

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health: The provider must promote the good health of children attending the setting.



Health, safety and security policy

Statement of intent

Crofton Early Learners believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students and volunteers. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

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.

Objectives

The Leader is responsible for health and safety. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. We display the necessary health and safety poster on the Parent Portal on the CEL Website (croftonearlylearners.co.uk).

Safety and suitability of premises

Risk assessment

Our 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 that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

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

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

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for employers' insurance is displayed on the noticeboard.

Awareness

- A clear explanation of health and safety issues is given to staff and volunteers so that they 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. Details of the Health & Safety Law are clearly displayed within the setting and staff/volunteers are made aware of this.
- We keep records of induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety is discussed regularly at staff meetings, particularly if issues arise and annually during discussions of the policy update.

- Staff are issued with relevant information on ie manual handling from the HSE Health & Safety Toolkit.
- Staff are issued with relevant information on Coronavirus, how to recognise symptoms, the requirements about keeping children safe, cleaning and disinfecting the premises and resources and the closure of premises if required. **There is a separate policy for actions in a Covid pandemic which will be brought into use as required.**
- In compliance with the health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage there is to be no smoking on any part of the premises of Crofton Early Learners.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- We explain health and safety issues to the parents/guardians, so that they understand the part played by these issues in the daily life of the setting.

Kitchen

- Children do not have access to the kitchen.
- Doors to the kitchen are kept closed
- All surfaces are clean and non-porous.
- Floors are washed down at least daily.
- All work surfaces are washed regularly with anti-bacterial/disinfectant agent.
- There are separate facilities for hand-washing and for washing up.
- All utensils used by the children are dish-washed at high temperatures.
- Plates and cups are only put away when fully dry.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths used for surfaces are washed and replaced daily.
- There is a mop and bucket, set aside for kitchen use only in the boiler room.
- When children take part in food technology activities, they:
 - are supervised at all times;
 - do not have unsupervised access to electrical equipment.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.
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Floors

- All surfaces are checked daily to ensure they are clean and safe. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/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.
- We switch electrical devices off from the plug after use.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources should be stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor areas

- Our outdoor area is securely fenced. All gates and fences are childproof and safe. External gates are bolted and secure whilst children are on the premises.
- Our outdoor area is checked for health & safety and cleared of rubbish/animal faeces before it is used.
- All outdoor activities are supervised at all times when in use by children.
- Adults and children are alerted to the dangers of poisonous plants.
- ~~Our pond is securely covered or otherwise guarded. [No longer have a pond]~~
- We check that children are suitably attired for the weather conditions and type of outdoor activities.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- 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.
- Any faulty equipment is removed from use immediately and is repaired. If it cannot be repaired it is discarded. Large pieces of equipment are discarded only with the consent of the manager.
- 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 and other equipment safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Fire safety - See Fire Safety and Emergency Procedure Policy

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the register. Details of authorised persons to collect children are kept in the evacuation box.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the register.
- Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Safety of adults

- All staff in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- 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 they are provided with safe equipment to do so.
- All warning signs are clear.

- 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.
- The Manager and Church have good liaison with local police, receive local updates from the dedicated ward officers and ask for advice on safe practice where there are issues or concerns.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- Minimal petty cash is kept on the premises. When taking cash to the bank, members of staff are aware of personal safety.
- Members of staff make a note in the diary of meetings they are attending, who they are meeting and when.

Jewellery and accessories

- Staff do not wear jewellery or fashion accessories that may pose a danger to themselves or children.
- Parents/carers are advised that they must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Children's safety – see also Safeguarding policies

- We make safe and separate from general use any areas that are unsafe because of repair is needed. If repairs to premises are required whilst children are on site, these areas are monitored by staff (ie boiler repairs).
- We take precautions to prevent children's fingers from being trapped in doors.

Outings and visits

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent for their children to be taken off site for learning activities.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- A minimum of two staff will accompany children on outings and a minimum of two will remain behind with the rest of the children.
- High-viz vests are worn by children when outside.

Health

Hygiene

- We seek information from Public Health England and regularly receive Local Health Authority information to ensure that we keep up to date with the latest recommendations. When required we will store and use disinfectant cleansers and hand sanitising gel.
- Our daily routines encourage the children to understand the importance of hand-washing, using sanitising gel and learn about simple hygiene rules, including the proper way to wash hands.
- The cleaning of the premises is organised by Crofton Baptist Church and the premises are cleaned daily. Staff are responsible for sweeping, vacuuming the floors and carpets, tidying the kitchen and checking the toilets at the end of each session.
- We have a termly 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.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves (and, where necessary, face masks or shields) - as appropriate;
 - providing sets of clean clothes; and
 - providing tissues and wipes.
 - providing areas for nappy changing and exercise good hygiene practices in order to accommodate children who are not yet toilet trained and realise that we have a 'duty of care' towards children's personal needs.

Control of substances hazardous to health

- Hazardous substances are stored safely away from the children.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use anti-bacterial cleaning agents, except in the toilets and food preparation areas.
- Anti-bacterial/disinfectant sprays are not used when children are nearby.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

Animals

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner.
- We teach children the correct handling and care of the animal or creature and supervise them at all times.
- Children wash their hands after contact with animals.

