



# HEALTH AND SAFETY POLICY

Catkins Preschool

July 2022

The safety of the children in our care is very important to us and we have lots of procedures in place to ensure they remain safe in the setting. Amy Davey is our Health and Safety Nominee and has completed training and regularly updates her knowledge on health and safety where possible.

### Health and Safety Routines

Catkins Preschool meets at the Ofsted requirement for the number and age of children at all sessions. Children will be under supervision at all times. We always work with more adults than required to meet the ratios set out. All staff employed by Catkins Preschool must have a current DBS check and certificate issued by us, this is checked annually for any changes.

### Safety of Premises and Equipment

Both large and small equipment will be checked regularly for weakness or damage. Broken items will be discarded immediately. Items to be repaired will be removed from service and logged into our in house 'defect log' until repaired or replaced. A daily risk assessment is to be undertaken prior to the start of each daily session checking off daily health and safety issues. The group operates a 'No Smoking Policy' therefore no adults will be permitted to smoke on the premises including the outside garden area.

The premises will be in a clean and safe condition, equipment will be cleaned on a regular basis. Any concerns about the premises or fixtures and fittings will be reported to the hall committee. Fire doors will be kept clear at all times and fire drills carried out twice per term.

The floors in the setting are checked as part of our daily risk assessment to check they are clean and free of any spills. Children do not have unsupervised access to the kitchen and there is a door at either side and baby gates to make sure children cannot enter without an adult. We take precautions to make sure children's fingers do not get trapped in any doors and where possible we prop doors open, whilst maintaining safety for the children.

### First Aid and Medication

A medication book will be available to log in the name of the child receiving medication, the times that the medication must be administered and the signature of the person who administers each doses and the signature of the person checking the doses and witnessing the action. Medication prescribed by a doctor will need to be presented with the child's name attached and the pharmacy/doctor's dispensing label will need to be visible.

Details of immunisations and allergies and any other significant health information will be kept on record. The name, address and telephone number of the family doctor will be recorded for contact in case of emergency. Allergy information will be clearly visible and displayed near the kitchen for all staff to refer to during snack time. Should any of these details change the allergies list and the child's file will be updated immediately.

The group will keep an adequately stocked First Aid Box accessible to staff the contents of which will be checked each term by the Named Deputy. Staff will regularly take training in Paediatric First Aid and there will always be at least three people trained in the setting.

### Accident and Incident Log

All staff will be made aware of the procedures for reporting accidents and injuries. Any accidents will be recorded in the groups 'Accident and Incident Logs' and parents will be informed of any incident relating to their child. These will be reviewed often and any patterns in areas accidents have happened will be identified and dealt with accordingly. For example, if lots of accidents are recorded about the children running and bumping into on another, we will talk to the children regularly about the importance of walking it inside the setting and this rule will be reinforced regularly by the staff during the day.

### Hygiene

Disposable gloves will be used when cleaning up any spills of bodily fluids. Floors and other affected surface areas will be disinfected. Staff will wear disposable gloves when changing a child's nappy, pull up or underwear.

Children will wash their hands after using the toilet. Individual disposable paper towels will be used. Spare clean pants and other clothing will be available in case of accidents. Soiled garments will be wrapped in polythene bags. The children have their hands washed using antibacterial soap and water before participation in a cooking activity, before snack time, after nose blowing, after handling animals, or messy play.

The toilet area will be checked as part of the daily check list, the stocks will be replenished and the area will be cleaned if necessary. A member of staff is also allocated to tidy the toilets at the end of the day and checks are made throughout the day as the children use the toilets and are dealt with promptly to ensure a hygienic environment.

A large box of tissues will always be available and children encouraged to blow their noses when necessary. Soiled tissues will be disposed of hygienically.

### Outdoor Area

Our outdoor area is securely fenced and has two gates, one of which is permanently bolted and the other has a heavy latch holding it together. Before using the outside space it is checked for safety and cleared of rubbish. As part of our daily risk assessment, the gates are both checked and made secure. All outdoor activities are supervised at all times. We check that children are suitably dressed for the weather conditions and type of outdoor activities, sun hats are provided and must be worn during the summer months and extra layers are worn in the winter. We keep spare coats in case any of the children do not have one.

### Security

Procedures are in place for the safe arrival and departure of children. The children's arrival is recorded by the member of staff allocated to the register and we also do a headcount at song time once the doors are secured. Two members of staff will stand at the door to record the children leaving in the register at the end of the session. If a child arrives or leaves the session early with their

parent or career, this is recorded in the register immediately alongside the time. Children will only be allowed to leave the preschool with adults who are authorised by the child's parents.

The arrival and departure times of visitors are recorded in the visitors' book. People can only enter the premises through the main front door which is shut and secured with a metal plate or the kitchen door which is alarmed and covered with a baby gate. One of the staff members is allocated to the kitchen area and can oversee visitors arriving and leaving. At least two members of staff man the outside area and this also prevents children from leaving our premises unnoticed. The personal possessions of staff and volunteers are kept safely away from the children during preschool sessions in the kissick room, which children can only enter when supervised.

### Health and safety on Outings

Parental permission is obtained when taking children out for walks around the neighbourhood. And when possible, parents will be encouraged to join us. Our adult to child ratio is one adult to two children. The children leaving for the walk will be marked out of the register in case of fire or other security reasons and all staff will be aware the walk is taking place. The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. The children are tethered together and know who is their partner before we leave the setting. A mobile telephone and first aid kit will be carried on all walks.

### Risk Assessments and Insurance

Catkins Preschool has adequate and up to date insurance. The policy document is displayed on the notice board at the entrance to the hall. A risk assessment is carried out yearly in line with the insurance documents. All of Catkins electrical equipment is regularly PAT tested by an authorised electrician.

Within the hall there is a fire, alarm, smoke and burglar alarm which are the responsibility of the hall committee and are regularly checked by authorised personnel.

A daily risk assessment is carried out each morning and includes checking large equipment, checking plug sockets, ensuring baby gates are in place, monitoring the temperature of the fridge, the security of the outside area, the cleanliness of the toilet area and the general state of the hall.

### RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Catkins Preschool understands that they should report any of the following that happens to a member of the public, including a parent or child or an employee on our premises:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment

- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- A reportable disease.
- A dangerous occurrence, which didn't but could have resulted in a reportable injury.
- An injury resulting in hospital admission