either child or staff member), and/or if the setting is advised to close as a result, will be swiftly reported to Ofsted.