



Review date March 2018
Health and safety policy

It is the policy of Market Rasen Preschool to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises.

A health and safety poster will be clearly displayed within the provision (in the kitchen area)

The person responsible for the general implementation of this policy is Sally Jacklin Manager and Diane Walker Health and Safety officer.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to Health and Safety. The above named person is responsible for recording any concerns raised and acting upon them. Any issues with the building will be reported to the reception at the children's centre and they will act upon this.

Annual premises audit will be carried out.

All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.

Staff will undertake any relevant training to support Health and Safety within the provision.

All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

Risk Assessments

Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

- Written formal risk assessments will be kept on site and will be accessible at all times.
- Management will be a record of all safety issues and any action taken.
- Daily safety checks will be carried out on the indoor and outdoor environment and risk assessments will be carried out termly unless a risk has been identified through an incident or through the accident book.
- The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environments and outings.
- All staff will be involved in the risk assessment review process.
- **Forest School has its own folder with risk assessments of Osgodby Woods in place.**

Insurance

Market Rasen Pre school holds public and employer's liability insurance.

The public liability Insurance certificate is displayed in the kitchen area.

Fire

The safe evacuation of the building is of primary importance.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building
- Exits will be kept clear. If the door is locked, the key will be located on a hook beside the door.
- Fire doors will be kept shut at all times.
- A practice fire drill will be carried out half termly. This is down to the primary school to organise and pre-school to liaise with them.
- Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually and the staff will be made aware of their position.
- All heaters will be guarded and nothing will be placed on top of them.
- Matches will be inaccessible to children.
- New staff will take part in a fire evacuation drill, as part of their induction; this will be as soon as practically possible.
- Fires are used to support an activity at Forest School, children and adults must safely put out the fire at the end of every session using water. When having a fire, water must be easily accessible nearby.

Electrical Appliances

- All electrical appliances will be checked annually (PAT) and recorded. This is carried out by the childrens centre
- Faults will be reported to the manager.
- Electrical items will be unplugged when not in use.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.
- All electric sockets are 'safety sockets' no covers needed.

Building or Equipment.

- Any faults will be reported to the manager who will contact the relevant person.
- Equipment will be checked and cleaned at regular intervals within cleaning routine and recorded.
- Equipment will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.
- It is the Forest school leaders role to ensure all equipment and tools are checked and safe to use at Forest Schools.

General Tidiness

- The premises will be kept tidy in order to reduce the risk of accidents. "Tidy as we go".
- Hot drinks may only stand in the kitchen area and may only be drunk in that designated area
- All storage areas will be kept tidy and equipment stored appropriately.

- Steps will be provided for items stored on high shelving.
- **Forest School - The fire pit area needs to be clear at all times.**

Car Parking

- Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors.
- **Forest school – vehicles are not to be parked in front of the barrier, and nobody is to get in and out of a vehicle until the engine has stopped and the driver says so.**

Health and safety policy cont (3)

Hygiene

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to “clean as you go.”

We will ensure that:

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Different mops and buckets are to be used for the toilet area and the preschool room floor, these are labelled.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets.
- Information will be obtained from the environmental health department on up to date legislation.
- Tissues will be available for use; tissues will be disposed of appropriately after use and hands washed.
- Antibacterial spray will be used to clean surfaces for food prep and after use.
- Different coloured cloths will be used for washing up; wiping surfaces etc, a chart explaining colours is displayed in the kitchen area.

Forest School and hygiene:

- **Forest School leader holds a level 2 food hygiene qualification.**
- **When preparing food, sleeves must be rolled up to elbows, hands washed thoroughly. If possible any extra layers could be taken off, i.e coats.**
- **Check there are no loose parts going to spoil food such as twigs in hair or on clothing.**
- **Children and adults should thoroughly wash hands with soap and water provided in the spa tap.**
- **A surface for preparing food should be clean. Take chopping boards if needed or a table cloth. This can be wiped clean with antibacterial spray and a clean cloth.**
- **Any knives used should only be used for one thing, unless cleaned between to prevent contamination.**
- **Any tissue used from toileting and nappies and wipes should be placed in a carrier bag and brought back to the setting with us and disposed of in the nappy bin.**
- **After toileting, hand sanitizer is also provided.**

Storage of cleaning materials etc.

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area.
- Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original containers or labelled containers with instructions in COSHH file.(if appropriate)

- COSHH legalisation will be followed. (if appropriate)

Smoking

- There is strictly NO SMOKING allowed on the premises of Market Rasen Pre school, including the outdoor area.
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18.
- It is illegal for children under 16 to smoke in public.
- No cigarettes are allowed on the premises.
- No lighters are allowed on the premises.

Forest School is also strictly NO SMOKING!

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Alcohol/ Other Substances

There is strictly NO ALCOHOL or any other substances allowed on the premises of Market Rasen Pre school

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers **are not permitted to work** if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Market Rasen Pre school will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the influence of alcohol and or any other substance will be refused admission and Market Rasen Preschool will determine if it is appropriate and safe for the child to leave with them. **(this is the duty of the owner or manager and in their absence deputy manager).**

Solvents

- There is strictly NO SOLVENTS allowed on the premises of Market Rasen Pre school.
- It is illegal to sell solvents to children under 18.
- All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any child found in possession of any of the above will be EXCLUDED.

Animals

- Market Rasen Pre school will ensure that any animal visiting the setting is free from disease.
- Children will be required to wash their hands before and after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals/pets.
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a visiting pet.

- Forest school and animals – a directory of flora and fauna has been included in the forest school portfolio. Large animals are on a risk assessments (Deer, fox etc) as are minibeasts, identification of poisonous ones is vital. As is hand washing after touching any animal.

Supervision of children:

- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements.
- In or out of the building, children will be supervised at all times.
- Headcounts will be conducted regularly throughout the day.
- When children are playing outside, if anyone uninvited enters the grounds the supervisor will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.
- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.
- A qualified lifesaver and 1st aider will always be present when swimming.
- Forest School ratio's are higher than they are in a pre-school setting.
- Qualified forest school paediatric first aider is always on the forest school site.

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Sun Care

- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents/carers.
- Sun cream provided by parents will be enclosed in its original container and labelled appropriately.
- Preschool will provide sun cream to use .
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.
- We will endeavour to avoid exposure to the sun when it is at its strongest – between 12 – 3pm.
- Sun Cream and hats must be taken on a forest school outing.

Accidents and Sickness

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Market Rasen Preschool will have its own first aid kit on the premises.

- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is Sally Jacklin
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Any medication must be stored in the designated cupboard, out of the reach of children. This includes paracetamol etc, not to be kept in staffs bags.
- Accident, First Aid and Medication policy will be followed.

Food

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate, or, be deemed competent by the manager/supervisor who hold current certificates.
- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking bottles will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge, etc cleaned within weekly cleaning routine.
- Fridge /Freezer temperature will be checked daily and recorded.
- If parents provide packed lunches these will be stored safely and information will be given about appropriate foods.
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet.
- Market Rasen preschool will undergo regular checks/inspections from the Environmental Health Department
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.

Health and safety policy cont (6)

Legislation

We will endeavour to keep our information up to date; information will be obtained by referring to;

- Health and Safety Act 1974.
- Management of Health and Safety at Work Act 1992.

This policy was updated in March 2017.

Staff signatures