Food and Drink

- We carry out daily checks on the kitchen to ensure standards are met consistently.
- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and lunch times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies and regularly consult with parents to ensure that our records of their children's dietary needs/allergies are up-to-date.
- Food Standards Agency Allergens Lists are posted in the kitchen.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- Parents are made aware to ensure that no nut or nut products are accidentally brought into the setting.
- We send out copies of the menus of snacks for parents to view at the beginning of each half term. This is also available on the Parent Portal of the website. Additional allergy information is provided on our website or can be provided on request.
- Waste food is disposed of daily and recycled.
- We will notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

First Aid, Sickness, Health Conditions and Medications

First aid

We ensure that all Crofton Early Learners staff are trained in 12-hour paediatric first aid including Epipen procedures.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked 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 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 in our Evacuation Box;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted will be notified of any admission to hospital of a child from the setting, or the death of a child or adult.

When there is any injury to a child requiring hospital admission, Ofsted will be notified. When there is a significant injury 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 Regulations.

Any child arriving on the premises with a significant injury or health issue, the parent/carer will be asked to sign the relevant section in our Injuries or Health Condition on Arrival at Preschool book.

Administration of medication

For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis.

We carry out a risk assessment for each child with a long term medical condition that requires on-going medication. This is the responsibility of our manager alongside the key person or support worker and/or SENCo.

Only prescribed medication may be administered. It must be in-date and prescribed for the current condition. Oral medications such as inhalers must be prescribed by a GP or have manufacturer's instructions clearly written on them regarding administering the medication.

- Children taking prescribed medication must be well enough to attend the setting.
- 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. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. 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 staff by a health professional.
- If required an individual health plan for the child is drawn up with the parent/relevant agency; outlining procedures and what information must be shared with other adults who care for the child including measures to be taken in an emergency.

Insurance requirements for children with allergies and disabilities

- If necessary, our insurance will include children with any disability or allergy. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from our insurance provider must be obtained to extend the insurance.
- At all times we ensure that the administration of medication is compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and information is clearly set out on the Parent Portal on the website. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious/contagious disease.
- Children with headlice are not excluded, but must be treated to remedy the condition. Leaflets about the condition are supplied to parents.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox through notices on the door and WhatsApp communications.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

HIV/AIDS/Hepatitis procedure

HIV virus, like other viruses such as Hepatitis A, B and C, are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults. We:

- Wear single-use vinyl gloves and aprons when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Use protective rubber gloves for cleaning/slucing clothing after changing.
- Rinse soiled clothing and either bag it for parents to collect or launder it in the setting.
- Clear spills of blood, urine, faeces or vomit using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste.
- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit using a disinfectant.

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; and
- 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 our Incident Book.

Our Incident Books

- We keep incident books for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or our property
 - an intruder gaining unauthorised access to our premises
 - a fire, flood, gas leak or electrical failure
 - an attack on an adult or child on the premises or nearby
 - any racist incident involving families or our staff on the setting's premises
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises
 - the death of a child or adult
 - 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 even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Records

In accordance with the National Framework for the regulation of providers on the Childcare Register and in line with the General Data Protection Regulation, we keep records of:

Adults

- Names, addresses and emergency contact details of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all members of the Trustees;

Children

- names, addresses and telephone numbers of parents and telephone numbers of 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 and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- incidents.

Education Inspection Framework

As required under the Education Inspection Framework, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Legal references

- Health and Safety at Work Act (1974)
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012
- Medicines Act (1968)
- Health and Safety (First Aid) Regulations 1981
- Childcare Act 2006
- Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs
- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)
- The Human Medicines Regulations (2018)

Further guidance

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2021)
- Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2022)
- Health and Safety Law: What You Need to Know (HSE Revised 2009)

- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2021)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2012)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)
- Safer Food Better Business (Food Standards Agency 2011)
- Health and Safety Executive www.hse.gov.uk/risk
- Food Standards Agency www.food.gov.uk
- Ministry of Housing, Communities & Local Government www.communities.gov.uk

This policy was adopted by

CEL TRUSTEES

On

28 SEPTEMBER 2022

Date to be reviewed

SEPTEMBER 2023



“FUN IN THE SUN POLICY”

Crofton Early Learners will endeavour to provide an environment that enables the children and staff to stay safe in the sun.

We use the following guidelines: -

1. Children are encouraged to wear their “Crofton Early Learners” polo-shirts (which protect the children’s shoulders from burning).
2. Parents are encouraged to use sun protection cream on the children before entering preschool. (This is given coverage in our newsletters, weekly updates and on our notice boards during the sunny months). Sun protection cream is also kept on the premises and is available to any parent who has forgotten to apply it before preschool.
3. Parents are encouraged to provide children with named hats (if a child attends pre-school in a hat we make sure that it is worn when out in the garden).
4. Crofton Early Learners can provide hats for children who have forgotten them.
5. The children move freely between outdoors and indoors and are actively encouraged to seek shade when it is hot.
6. Drinking water is freely available on a table for children to drink throughout their time in pre-school. They are able to pour out drinks as often as they require them in addition to their snack time drinks.
7. We display posters on entry to the preschool warning of the dangers of the sun.