



## 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**

### 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.

### **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.

## **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.

## **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

Date of review – September 2017	Signature of Manager
Date to be reviewed – September 2018	