

Health & Safety

At Little Oaks we believe that the health and safety of the children in our care is of paramount importance. We therefore endeavour to make our setting a safe and healthy place for children, parents, staff and volunteers.

RISK ASSESSMENT:

Our process includes:

- Checking for hazards and risks as part of our daily routines.
 - Recording any concerns on the daily safety sweep and addressing at weekly staff meetings.
 - Prioritising and costing out any improvement that needs to be made.
 - Sessional safety checks are carried out (see procedures for ensuring premises are safe and secure).
 - A full risk assessment is carried out annually.
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- All members of staff are constantly alert to possible concerns.
 - Any concern needing immediate action will be dealt with immediately.
 - A risk assessment will be carried out for all outings and a copy will be kept in the "risk assessment" file.
 - Any specific needs of individual children will be reviewed on them joining and any changes to the provision that are needed will be made.
 - If needs of an individual child changes (ie injury such as broken leg) a risk assessment will be carried out with the parents and the child's key person and an Individual Care Plan (ICP) will be written up as appropriate.
 - We operate a strict no smoking policy at all times.
 - We have public liability insurance. A copy of the certificate is displayed in each cloakroom.
 - The Setting Manager and Room Supervisors are responsible for Health and Safety issues.

CHILDREN'S SAFETY:

- All staff and committee members have been checked by an enhanced disclosure. (See Safeguarding and employment policies).
- Whenever there are children on the premises there are always at least two members of staff present in each room at any one time.
- Systems are in place for the safe arrival and departure of children (see policy for ensuring children are prevented from leaving the premises unsupervised).
- The arrival and departure times of all children are recorded.

- Children are requested to wear appropriate clothes when attending. High heels or hoop earrings are not permitted. Parents are asked not to send their children wearing necklaces or bracelets. Parents are asked not to send their children in wearing flip-flops or croc style footwear.
- Children will only be allowed to leave the premises with adults (age 16 years or above) for whom we hold written permission from the child's parents or carers.

WINDOWS, DOORS AND FLOORS:

- Windows are secured so that children cannot climb out of them.
- Where necessary door handles are of a height to prevent children from opening them or trapping their fingers.
- Floors are regularly cleaned and checked for cracks and loose tiles.
- Doors are secured open using door wedges or clip backs and are regularly checked.
- Doors have been modified, as appropriate, to minimise the risks of trapping fingers.

KITCHEN:

- Children do not have unsupervised access to the kitchen.
- All dangerous and toxic materials are kept out of the reach of children.
- All surfaces are clean and non-porous.
- A new sponge/cloth is used each morning and disposed of at the end of the day.
- Children are supervised at all times when taking part in cooking activities. They do not have access to boiling water or hot surfaces.

ELECTRICAL AND GAS EQUIPMENT:

- All the above conforms to safety standards, the boiler is serviced annually and PAT testing is carried out annually.
- Hot water for hand washing is kept at a constant temperature.
- There is adequate lighting in all areas.

STORAGE:

- All equipment that is stored away from the main rooms is securely stacked to prevent them accidentally falling.
- All equipment that is stored in the main rooms is stored so as to allow safe and easy access for the children.

FIRE SAFETY AND EMERGENCY EVACUATION

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors are fitted, conform to BSEN standards and are checked as specified by the manufacturers.
- The fire drill procedure is clearly displayed and explained to all new staff, volunteers and students.
- A full fire evacuation drill is carried out once every half term and recorded in the fire drill book.
- Fire Extinguishers are checked yearly and advice followed at this time.
- Two members of staff have completed level 2 fire safety training and one acts as fire and evacuation officer, Sue Corns. The fire officers are responsible for ensuring that the following is in place and is carried out.
- Evacuation drills are carried out at least 6 times a year.
- Drills are carried out on a variety of days and at a variety of times throughout the year.
- The response to each drill is recorded in the Fire Drill books. Details to include the time and date, the time it took to evacuate and any improvements that could have been made.
- Evacuation procedures are clearly displayed in several locations through the building.
- Fire alarms are checked every month.
- Fire alarms are serviced once a year.

The above is designed to ensure that if the need arose to evacuate in a genuine emergency staff and children would be prepared and confident to do so.

NO SMOKING:

- Little Oaks has a "No Smoking Policy".
- The Policy applies to all staff, parents, carers and visitors.
- No smoking is allowed on the premises. The premises comprise all indoor and outdoor space.
- The Policy applies at all times. For example, if the building is being used for fundraising events or is being used by organisations other than Little Oaks.
- "No Smoking" signs are displayed at the main entrance to the building.

FIRST AID AND MEDICATION

We follow the guidelines of 'Reporting Injuries, Diseases and Dangerous Occurrences' (RIDDOR) for the reporting of accidents and incidents.

- At all times there is at least one member of staff on the premises with current first aid training.

- On all outings there is at least one member of staff with current first aid training.
- The first aid box is checked and restocked termly by **Alison Smith**.
- The first aid box is kept in the cupboard opposite the kitchen on a high shelf. All members of staff know where it is kept.
- Parents or carers are requested to give written consent (on the Enrolment Form) for their child before starting pre-school for the following:
 - The seeking of emergency medical advice or treatment by a member of staff;
 - Medical Emergency: The taking of a child to the nearest accident and emergency unit to be examined and treated as necessary. Every effort will be made to contact the parents or carers but the immediate needs of a child will take precedence;
 - The application of plasters should a child receive an injury that bleeds;
 - The application of sun cream, weather dependant, for children who stay for full days;
- Accident books are kept in the playgroup room and the pre-school room. All members of staff know where it is kept and how to complete it. A member of staff will have a conversation with the adult collecting the child about the incident and the Accident book is signed on the day. Records are kept for all children, staff and volunteers and all accidents should be logged and witnessed.
- Medication Forms are signed by parents/carers- these note precisely the dose and timings of the medicine given. Additionally, staff will sign any medication in and out on the summary Medication sheet.
- OFSTED is notified of any injury requiring treatment from a doctor or of the death of an adult or child.

