

Rainbow Early Years

Health and safety (General) policy

Statement of intent

Rainbow Early Years (REY) believes that the health and safety of all our users is of paramount importance. We make our building a safe and healthy place for children, parents, Practitioners and volunteers.

Aim

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.

Methods

All members of staff are responsible for the health and safety standard of the setting.

Health and safety training and regularly updates will be made available through information researched or online training from organisations such as the NDNA.

We display the necessary health and safety poster on the office door.

A named staff member will complete daily checks on the early start before children arrive and a log is kept.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers both adults and children;
- Deciding which areas need attention; and

- Developing an action plan which specifies the action(s) required, the timescale(s) for action, the person responsible for the action(s) and any funding required.

We maintain lists of health and safety issues that are checked:

- Daily before the session begins;
- Weekly; and
- Annually - when a full risk assessment is carried out at the start of the School year.

Insurance Cover

REY have public liability insurance and employers' liability insurance. The certificate is displayed on the foyer notice board.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and 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.
- Induction records are kept and new members of staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of REY.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety issues are discussed regularly at practitioner meetings.
- By law there is no smoking in or around our building/on school premises.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have an Enhanced Disclosure from the Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- All children are supervised by adults at all times.
- Adults do not normally supervise children on their own as whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. Each parent/carer is asked to sign their child in on the Daily Register when they arrive.
- The Manager or Senior member of staff will log in our daily registers which children are in the session and these are taken with us for practice fire drills.
- A member of staff is responsible for signing each child out when they depart at lunchtime or at the end of the day.
- The arrival and departure times of visitors are recorded in the visitor's book. (Please refer to our policy for Unexpected Visitors.)
- To help prevent a child from leaving our premises unnoticed we always ensure that the main front door is locked at all times.
- The outside gates are bolted and karabiner clips are used.
- The front and back doors are locked as well as sensory room and have window locks added to as extra security.
- The personal possessions of staff and volunteers are stored out of sight during opening times.
- Parents can use a password shared with office or keyperson if they prefer.

Windows

All external windows are double glazed with locks on to prevent unauthorized access. Internal windows are made of a suitable shatterproof glass.

Doors

We have hinge guards on all internal doors to prevent children's fingers from being injured.

Floors

All surfaces are checked daily to ensure they are clean and not damaged.

Kitchen

- All surfaces are clean, non-porous and appropriate for intended use.
- Cleaning materials and other dangerous materials are stored in a suitable cupboard that is not accessible to children.

See also Food handling policy, Food and drink policy and Snack food procedure

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and are checked annually.
- Our electrical switchgear/meter cupboard is not accessible to the children.
- Fire extinguishers, heaters, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets around the building to prevent overloading.
- Lighting and ventilation is adequate in all areas including storage areas.
- Electrical equipment is annually PAT tested by an outside company.
- Fire extinguishers /fire blankets checked annually by an outside company and replaced when advised.

Storage

- All resources and materials which children can independently select are stored in suitable containers at a low height.
- All other equipment and resources are stored in suitable containers that are not accessible to the children.
- Children must not have access to the store cupboard at any time.
- It is the responsibility of all members of staff to ensure that the store cupboard is left tidy and that all equipment stored there is left in a safe manner.

Outdoor area

- Our outdoor area is securely fenced and the gates secured with bolts and karabiner clips are used.
- Sheds are bolted and padlocked after hours.
- Our outdoor area is checked for any hazards and cleared of rubbish, any animal faeces and sand is swept up before it is used.
- All outdoor activities are supervised at all times.
- Toys and equipment put away in the sheds provided overnight and padlocked.

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 cleaners for the building, who daily clean the playroom, kitchen, foyer, toilets and nappy changing areas.
- See the separate toy and equipment cleaning procedure for cleaning frequency of these items.

- The toilet areas have an acceptable standard of hygiene including suitable hand washing and drying facilities.
- We implement good hygiene practices by:
 - Cleaning tables between activities;
 - Checking toilets regularly;
 - Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - Providing sets of clean clothes as appropriate and
 - Providing tissues and wipes as necessary.
 - ensuring that all rubbish is bagged and binned as appropriate.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are suitable for the ages and stages of the children currently attending REY.
- The layout of play equipment allows both adults and children to move safely and freely between activities.
- 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 who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Adults supervise the safe use of tools such as hammers, vegetable peelers.

Food and drink

See separate food and drink policy, food handling policy and snack food procedure.

Outings and visits

See separate trips out policy.

Animals

- Animals visiting REY are free from disease, safe to be with children and do not pose a health risk.
- Children are taught to wash their hands when handling any animals that visit.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked annually as specified by the manufacturer. These are checked annually.
- See also our policy for fire drills.

First aid and medication

See separate First Aid and medication policies.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents and is included in the 'New child pack'. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill whilst at REY.

Staff advise parents using the Public Health England guidance on infection control to ensure consistency of advice and limit spread of infections. (Displayed in the office).

Ofsted or Public Health England are notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of adults

See separate Health and Safety (Adults) policy

Records

For everyone attending REY we maintain confidential records of:

- Adults authorised to collect children from REY;
- The names, addresses and telephone numbers of emergency contacts in case of illness or accident;
- The allergies, dietary requirements and illnesses of individuals;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents; and
- Incidents.
- Safeguarding.
- Injuries from home.

In addition to all of the above, we follow the Statutory Framework for the Early Years Foundation Stage, section 3, Welfare Requirements

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of last review: Feb 2017 & August 2017 by the Manager.

Reviewed; 14-8-18

Reviewed; 30-8-19

Reviewed; 4-8-20

Date of next review: Annually