



Health and Safety

Coton Green Church Preschool believes that the health and safety of children is of paramount importance, therefore the preschool aims 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.

Insurance

The Coton Centre has public liability insurance and employers' liability insurance in place to cover the preschool. A copy of the breakdown of insurance is kept in the preschool office and is accessible to the Management team should it be requested.

Responsibilities

The trustee's of The Coton Centre ultimately have responsibility for health and safety – management will liaise with trustee's as necessary on all health and safety matters. They will also be encouraged to regularly update their knowledge and understanding of new legislation surrounding health and safety. The trustee's are responsible for ensuring that the building is in line with Health and Safety at Work Regulations 1999 and have a suitable risk assessment prior to employment for staff and for those on placement who are under the age of 18 years.

All staff should take responsible care of their own health and safety at all times. Staff are responsible for maintaining a safe environment through vigilance and careful planning. They are also responsible for reporting any defect or occurrence likely to put any child or adult at risk from illness or injury. They are also responsible for reporting any near misses to management or trustees.

The employer has overall and final responsibility for this policy being carried out.

In the absence of the employer, the Management team will be responsible.

Staff

The staff team at Coton Green Church Preschool maintain up to date paediatric and/or emergency first aid at work, safeguarding, manual handling, food hygiene and fire awareness training.

All staff are aware of and kept up to date on health and safety policies and any issues are discussed during staff meetings or the normal working day.

All relevant health and safety topics are included within staff induction training, additionally for students, young workers and volunteers.

There are adequate staffing arrangements to safely supervise children at all times adhering to the mandatory requirements for staff:child ratios, particularly concerning outdoor play and outings.

Staff have a duty to report any hazards to management or trustees and ensure any items which can be removed due to hazard are removed, or temporary fixtures put into place.

Management will complete an open and close checklist of the environment to ensure it is a safe place each day, noting any hazards or important information as necessary and updating daily and overall risk assessments.

The premises

The preschool rooms are maintained in a good state of repair with adequate lighting, heating and ventilation and are kept clean daily. All preschool rooms are risk assessed AM and PM.

Doors, gates and fences should be safe and secure at all times, reporting any hazards or issues immediately.

Floors should be clean and free of trip, slip or fall hazards at all times. Wet floor signs should be used where necessary.

The preschool kitchen conforms to environmental health and safer food better business guidance/regulations, children to not have access to the kitchen area unless it is being used for a supervised adult led activity.

Outside play areas are risk assessed before use each time by all age groups.

The Coton Centre is a non-smoking building.

The Coton Centre holds full public liability insurance cover for the preschool provision.

The Coton Centre has a full risk assessment and is regularly inspected by local authority environmental health and health and safety officers.

Staff are not permitted to use glassware for drinks or other purposes within the rooms, all drinks cups should have a suitable tight fitting lid.

Trailing cables must be secure to the wall or into the carpet or hidden with the use of furniture.

Portable heaters are only to be used where the main preschool heating system is not operating effectively and used as a temporary measure, along with fans for warmer periods. Prior to the use of these heaters, a full risk assessment must be carried out on the heater and the location of the heater/fan.

Plug socket covers are not to be used within the preschool due to the safety concerns surrounding the use of this item.

Room temperatures

For rooms where the temperature fluctuates then the temperature of the room will be monitored and recorded on the Room Temperature Log and addressed accordingly. Temperatures of all play rooms will be subject to the following temperatures – Mobile children - 16°C to 20°C is recommended; however, on warmer days, this will need to be reduced to a comfortable temperature.

Footwear

All staff must wear suitable indoor footwear in all rooms. Shoes must be flat, black and suitable with backs and toes covered. Slippers are not permitted. More information can be found in the Employee Handbook, issued at the time of employment. Children are encouraged to wear their shoes throughout the day, these again should be suitable comfortable, flat shoes with backs and toes covered.

Risk assessments

The preschool has risk assessments in place to cover the building as a whole and all aspects of early years practice or care. The manager and trustees should be trained to complete the assessments. These are carried out online and printed for sharing and acknowledgement. Risk assessments are reviewed annually or more frequently if required, following audits of accident and incident reports, new equipment being purchased or following the daily risk assessment. The risk assessments are carried out in consultation with the Management team and the staff team and trustee's.

Electrical/Gas equipment

All electrical/gas equipment conforms to safety requirements and is checked regularly. The boiler/ electrical switch gear/meter cupboard is not accessible to the children and fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them. Sufficient sockets are in place throughout the preschool to prevent overloading. Plug socket safety inserts are not used within the preschool, and equipment/furniture or blanking plates will be used to hide any unused plug sockets, and children will be encouraged to play away from areas where these are present.

Children

The data we collect on children in attendance at preschool include; name, date of birth, addresses, contact details, allergies, medication records and consents.

The day to day care of the children involves staffing procedures which promote well-being for all. Children are encouraged to be independent with personal hygiene including toileting and washing hands.

