



## Thamesview Preschool Health and safety policy

### Early Years safeguarding and welfare requirements'

3.53 – Safety and suitability of premises, environment and equipment

3.56 – Premises

3.55- Smoking

3.63 – Risk assessment

3.64 – Outings

3.42- Medicines

3.48 – Accident or injury

### Key themes:

**A Unique Child**

**Positive Relationships**

**Enabling Environments**

### Statement of intent

Thamesview Preschool is committed to providing a safe and secure environment that meets the requirements' of Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999. Thamesview is committed to implementing the health and safety procedures in order to maintain high standards and continually keep up to date in order to make improvements, where necessary. Thamesview recognise that risk assessments procedures need to be in place and monitored in order to minimise injury and ill health to children, staff and all who enter the setting.

**Health and safety officer(s) - Samantha Ireland & Kerry Payne**

***This Health and Safety Policy has been updated in light of the COVID-19 advice***

*All staff, parents and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - Admissions Policy -Visitors Policy · All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' ·*

*The relevant staff have received the necessary training that helps minimise the spread of infection. The setting keeps up-to-date with advice issued by, but not limited to, the following: - DfE; NHS; Department of Health and Social Care; PHE*

*Parents are made aware of the preschool's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to the setting if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the preschool to inform the preschool of this and that they will be following the national Stay at Home guidance. The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus. A specific COVID-19 risk assessment has been devised and implemented this is followed daily to maintain safety for children, staff and families.*

### **Staff**

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. All staff have access to the health and safety policy on induction and can access these at any time. We have a named health and safety officer that staff can report to if they are unsure of anything.

### **Manager(s)**

It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting visitors, including children, staff and parents and carers is not compromised in any way. The manager reviews the risk assessment and accident/incident forms monthly and reviews health and safety policy annually or as and when needed.

### **Child supervision**

Constant supervision is maintained with the children at all times and we adhere to the correct staff to child ratio, actively supporting the children using a physical presence or playing with them directly. Making sure that we are always in the vicinity of the children, not always having an active part in their play, being on hand to support if the children require your help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. We talk to the children at registration time to discuss with them why we act in certain ways and how to behave in order to keep ourselves and others safe.

### **Safeguarding**

All members of staff are instructed in the specific procedure for Thamesview, especially as regards to disclosures and suspicions of child abuse. (See safeguarding Policy for information)

### **Accidents and Incidents**

All members are instructed in the correct procedures for dealing with accidents and incidents including completion of appropriate documents. Thamesview has an accident and incident folder and pre-existing injury sheet which is kept in a secure filing cabinet which are used to document each accident and incident that takes place in the setting. (See Accident and Injury and Incident forms for further information) Ofsted will be notified of any serious accident, illness or injury to, or death of any child and the action taken within 14 days. All accidents, incident and pre existing injuries are reviewed monthly by the manager and annually checked.

### **Emergency Procedure**

There is a documented procedure for emergencies which is displayed in the policy folder. All members of staff are trained in the emergency procedure and fire drill evacuations take place once per half term. (See Fire and Emergency Policies and Procedures for further information)

### **Administration of Medications**

All administration of medications are strictly controlled and carried out in accordance with the Medicine Administration Policy and Procedure. (See Medication Policy)

### **Illnesses**

In accordance with Thamesview sickness, illness and disease policy, children will not be admitted if they are showing signs of an illness or ailment which may be contagious and must follow the exclusion period in line with our policy. Thamesview uses guidance from NHS to determine the exclusion guidance for contagious illnesses.

If a child becomes unwell during the course of the session, members of staff will ensure that the child is comfortable but does not pose any risk to the other children in the setting. The member of staff will contact the child's parent or carer and observe the child closely until they are collected.

Thamesview Preschool will report any injuries, diseases and dangerous occurrences following the legal requirement they have in line with RIDDOR 1995. (See RIDDOR Policy) Ofsted will be notified of any serious accident, illness or injury to, or death of any child and the action taken within 14 days.

## **COVID 19 Procedures**

### **Implementing social distancing**

Small groups, are organised using the staff ratios set out in Early years foundation stage: coronavirus disapplication's. The environments is organised to maintain space between activities. Unnecessary items are removed from the setting where there is space to store it elsewhere. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Cohorts 'Bubbles' are kept together where possible and children and young people are in the same small groups each day, and different groups are not mixed during the day, or on subsequent days. The same practitioners are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.

### **Hygiene**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this.

The COVID-19: *cleaning of non-healthcare settings guidance is followed*. Surfaces that children and young people are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal. All adults and children are told to: - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at preschool, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Help is available for children and young people who have trouble cleaning their hands independently, young children are encouraged to learn and practise these habits through games, songs and repetition. Bins for tissues are emptied throughout the day and play equipment is cleaned between uses and not used simultaneously by different groups. The amount of shared resources that are taken and brought in from home is limited only water bottles, nappies and wipes. All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible, doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Posters are displayed throughout the preschool reminding staff and children to wash their hands, e.g. when entering and leaving the school. Children wash their hands with soap before and after snack times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers used instead. Children are supervised by staff when

washing their hands to ensure it is done correctly, where necessary. Children do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use.

## **Illness**

*COVID – 19* is a notifiable disease Follow guidance on Public Health England website. Children and staff who are unwell in any way, not just with recognised Covid-19 symptoms ie cough or persistent high temperature, should not attend the setting. This needs to be made very clear to parents and staff.

Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any child who displays signs of being unwell is immediately referred to the designated member of staff. Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. Staff call for emergency assistance immediately if the child's symptoms worsen. The parents of an unwell child are informed as soon as possible and asked to collect the child promptly. Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell children who need to go home are thoroughly cleaned once vacated. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. children's paracetamol, is administered in accordance with the Administering Medications Policy.

