



## **Health and Safety Policy**

Woodpeckers Preschool aims to present a safe environment at all times. The safety of children and adults is paramount.

The designated Health and Safety Officer is Amanda Swift.

### **Risk Assessments**

We will aim to take all reasonable steps to ensure that hazards to both children and adults, both indoors and outdoors, are kept to a minimum. We will conduct a full risk assessment once a year. If for some reason, it is deemed appropriate, another full risk assessment will be carried out.

Daily risk assessments are carried out in the bathrooms, kitchen, main room and gardens to identify all possible hazards to children and adults throughout the day. These assessments are recorded on a daily basis and signed by the appropriate member of staff.

Any adult or staff member who identifies a possible risk, must report the hazard or faulty equipment to the Health and Safety Officer and Supervisor. All hazards/risks must be reported on a Health and Safety Form, reporting the hazard, procedure followed, and outcome. Accidents Reports are regularly reviewed to check for recurring accidents/hazards.

### **Fire**

Fire exits are clearly identifiable, and fire doors are kept free from obstructions all times. Fire Procedures/rotas are displayed around the preschool to ensure that all staff are aware of their roles in the event of a fire. Regular evacuation drills are carried out and details are recorded in a fire log book. Fire Drills are practised once every term. Fire extinguishers and Fire Blankets are checked yearly, and smoke alarms are checked at the beginning of each term.

### **Gas Boiler**

Our gas boiler is serviced yearly and we have a Carbon Monoxide Alarm to alert us to any possible hazard.



### Lock Down Procedure

If a trespasser threatens the premises and anyone within the site, our Lock Down procedure will be activated. Children will be cared for in the reception/kitchen area until the incident has been concluded. Regular Lock Down drills are carried out and recorded in the Fire Drill and Lock Down Log.

### Premises and Security

The Preschool the premises are kept locked and secure at all times except during arrivals and departures when the door is supervised by a member of staff at all times. When the children have access to the gardens, the entrance gates are padlocked to prevent children leaving the premises unsupervised and to stop intruders from entering the premises. We also have CCTV recording the front, back and side of the property.

### Arrivals and Departures

All staff, children, and visitors should record their arrival and departure time on the Daily Registration Form. Parents/carers who persistently do not collect their child on time will be charged £10.00 for every fifteen minutes they are late to cover staff wages.

Children will only be released into the care of individuals named by the parents/carers. Except where there is a reasonable excuse, verbal permission from parents must support children being picked up by an unfamiliar adult. This information should include a password.

If nobody arrives to collect a child and an adult cannot be contacted (parent/carer, emergency contacts), social services will be contacted after an hour.

### Staff Ratios

Our minimum ratios are as follows: Children over the age of three: eight children to one adult, Children under the age of three: four children to one adult. Children with special educational needs may also have the support of one adult to one child, if this is deemed appropriate by the Local Authority Specialist Teacher. For visits/ trips outside of the setting our ratio is one adult to 2 children, regardless of age.



### Suitable Persons

Great care is taken to ensure the suitability of staff/volunteers working in the Preschool.

All staff/regular volunteers must obtain an Disclosure and Baring Service Check which includes the Protection of Children Act list/List 99 check, this is done for all people who work directly with children or who are likely to have unsupervised access to them. Until this Disclosure and Baring Service Check is obtained, no staff/volunteers will be allowed unsupervised access to children. For further information, please see Staffing and Employment Policy and our Safer Recruitment Policy.

### Outings

On all outings, our adult/child ratio is one adult to two children. For further information, please see Outings Policy.

### Visitors

No unauthorised adults should visit the Preschool unless verified by the Supervisor or Deputy Supervisor. Any visitors should be recorded on the Daily Registration Form, recording the name, purpose of visit, and arrival and departure times.

### Public Liability Insurance

All children and adults are covered by the Preschool's public liability insurance. However, claims for accidental bodily injury to an adult or child will not be met under the personal accident section if it can be proved that the injury was caused or contributed to by any 'pre-existing injury or mental health defect'. This clause is standard in such policies.

### Medication

Medicines should only be taken to Preschool if it is essential. If prescribed by a health professional all medication should be clearly labelled with a Pharmacy label with the child's name, and date of birth and administration dose and spacing of doses. All medication prescribed for a child must be in the original box. Medicines containing aspirin will only be



given if prescribed by a doctor. Ibuprofen will only be administered under a doctors advice. Calpol is kept on the premises in case of a sudden temperature and once parents have been contacted and have acknowledged the medication form on Family.

All medication brought into the setting will be entered onto a Medication form on Family, this will list the name, dose, time to be taken and possible side effects. No medication will be administered to a child unless the Medication form on Family has been acknowledged by the parents/carers giving permission, for each and every medicine. This medication form must be acknowledged again by the parent/carer once the medication has been administered. Medication will be stored in the First Aid Cupboard, unless storage is required in a fridge.

