



## Health and Safety Magdalene Preschool

### Health and safety general standards

#### Policy statement

Magdalene Pre-school 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 and volunteers.

- 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.
- Our members of staff responsible for health and safety is:  
*Sarah Antelo and Alicia Zawada*

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- They are competent to carry out these responsibilities.
  - They have undertaken health and safety training and regularly update their knowledge and understanding.
  - We display the necessary health and safety poster in the staff cupboard
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#### *Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the main corridor on parent/carers noticeboard

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## Procedures

### 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 and record the outcomes.
- weekly; and
- Annually- when a full risk assessment is carried out.

### *Awareness raising*

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and procedures as they 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.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary health and safety is discussed regularly at staff meetings.
- We operate a no smoking & policy. Smoking & vaping is strictly forbidden in the setting and in the ground of the church.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### *Safety of adults*

- 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 or to change light bulbs they are provided with safe equipment to do so.

- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed at staff meetings to identify any issues that need to be addressed.
- We keep all cleaning chemicals in their original containers – locked away out of reach from children.

#### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors.

#### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

#### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked regularly. (Date of last PAT testing November 2020)
- Our boiler/electrical switch gear/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.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.
- All radiators and pipes are covered so that children and adults do not get burnt.

## **Kitchen**

- Children do not have access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for handwashing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are always supervised.
  - are kept away from hot surfaces and hot water; and do not have access to electrical equipment.

## **Food and drink**

- Staff who prepare and handle food receive appropriate training and understand and comply with
  - food safety and hygiene regulations.
- All food and drink are stored appropriately.

## **First aid and medication**

All full-time staff are First aid and Paediatric first aid trained including epi-pen training

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.
- 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.
- If an accident is recorded, parents are asked to sign and are given a duplicate copy of the accident explanation.

#### **Administration of medication:**

##### **We will administer Calpol in a serious health risk situation – please refer to 'Calpol policy'**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- 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 sought for the relevant member of staff by a health professional and or parent.

- It is in a Ofsted requirement that parents/carers notify us daily before 10am by telephone or text message if there is absent for any reason. If the setting is not contacted, it will be recorded in the 'prevent' record and monitored.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

### Immunisations

Magdalene preschool ask parents to provide immunisation details for their child (in the form of their red healthcare book) on enrolment and to inform the manager of any subsequent immunisations.

- Magdalene preschool will keep up to date immunisation records for all children in their care.
- Magdalene preschool will make parents aware that there may be children in the nursery who have not had MMR or other vaccines. We will not, however, disclose any information about the vaccination status of individual children.
- We will not exclude children who have not had MMR or other vaccines.

If staff suspect a case of infection with measles, mumps or rubella among children in our care, we will ask the child's parents to seek advice from their doctor, who will take appropriate steps to report the case to the public health authorities. The public health authorities will then advise us on any action needed.

### Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. 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 disease.
- **Sickness and diarrhoea: children can return to pre-school 48 hours after the last symptoms**
- Children with headlice are not excluded, but must be treated to remedy the condition.
- 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.

- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- 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.

### *Storage*

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

### *Outdoor area*

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used daily.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside daily.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### *Hygiene*

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes playroom(s), kitchen, rest area, toilets.
- We have a 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 and the disposal of nappies.
- We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and paper towels

### ***Activities and resources***

- 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.
- 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 safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson or owner

Implemented December 2019

In the event of a Preschool function being held at the Church (ie: Nativity play) a full risk assessment will be carried out.

Before the function, parents, carers and visitors to the Church will be made aware of fire exits and the importance of keeping children safe.

Once the function is over, children are handed to their parents by staff where the child then becomes their parent's responsibility.

Please refer to current Risk assessment

### **Legal Framework**

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- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

**Further guidance***Health and Safety Law: What you Should Know (HSE 1999)*

[www.hse.gov.uk/pubns/law.pdf](http://www.hse.gov.uk/pubns/law.pdf)

- *Health and Safety Regulation...a Short Guide (HSE 2003)*  
[www.hse.gov.uk/pubns/hsc13.pdf](http://www.hse.gov.uk/pubns/hsc13.pdf)
- Electrical Safety and You (HSE 1998)  
[www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf)
- COSHH: A Brief Guide to the Regulations (HSE 2005)  
[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)
- Manual Handling – Frequently Asked Questions (HSE)  
[www.hse.gov.uk/contact/faqs/manualhandling.htm](http://www.hse.gov.uk/contact/faqs/manualhandling.htm)

This policy was adopted at a meeting of

Magdalene Pre-school

Held on

9<sup>th</sup> November 2011

Implemented Jan 2012

Updated date

January 2019

Reviewed December 2020

Signed on behalf of the management  
committee