*If a child, becomes unwell with symptoms of coronavirus while at preschool and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*

## **Spread of infection**

Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance. Children are encouraged to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specific bins. Children clean their hands after they have coughed or sneezed. Parents are informed via email not to bring their children to the setting or on the preschool premises if they show signs of being unwell. Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.

Staff are vigilant and report concerns about a child's symptoms to the manager/deputy manager. The setting is consistent in its approach to the management of suspected and

confirmed cases of coronavirus. Social distancing measures are implemented as much as possible. The routine is adapted to stagger play and lunch times when needed.

### **Parental engagement**

Parents are told that only one parent can drop off and pick up from the setting. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

### **Communication/visitors**

Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection. Visitors and parents will only be admitted to the setting if completely necessary, alternative communication will be used first such as phone calls, video calls and email correspondence.

Staff report immediately to the manager/deputy manager about any cases of suspected coronavirus, even if they are unsure. The manager contacts the Area Early Years Advisor immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education helpline.

Preschool to contact their Area Early Years Advisor if there are any specific recommendations for their setting from Public Health England, the preschool keeps parents adequately updated about any changes to infection control procedures as necessary.

### **Oral Hygiene**

The state of children's oral health in England RCS Faculty of Dental Surgery Ninety percent of tooth decay is preventable through regular brushing with fluoride toothpaste, reducing sugar consumption and routine dental visits, yet 42% of children did not see a dentist in 2015-2016. What makes this number even more alarming is that NHS dental treatment is free for under-18s. It has been highlighted by Public Health England that 28% of 5-6 year olds have either decayed, filled or extracted teeth. It is now apparent that dental disease is closely linked with social deprivation. The benefit is that intervention in the early years is vital for improved outcomes in the short and long term and will positively impact across the life course of the child

We at Thameview Preschool actively promote daily tooth brushing in the setting as follows

Tooth brushing will take place at a registration time as we always talk about the importance of this and if is one of our 'Happy Choices' at preschool.

- Staff washes their hands before and after supervising tooth brushing to prevent cross infection.
- The child (under supervision) is responsible for collecting their toothbrush /toothpaste from the preschool teacher.
- A small pea sized amount of fluoride toothpaste 1350-1500ppm is dispensed onto the child's toothbrush
- Children may be seated or standing while tooth brushing takes place.
- Staff will monitor and supervise the child's tooth brushing; children are discouraged from swallowing any of the toothpaste.
- Once the child has finished brushing for the recommended 2 minutes, the child is then encouraged to spit the excess toothpaste into a disposable tissue in to the sink, disposable paper towel or disposable cup. Children are discouraged from actively rinsing their mouth after tooth brushing (rinsing the mouth after tooth brushing significantly decreases the benefits of fluoride).
- The child is provided with a paper towel to wipe mouth afterwards. Tissues / paper towels are disposed of immediately after use.
- Each child should be equipped with individual tooth pastes to minimise cross infection.
- After tooth brushing, the toothbrush is then rinsed under running water, dried with a paper towel and the toothbrush and toothpaste are stored separately with child's name written on making them individually identifiable.

### **Personal Hygiene**

All members of staff and children are encouraged to maintain an acceptable level of personal hygiene, and procedures are in place to ensure that standards are met. All children are asked to wash their hands before meal times and to clean hands and face after meal times. Children are asked to wash hands after using the toilet and when coming from the garden. All staff will wash hands before serving food, always wear gloves when changing nappies, dealing with accidents and caring for children's personal hygiene.

### **Risk Assessment of Activities, Trips and Outings**

All activities that take place both within the confines of Thamesview and out-with the premises have been assessed for risk and controls have been put in place to ensure that any hazards have been minimised, this is reviewed monthly and annually by the manager and

health and safety officer. (See Risk Assessment log indoor and outdoor, monthly checks and Outing Policy)

Please respect the environment by tidying up the outside area once you have finished playing so that the next group of children can enjoy the use of the area. Staff must monitor the use of equipment at all times.

Staff must complete morning outside hazard logs and follow garden rota for staff to complete morning and afternoon checks. All indoor rooms are risk assessed by a senior staff member at open of the preschool.

## **COSHH**

### **Cleaning products and materials**

Thamesview Preschool follows COSHH (Control Of Substances Hazardous to Health) to ensure the safety at all times. All hazardous substances are stored safely away from the children in locked cupboards, in clear labelled containers. All staff are fully aware how to handle these substances, and know that they must use the protective clothing provided

### **Maintenance and Storage of Equipment**

At Thamesview preschool we have a wide variety of equipment and materials that are used by the children in their play and enjoyment at the setting. All equipment is bought from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard are removed and this is recorded on the risk assessment sheet that is completed daily. We identify all substances that enter into the setting and assessments are made on the use and storage of these following COSHH guidance. All staff have read and understand the manual handling policy when handling children and equipment.

### **Smoking**

The Thamesview preschool operates a strict no smoking policy, this means that there is no smoking:

- On preschool premises or around the premises in sight of parents
- During setting time
- During preparation time
- During clear up time
- At staff training days
- At staff meetings
- At any gathering organised by the setting (unless it is a social gathering out with setting time and out with of the premises).
- When re entering the setting to freshen up, by washing hands, taking steps to ensure fresh breath and person.

**Legislation**

Health and Safety at Work Act 1974

Management of the Health and Safety at Work Act 1999

Reporting of injuries, diseases and dangerous occurrences regulations 2013

Control of Substance Hazardous to Health 2002

Manual Handlings Operations 1992 regulations

The Health Protection (Notification) Regulations 2010

Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’

DfE and PHE (2020) ‘COVID-19: guidance for educational settings’

Date of review – September 2021	Signature of Manager
Date to be reviewed –	