



SCORTON VILLAGE PRE-SCHOOL

POLICIES AND PROCEDURES

Health and Safety

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Health and Safety

CONTENTS

1. Introduction
2. Health and Safety Policy
3. Fire Safety
4. Lock Down Policy
5. Emergency Closure of Pre-School
6. Dogs on Pre-School Premises
7. Policy for Assessing Risks in the Setting

1. INTRODUCTION

Related policies and procedures

This policy is to be read in conjunction with Scorton Village Pre-School's following policies:

- Safeguarding and Child Protection

Representatives

Andrea Wright is our Health and Safety Representative. Beverley Brown is Deputy.

2. HEALTH AND SAFETY POLICY

It is the policy of Scorton Village Pre-School, as far as it is reasonably practicable to:

- Provide a safe place of work for employees
- Provide a safe environment for students and visitors
- Ensure the health and safety of all employees in connection with the use, handling and transport of all articles and substances
- Provide safe access to and egress from any place of work under its control
- Provide training, instructions, information and supervision as necessary
- Provide a means of consultation on health and safety matters for all employees
- Monitor and review Pre-School health and safety objectives on a reasonable basis;
- Ensure that all staff are aware of this policy, and their obligation to co-operate with Pre-School in compliance with its duties, requirements and statutory obligations
- Promote personal responsibility on the part of all employees to avoid and prevent health hazards and injuries to themselves and others who may be affected by their acts or omissions.

To achieve this they must ensure, as far as is reasonably practicable that:

- Work is carried out in accordance with the Health and Safety at Work Act 1974 and other relevant legislation and Pre-School policy
- Risk assessments are carried out for any hazardous work
- Training has been provided for all employees
- Operations are conducted to reduce the risk of fire and property damage
- Accidents and dangerous occurrences are reported, investigated and action taken to prevent recurrence

The health and safety of the children in our care is of paramount importance. We aim to make children, parents, staff and volunteers aware of health and safety issues. We will act to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

We have public liability insurance and employers' liability insurance. The certificate is displayed in Pre-School.

All staff must read and adhere to our Health and Safety Policy

To ensure the safety of both children and adults Pre-School will make certain

- All children are supervised by staff at all times.
- All adults are aware of the system in operation for the children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- A register of both adults and children is completed as people arrive and leave so that a complete record of all those present is available in an emergency.
- We will keep an up to date list of emergency contacts in Pre-School i.e. Parent/carer contact numbers and emergency contact numbers, Police, Social Care
- A correctly stocked first aid box is available at all times.
- Safety glass is installed.
- Equipment is regularly checked and any dangerous items are repaired or discarded.
- Radiators are covered.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children with safety catches and/or locks fitted.
- There is no smoking allowed in any of the rooms used by children.
- A book is available at each session for the reporting of any accident/incident. Parents must be asked to sign this if there has been an accident.
- Pre-School conducts a risk assessment of the premises both indoors and the outdoor area. This is reviewed regularly.
- Pre-School has a comprehensive Safeguarding Policy in place to safe guard children and adults involved in the setting.
- The safe recruitment and employment of suitable staff is recognised as essential for the safety of all children and adults involved with the setting. All committee members and teaching staff are required to register with Ofsted and must have an Enhanced Disclosure in place (DBS).
- Pre-School is aware of their responsibility to report injuries, diseases and dangerous occurrences according to regulations 1995, (RIDDOR) to the Incident Contact Centre. By telephone: 0845 300 9923. By email: riddor@natbrit.com
- A record is kept with emergency contact numbers for every child and all regular staff.
- A copy of the Health and Safety poster is displayed in Pre-School.
- Details are kept of any visitors attending the group during session times.

Offsite Activities

- On outings appropriate ratios will be maintained. Whenever possible extra adults will accompany children.
- Risk Assessments will be undertaken by staff before outings take place, ensuring that every child's needs are considered.
- Pre-School understands the importance of trips out and parents are asked to sign a permission slip on admission allowing children to be taken on foot around the village to give opportunities to develop an interest and become involved in their local community. If a parent does not agree we will respect their decision.

- Parents will be asked to complete and sign permission slips giving details of where, when and how children will take part, essentials for weather, any medical history or medicines needed and a contact number for themselves and or carers. Permission will be sought to ensure any emergency medical treatments or procedures can take place. These slips will be taken on trips as will a register, mobile phones and first aid equipment. Regular head counts will be taken.
- Any changes to the adult/carer collecting a child must follow our policies.

Staff taking medication/other substances

Scorton Village Pre-School staff must not be under the influence of alcohol or any other substance including prescribed medication which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice. Scorton Village Pre-School must ensure that those staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises will always be securely stored, and out of reach of children.

3. FIRE SAFETY

Fire doors are never obstructed.

Fire extinguishers are checked annually, and staff are trained in their use.

Fire Drills

Fire drills are practised every 6-8 weeks. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Emergency Evacuation Procedure

In the event of a fire the following procedure will be followed.

- Adults responsible for planning in the wet area will check bathroom, office (collecting phone, register with emergency contact numbers and visitors' book), wet room. Lead children to appropriate exit. Lead children to safe area.
- Adults responsible for planning in the carpet area will check this area and role play area. Lead children to appropriate exit. Lead children to safe area.
- Member of staff outdoors will lead children to safe area.
- Pre-School Leader will take register and do headcount.
- Pre-School Leader will contact emergency services.
- Pre-School Leader will ensure parents are contacted if/when necessary.