Snacks are provided by the preschool setting to encourage healthy eating and we are part of the nursery milk scheme. Parents provide their child with a healthy packed lunch and drinks bottle each day.

Toys, equipment and furniture are maintained and kept in a good state of repair, informing management/trustees of any hazards. All resources should be risk assessed and age appropriate, conforming to health and safety standards.

Weather conditions are risk assessed before going outdoors with the children, and the children are adequately protected from adverse weather as necessary.

Outings and Transport

Current pre-school practice is that we do not take the children on outings/trips from preschool, and we make use of the vast natural surroundings of the building and other rooms within where possible such as the sports hall, auditorium etc.

We regularly arrange activities that involve the children finding out about the world around them such as nature walks, listening walks and planting. We access the IT equipment in the office and use our large interactive tablet for ICT skills. The auditorium is regularly used for concerts/productions and our children are able to visit those too/able to use it for their own e.g. end of year graduation/Christmas production.

If practice were to change please see our outings policy for procedures to be taken and lost child procedures.

Security

The preschool rooms are kept secure by internal key pad lock systems on the main room doors.

Other internal doors are either locked by keypad entry, key lock or sliding bolt.

All doors are shut when children are within the rooms and locked with easy exit.

All fire exits are kept clear and free from obstruction at all times.

All visitors are checked for ID, signed in on our visitors register, given a visitors badge, informed of our visitor policy and advised of our mobile phone procedure. All visitors are supervised at all times. Belongings should be kept in the preschool office at all times, including their mobile phone, returned when leaving the premises. When leaving visitors are required to sign out on our visitor register.

Adequate supervision is in place for children whilst playing outdoors or accessing our environment surrounding the preschool, the lost child policy is in place in the event this should ever arise.

Outside boundaries are secure by gates and fences.

Thorough and regular risk assessments are completed and reviewed concerning the security of the premises.

Cleaning

Cleaning of the preschool takes place on a daily basis. This daily clean involves hoovering and sweeping of floors, mopping, cleaning the toilets and hand basins of staff and children's toilets, cleaning tables and chairs. Cleaning products will be used as appropriate and stored safely. In addition, thorough or deep cleans take place on a regular basis, including sterilising of equipment and washing of fabric items.

Hazardous materials

The preschool uses a limited number of hazardous products, which include antibacterial sprays, washing up liquid, floor cleaners, toilet cleaners and products for sterilising. These products are stored out of the reach of all children and are used by staff members when children are not present.

A COSHH assessment will take place and all products within the COSHH assessment will have safety data sheets. These are located in the health and safety folder.

Manual handling

The trustee's/manager will conduct and review the preschools manual handling risk assessment annually or earlier if required and in consultation with the staff team. Children within the older rooms MUST not be picked up – staff are to get down to the child's level and assist them as required. Staff are advised not to lift products or equipment that have potential hazards – for example, heavy boxes or heavy furniture.

Bouncy castles

Due to safety concerns surrounding the use of bouncy castles, The Coton Centre does not permit the use of such equipment for fun days.

Avoiding burns

To avoid burns, children should not have access to the kitchen area without direct supervision. In addition;

- Bottles must not be heated in areas where there are children present.
- Hot drinks are to be transported in a suitable thermos flask/mug to ensure this can be transported safely through areas with children, these should have a tight fitting lid and should be kept out of reach of children at all times, ideally consumed in staff rest areas
- The temperature of hot water is controlled by a thermostat to prevent scalds.

Personal protective equipment (PPE)

The preschool provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported. Please refer to Infection Control and Personal Protective Equipment PPE for further information.

Dealing with blood procedure

Staff will always take precautions when cleaning wounds as some conditions, such as hepatitis or the HIV virus, can be transmitted via blood. The preschool will not necessarily be aware if there is a child carrying hepatitis or who is HIV positive on their register. Staff will wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle puncture and sharps Injury

Blood-borne infections may be transmitted to staff who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the staff, ALL needles, broken glass etc. should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal. The preschool treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff that reflects best practice and that which shall be in line with current health and safety legislation.

The Preschool/The Coton Centre will seek support or guidance from external agencies regarding any specific aspects of Health and Safety causing concern.

OFSTED will be notified and or PHE where necessary for any health and safety incidents as necessary.

Please see the following policies to support the health and safety policy;

- Nappy changing and toileting
- Infection control and PPE
- Accidents within the preschool
- Medication and illness
- Equipment and resources
- Critical incident
- First aid
- Fire and evacuation
- Lost Child
- Mobile phone and smart watches
- Camera and devices
- Drop off and collection
- Allergy management
- Severe weather
- Pest control
- Smoke free
- Reviewing of policies and procedures
- Students and young workers
- Sun protection
- Supervision of children and lone working
- Social media and networking
- Online safety
- Outdoor learning
- Teeth cleaning
- Use of dummies
- Under the influence of alcohol and drugs
- Behaviour management
- Emergency contact information children and staff
- Monitoring of staff behaviour
- Children's wellbeing
- Staff professional development and well-being