DEALING WITH AND REPORTING INCIDENTS

- We keep an incident book which is used for recording the below
 - Break-ins, burglaries and thefts.
 - Fires, floods, gas leaks, electrical faults.
 - Attacks on members of staff, parents, volunteers or visitors whilst on the premises.
 - Incidents of racial abuse.
 - The death of a child or adult on the premises.
 - The threat of a terrorist attack.
- In the incident book we record the date and time of the incident, what happened, names of those involved and what action was taken. If a report was made to the Police, then the crime number will also be recorded.
- If the premises have to be evacuated for any reason e.g. a flood or terrorist threat, then the evacuation procedure will be followed.

- The safety of those on the premises will always be of primary concern. The recording of any incident will only happen once everything possible has been done to secure the safety of the above.
- If a death occurs on the premises, then the emergency services will be called and their advice followed.
- We will also record any follow up action or insurance claims made.

HYGIENE

- We encourage and help the children in our care to learn about personal hygiene.
- We have a daily and weekly cleaning rota.
- We have a daily use of cleaning cloths to ensure good hygiene practice, they are discarded every day,
- The toilets are checked and cleaned before and after each session.
- We wear disposable gloves where applicable, e.g. for changing soiled clothes or treating cuts and sores. We provide disposable aprons for staff to use as necessary.
- We would contact the Environmental Health should we have an outbreak of infections or illnesses.
- A monthly legionella check is done, on the water system, and logged.

ANIMALS ON THE PREMISES:

- With the exception of required assistance dogs and an annual, organised visit of small animals, no pets are permitted at the setting.
- Parental permission and advice is sought, in writing, regarding allergies or phobias prior to any animals being brought in to the setting.
- Dogs are not to be brought onto the premises by parents or carers when bringing children to and from Little Oaks. We would prefer them to be left tied up safely, at the entrance gate, on the pavement.

ILLNESS

- We do not provide care for children who are unwell or who have an infectious disease.
- As the indoors and outdoors areas form a complete learning environment, children need to be well enough to access both if attending Little Oaks.
- Children who have suffered a bout of sickness or diarrhoea are asked not to return until they have been clear of symptoms for **48 hours**.
- Children or their families will not be excluded because of HIV although medical advice may be sought to ensure we minimise any risks of infection.
- Children are not excluded due to head lice, or thread worms- however, parents are asked to treat the condition.
- Parents are notified of any cases of head lice or thread worms via the notice board, emails and website. No names will be used.

- Parents will be notified of any cases of chicken pox, rubella, or other childhood infectious illnesses via the notice board, emails and website. No names will be used.
- If a child becomes unwell during a session, then the parents will be contacted and will be expected to make arrangements for the child to be collected. If the parent cannot be contacted, then the emergency contact list will be used. The child will be made comfortable until they can be collected.

PHYSICAL ENVIRONMENT:

- The layout of the rooms allows for easy movement between activities.
- All equipment is regularly cleaned and checked.
- All paint and glue are non-toxic.
- Play on large equipment, e.g. climbing frames, is always supervised. How closely will depend on the age and stage of the children involved.
- Sand, compost, etc is regularly changed.
- Dough is changed at least weekly, but more often if needed;
- The outside area is fenced and the gate locked.
- The outside area is checked prior to the start of each session.
- Outside play is supervised.

RECORD KEEPING

- Names and addresses of all staff are kept on the premises at all times as are emergency contacts for all staff.
- Names and addresses of all members of the Management Committee are kept on the premises.
- Staff files are kept on the premises.
- Names, addresses, contact details of the parents or carers for all children are kept on the premises at all times, as are emergency contact details and details of other adults authorised to collect each child.
- Dietary requirements are accessible to all staff for all children at all times.
- The arrival and departure times of all staff, volunteers and visitors are recorded.
- All consent forms for outings, collecting or medical treatment are stored on the premises.
- The accident and incident book is kept on the premises at all times.
- All registers, accident books, cameras and contact details are stored in lockable filing cabinets.

HEATING BREAK DOWN OR LACK OF WATER

We will endeavour to sort out such issues as soon as possible. If the water is cut off for some reason we would try to manage a morning session and if it is not rectified by lunch

time, would have to cancel the afternoon session. We would hope that the problem would be sorted by the following day.

During the cold winter months, if a heating problem occurred, we would have to notify parents if the temperature dropped below 15 °c (ideal temperature guidelines are between 18-22 °c) and would not re-open until the problem had been rectified.

See also:

Mobile phone Policy

Lost Child Policy

Child Protection Policy

Nappy Changing Policy

Sun Protection Policy

Social Networking Policy

Late Collection Policy

Recruitment and Employment Policy

Medication Policy

Data Protection Policy

Reviewed and Updated July 2012, Updated September 2013, Reviewed and updated June 2014, Sep 14, Reviewed & Updated Apr 15, March 17.

This policy was adopted at a committee meeting held on

Signed on behalf of the committee.....

Role of Signatory.....