Parents/carers should ensure the Preschool has sufficient information about any medical condition of their child with long-term medical needs. Parents should inform the Preschool of any changes to the prescription or support required. If the administration of prescription medicines requires technical/medical knowledge of staff, then individual training should be provided by the parents/carers from a qualified health professional. Training will be specific for an individual child.

Staff should follow the Administration of Medication Procedure.

Any member of staff or volunteer who is prescribed medication will need to check with their doctor who prescribed the medication that it will not affect their ability to care for the children and carry out their role. If they bring medication into the setting, they should inform the Supervisor and store it securely, out of the reach of children, in the kitchen. Any staff member or volunteer who regularly takes medication, should ensure this is recorded on their registration details in case of an emergency.

### Sleeping children

If children appear tired within the setting, they will be encouraged to rest or sleep in a quiet area on a beanbag with a clen blanket, if needed. This blanket will be removed and washed once the child has woken up. Children will be supervised at all times by a member of staff whilst they sleep to ensure they are not disturbed by other children, and are safe at all times.

### Smoking/ Vaping

We have a non-smoking/ vaping policy anywhere on Woodpeckers premises.



### Alcohol/other substances

Preschool staff/volunteers working directly with children must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

### Accidents and Injuries

All accidents/injuries are recorded on Famly using an accident/ incident report. These forms state how the injury occurred, any first aid treatment given and a body map to show the site of injury. Parents will be informed of any accidents/injuries by a Famly notification asking them to acknowledge the report.

Any child/staff member attending Preschool with an existing injury is required to report it to the preschool and a report will be completed stating the injury happened outside the setting.

We have a First Aid Box which is regularly checked (termly) by the Health and Safety Officer.

We aim for all members of staff to hold paediatric first aid certificates when possible. At all times, at least one member of staff must be on the premises (or on an outing) with a current paediatric first aid certificate.

Woodpeckers will notify Ofsted and the local Child Protection Agencies of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on the advice as soon as possible but in any even within 14 days of the incident occurring.

### Illness/ Exclusion Periods

Parents/carers are asked not to bring children into the preschool who has been vomiting or had diarrhoea until 48 hours has elapsed since the last attack. Children with head lice may attend preschool but we ask that the child and family are treated to avoid an outbreak. Cuts or open sores must be covered by a sticking plaster or other dressing. Parents/carers must inform us if they do not want us to put plasters on their child.



Parents/carers are requested to keep their children at home if they have any infectious disease in line with our exclusion periods and to inform the preschool of the nature of the infection so that the preschool can alert other parents, and make careful observations of any child who seems unwell. If the Preschool believes a child is suffering from a notifiable disease, they will seek advice from the Health Protection Agency and inform Ofsted of any action taken.

### Hygiene

In order to promote a safe and hygienic environment, adults and children are asked to wash their hands when they arrive in the preschool in the morning, before and after they have had snack, after playing in the garden, after using the toilet and after playing with animals. If younger siblings also come into the setting when dropping children off, parents are asked to ensure that they have washed their hands as well.

Parents/carers are also requested to ensure that children attend the setting in clean clothes and clean shoes.

### Food and Drink

Children are provided snacks and drinks which are healthy, balanced and nutritious whilst at preschool. Care is taken to observe children's individual dietary needs. Fresh water is available at all times.

All staff involved in preparing and handling food have received training in food hygiene. Children are taught food hygiene procedures during snack preparation/cooking activities. Packed lunches provided by parents are stored in the refrigerator. Lunch box contents are checked to ensure the safety of all children. We have a NUT FREE POLICY in the preschool.

In the event that a child has food in their lunch box that needs reheating, this is done in ample time for it to cool down enough for the child to eat. Once the food has been reheated in the microwave it is probed with a food thermometer ensuring that the temperature has reached a minimum of 75 degrees for at least 30 seconds.

Woodpeckers will notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as reasonably practical but within 14 day of the incident.



## ICT

Serious concerns have been voiced about extended use of desktop computers and ipads, with injuries being reported such as repetitive strain injuries, carpal tunnel damage, effects on sight and possible risks of radiation from monitors. Therefore, we follow DATAC's recommendations that children use of computers at the age of 3 years should be no longer than 10 to 20 minutes. The preschool also aims to ensure that children can put their feet flat on the ground and that they can look straight ahead or slightly down at the screen rather than up. When using the interactive TV children take turns using a 5 minute timer and a list monitored by an adult.

We aim to ensure that all electrical leads are tucked away behind the computer and extension leads are not stretched across children's play spaces.

## Personal Hygiene

All Preschool staff are trained to carry out high hygiene precautions to reduce the risk of spreading infections. All staff use disposable gloves whenever dealing with bodily fluids or excrement. Affected areas are disinfected and contaminated materials are disposed of appropriately.

This policy was adopted on 1<sup>st</sup> September 2009 and will be reviewed annually.

Signed.....  
Chelsea Groome (Chairperson)  
**Trustee of Woodpeckers Preschool CIO**