

Health and Safety Policy



Statement of Intent

We believe 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.

Aim

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.

Method

In order to achieve these aims we adhere to the following procedure:

- Our designated member of staff responsible for health and safety is Samantha Bush.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificates for Public and Employer's Liability Insurance are displayed on our notice board and a copy is available within our Operational Plan.

Premises

Where responsibility for premises management rests with Northleaze Primary School, the club will seek written assurance that relevant statutory inspections, maintenance and safety checks have been completed.

Risk Assessment

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities.
- assessing the level of risk and who might be affected.
- deciding which areas need attention and pass onto school to assess.
- The school would be responsible for developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- anything which a child may encounter during a session.
- NB Employers with five or more employees must have a written risk assessment which is reviewed :
 - annually;
 - following incidents;
 - following significant changes; and
 - when new hazards emerge.

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

- daily before the session begins.
- as and when a new risk or change is identified.
- twice a year - when a full risk assessment is carried out.

Awareness Raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- 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.
- We operate a no smoking policy to ensure that no-one smokes in any area that the children are present or about to be present, including the outside play area and outside by the entrance.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- We ensure all staff employed are checked for criminal records by an enhanced disclosure from the Enhanced Disclosure and Barring Service (DBS).
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting)
- We ensure all staff employed have had full suitability checks before they start work in accordance with our Staff Recruitment policy.
- Staff cannot start work unsupervised until a satisfactory enhanced DBS check has been received.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our security systems prevent unauthorised access to our premises.

Procedure for checking the identity of visitors

- Most visitors will not enter the setting. Parents wait at the locked perimeter gate at drop-off and collection.
- If the visitor or prospective parent is unknown to the setting, we check their credentials and reason for visit before allowing them to enter the setting.
- We ask for at least one form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard which shows signature)
- If we require further verification, we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit.
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log. The visitor or prospective parent is required to sign the Visitor's book/log and their signature is then checked against their identification.

- If the visitor or prospective parent is known to the setting, we check that they have a valid reason to enter. They are then required to complete the Visitor's book/log and will not be left unsupervised in the setting.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Kitchen

- All staff involved in preparing and handling food will be confident to do so and will receive training in food and hygiene.
- We ensure that our facilities are suitable for the hygienic preparation of food for children.
- All staff follow the guidelines of Safer Food Better Business (obtainable from the Food Standards Agency).
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business. The basis for this is risk assessment applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (see Safer Food Better Business).
- All surfaces are clean and non-porous.
- There are separate facilities for handwashing and for 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.
 - ✓ do not have unsupervised access to electrical equipment.

Electrical/gas equipment – maintained by Northleaze Primary School

- 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.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.

Storage

- All resources and materials from 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 securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish or any pet mess before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides – none should be used in an outdoor area on school grounds.
- Where water can form a puddle on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

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 daily cleaning routine for the setting which the school is responsible for maintaining.
- 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 drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - ✓ cleaning tables between activities
 - ✓ cleaning toilets regularly – school responsible for maintaining.
 - ✓ wearing protective clothing
 - ✓ such as aprons and disposable gloves
 - ✓ as appropriate
 - ✓ providing sets of clean clothes
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations. (Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs replaces previous Food Safety Regulations and the requirements are set out in Safer Food Better Business obtainable from the Food Standards Agency).
- All food and drink are stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. These systems include obtaining information about any

special dietary requirements, preferences and food allergies that the child has, and any special health requirements. This information is recorded and acted upon.

Fire Safety

- The school risk assesses the building for fire safety and review this regularly.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- The school assess the smoke detectors/alarms 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 and are: - clearly displayed in the premises - explained to new members of staff, volunteers and parents - practised regularly at least once every term.
- Records are kept of emergency evacuation drills.
- Fire Drills are carried out regularly (termly)

First aid and medication

- At least one member of staff with current 12 hour paediatric first aid training 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 and follows recent 12 hour paediatric first aid training recommendations.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- is kept safely and accessibly.
- all staff and volunteers know where it is kept and how to complete it.
- is signed by the staff member dealing with the accident and the parent on collection of the child.
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any serious accident, injury, illness or death of a child whilst in their care and of the action taken. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the incident occurring or adult. We will notify North Somerset Council's Assessment and Referral team of any serious accident or injury to, or death of, any child while in our care and will act on any advice given.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

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 Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital.

- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Preschool Learning Alliance's publication, Accident Record or on the following website:
www.hse.gov.uk/riddor.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises, we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - ✓ break in, burglary, theft of personal or the setting's property
 - ✓ an intruder gaining unauthorised access to the premises.
 - ✓ fire, flood, gas leak or electrical failure - attack on member of staff or parent on the premises or near by
 - ✓ any racist incident involving a staff or family on the club's premises.
 - ✓ death of a child
 - ✓ a terrorist attack, or threat of one
- In the Incident Book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The Incident Book is for recording issues of concern involving a child.

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 termly to identify any issues that need to be addressed.

Records

In accordance with the Early Years Foundation Stage Statutory Framework (Safeguarding and Welfare requirements) we keep records of:

Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- emergency contact details for all staff
- the names and addresses of all Trustees and members of the NAP committee.
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- the names, addresses and telephone numbers of parents and adults authorised to collect children from setting.
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- the allergies, dietary requirements, illnesses and special health requirements of individual children
- the times of attendance of children, staff, volunteers and visitors
- accidents and medicine administration records
- consents for administration of medication, emergency treatment
- incidents

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

- ✓ Risk assessment.
- ✓ Record of visitors.
- ✓ Fire safety procedures.
- ✓ The school maintains Fire safety records and certificates.
- ✓ Administration of medication.
- ✓ Prior parental consent to administer medicine.
- ✓ Record of the administration of medicines.
- ✓ Prior parental consent for emergency treatment.
- ✓ Accident record.
- ✓ Sick children.
- ✓ No smoking.

Date to be reviewed: June 2027

Date amended: July 2026

Date signed off: July 2026

Signed: Kathleen Williams

Signed: Claire Porter-Bryant