When using the hall, a separate risk assessment and fire drill procedure apply and are conducted for each event.

4. LOCK DOWN POLICY

At Scorton Village Pre-School we acknowledge the possibility of unforeseen serious risks to children, staff and visitors.

A lockdown is implemented when there is serious security risks of the premises and immediate action needs to be taken to endeavour to maintain safety for all.

- Attempted access by unauthorised persons intent on causing harm/damage
- Near-by chemical spillage, proximity of dangerous dogs, serious weather conditions

Lockdown Procedure

- Initiated by a signal of 3 short whistle blows. Repeat indoors if necessary.
- Move everyone into a safe area (out of sight and away from windows) and minimise movement. The safe area used may change dependent upon the cause of the lockdown. Potential safe areas include the role play area or the bathroom.
- Staff collect phone, register, first aid kit and visitors book and will do a headcount.
- Secure the premises. Close and lock up all access/doors and windows if possible.
- Pre-School leader will contact the emergency services.
- Close all blinds if appropriate and safe to do so. (This may be omitted if it would place an adult in greater danger)
- Keep everyone calm and quiet and everyone remain in safe area until area is deemed safe. (Notification from police)
- Pre-School leader will convey this to all when the area is safe.

The primary aim is to keep the children and adults safe. Some actions above may be carried out concurrently if necessary.

Parents

- If necessary parents will be notified as soon as it is practical to do so via the Pre-School's established communication network – website/telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Children will not be released to parents during a lock down.
- Parents will be asked not to call Pre-School as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from staff or emergency services.

Lockdown drills

Lock down practices will take place once every half term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Off-site with children

If it is considered by any member of staff that there is a risk to safety of children or adults whilst off-site, the most appropriate course of action will be taken. Actions that may be necessary:

Finding the nearest point of shelter to remain safe. (Follow the above lockdown procedure)

Follow the lockdown procedure set out by the premises/school we are visiting.

Further information

NaCTSO (National Counter Terrorism Security Office) Guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate. In the case of evacuation all persons will leave the setting and advice taken from police with regard to a safe area to retreat to. The fire drill procedure will be followed. Parents will be notified as stated above.

Review

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H&S

5. EMERGENCY CLOSURE OF PRE-SCHOOL

In the event of Pre-School having to close due to unforeseen circumstances for example; adverse weather conditions.

Parents will be notified on the website whenever possible. Parents are all aware of this procedure.

Whenever possible arrangements will be made to reimburse parents and/or provide a replacement session for fee paying children.

6. DOGS ON PRE-SCHOOL PREMISES

At Scorton Village Pre-School we aim to provide an environment which is safe and secure for all children.

- Dogs are not to be brought onto the Pre-School premises.
- Dogs are not to be tethered to the railings around the Pre-School building.
- Consideration must be given as to whether it is appropriate to walk dogs around Pre-School at opening and closing times.

Guide dogs/assistance dogs are permitted on the premises, however if possible, please notify Pre-School in advance of arriving so we can prepare. We may have children with allergies or phobias in the setting whose needs must also be considered. We may need to adapt the setting to cater for all needs.

7. POLICY FOR ASSESSING RISKS IN THE SETTING

The following risk assessments are undertaken on a yearly basis. They are recorded and kept available for referring to. Any issues raised are noted. Records will be kept of who will address the problem, when it will be completed and signed off when rectified.

- Yearly Health and Safety Assessment both indoors and out. In the form of a booklet. Assessed by Leader and Health and Safety rep. Agreed and signed by all members of staff. Available at all time in the setting to refer to.
- Fire Risk Assessment. Notice sheet. Assessed by Leader and H&S Rep. Agreed and signed by all members of staff. Available at all time in the setting to refer to.
- Pat Testing. Electrical Firm. Contacted by H&S rep. Certificate displayed.
- Review of all Policies and Procedures. Assessed by Leader with committee input and agreed with all staff and committee. Signed by Chairperson
- Fire drills take place every half term. A record is kept and signed. Record sheets are filed.

The following risk assessments are undertaken on a daily basis. Any issues raised are noted. Records will be kept of who will address the problem, when it will be completed and signed off when rectified

- Daily safety checks both indoors and out. Laminated tick sheet. Completed and signed at the start of the am and pm session. Including fridge temperature.
- Bathroom checks 4 times daily. Laminated sheet. Signed when completed.
- Intimate care arrangements. Sheet with details of what intimate care has taken place which member of staff was involved and signed. Parent notified.

Risk Assessment Booklet

A detailed risk assessment booklet is displayed in the setting. It has risk assessments in place for regular trips away from the setting. Some assessments are in place with regard to certain weather conditions. Staff sign and agree when used.

Offsite Trips and Extracurricular Activities

A risk assessment will be reviewed or a new one written when taking trips off site. Certain activities within the setting will be assessed and a risk assessment put in place if necessary

e.g. woodwork outdoors or in the setting. Pre-School Leader is responsible for writing the assessments after consultation with staff and committee. Safe use of equipment by children is part of everyday learning experiences. Children are reminded of the need for safe use of scissors and cutting tools. Staff are vigilant and these tools are used in designated areas.

Individual Care Plans/Risk Assessments

Individual Care Plans/Risk Assessments are put in place to meet children's individual needs. Parents/carers, outside agencies, SENCO will prepare, agree and sign. They are kept where all staff can refer to them. All staff must sign and agree to reading and understanding them.