



Health and Safety Policy (including Missing Child Procedure)

Statement of Intent

Rainbow Pre-school believes that the health and safety of children, parents/carers, staff and visitors is of paramount importance. We make our pre-school a safe and healthy place.

Aim

We aim to make children, parents/carers 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

The member of staff responsible for health and safety is the Manager. They are competent to carry out these responsibilities. We display the necessary health and safety poster and information in the pre-school lobby and in the office.

Raising awareness.

Our induction training for staff and volunteers includes 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 wellbeing, including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions. New staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to parents of new children so that they understand the part played by these issues in the daily life of the pre-school.

Children are made aware of health and safety issues through discussions, planned activities, routines and by being involved (where possible) with outdoor risk assessments.

As necessary, health and safety training is included in the annual training plans of staff. Health and Safety is regularly discussed at meetings and in supervisions.

The law states that it is illegal to smoke in public buildings, We operate a no smoking policy throughout pre-school which also prohibits electronic cigarettes Should an employee wish to smoke during their break they are required to smoke at a distance of not less than 5 meters from the pre-school grounds and to ensure they cover their uniform with suitable clothing.

Children's Safety

Rainbow Pre-school Southampton Ltd is a company registered in England & Wales. Registration No: 10058477. Registered Office: Unit 4, Basepoint, Andersons Rd, Southampton. SO14 5FE.

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the DBS. These checks are undertaken by UKCRB.
- Adults do not supervise children on their own.
- Adults supervise all children at all times.
- All staff members ensure and take responsibility for a safe working environment and work with regard to the correct adult child ratio.
- Whenever children are on the premises at least 2 adults must be present.
- All members of staff have access to a staff handbook for reference and to be able to familiarise themselves with the pre-school policies and procedures.
- The layout and space ratios allow children to move safely and freely between activities.

Safety of Adults

Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment. When adults need to reach up to store equipment etc., they are provided with safe equipment to do so and all warning signs are clear and in appropriate languages. We have a lone working policy. The sickness of staff and their involvement in accidents is recorded. Accident records are reviewed termly to identify any issues that need to be addressed. Staff sickness records are reviewed as and when appropriate.

Risk assessment.

Our risk assessment process includes:

- Checking for hazards and risks inside and outside, and in our activities and procedures. Our assessment covers both adults and children.
- Deciding areas that need attention.
- Developing an action plan that specifies the action required, the timescales for action and the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- Daily, before a session begins (both indoor and outdoor)
- Due to special circumstances (i.e. Christmas parties etc.)
- Annually when a full risk assessment is carried out.

We regularly review risk assessments and make changes when required.

Insurance cover

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the Parents Information Board, which is in the pre-school entrance lobby.

Security

Systems are in place for the safe arrival and departure of children. The times of the children arriving and departing are recorded. The arrival and departure times of adults; staff, volunteers and visitors are also recorded. Our systems prevent unauthorised access to our premises or children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored during sessions.

Windows/Doors/Floors

Low-level windows are made from materials that prevent accidental breakage or are made safe. They are protected from accidental breakage or vandalism from people outside the building. Windows above the ground floor are secured so that children cannot climb through them.

We take precautions to prevent children's fingers from being trapped in doors. At Rainbow Pre-school 1 the doors have finger guards.

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

Electrical / Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- Electric points/wires and leads are adequately guarded; if not using appliances they will be switched off at the source of supply.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for child's play.
- Physical play is constantly supervised.
- Activities are risk assessed and every playroom has a choke detector device which is used to identify potential hazards.
- 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.

Hygiene

- We seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- We follow the guidelines in 'Safer Food, Better Business' and review this 3 monthly. Issues or concerns are dealt with and recorded on the action plans.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the pre-school, which includes playrooms, kitchen area, lobby and toilets.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Potties are emptied after each use, and sanitised.

We implement good hygiene policies by:

- Cleaning tables between activities.
- Checking toilets regularly
- Using a colour code system for cleaning cloths (for different jobs/areas)
- Wearing protective clothing, such as aprons and disposable gloves, as appropriate.
- Providing sets of clean clothes.
- Providing tissues, wipes and nappy bags
- Use of paper towels
- Providing alcohol free hand sanitizer accessible to families and staff in the lobby and office
- Disposable containers for snack times.

Kitchen Area

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- Children do not have unsupervised access to the kitchen area.
- Glass is not permitted in the pre-school.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities they are supervised at all times, kept away from hot surfaces and hot water and do not have unsupervised access to electrical equipment.

Food and Drink

- Staff who prepare and handle food receive appropriate training, and understand and comply with, food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through play areas and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised. Children do not walk about with food or drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food and drinks to which they are allergic.
- Staff will talk with parents/carers with regard to the storage of packed lunches and appropriate food content.
- The Registered Provider/Manager will notify Ofsted of any food poisoning affecting two or more children within the pre-school care.
- A risk assessment is completed during snack and lunch times to ensure all food is cut up correctly, and the correct hygiene procedures are followed.

Storage

- All resources and materials from which children or adults select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.

Outdoor Area

- Our outdoor areas are securely fenced.
- Children are encouraged to wipe their hands after playing outside.
- Our outdoor areas are checked for safety and cleared of rubbish prior to use.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- The Wordsworth Primary School pool/pond is securely fenced or otherwise guarded.
- Where water can form a pool on equipment it is emptied before children start playing outside.
- When used outdoors our sand pit is covered when not in use and is cleaned regularly.
- Outdoor activities are supervised at all times.

Animals

- Animals visiting the pre-school are free from disease and safe to be with children, and do not pose a health risk.
- Our pre-schools pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.
- Outdoors footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Outings and Visits

We have agreed procedures for the safe conduct of outings.

- Parent's sign consent on registration for their child to be taken out as part of the daily activities of the pre-school.
- Parents always sign extra consent forms before major outings.
- A risk assessment is carried out before an outing takes place and is reviewed before embarking on each specific outing.
- Our adult child ratio is high, normally one adult to 2 children.
- Named children are assigned to individual staff to ensure each child is individually supervised. This ensures that no child gets lost and that there is no unauthorised access to children.

Outings are recorded in an outings book stating:

- The date and time of the outing.
- The venue and mode of transport.
- Names of staff assigned to named children.
- Time of return.

Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and number of children, as well as the duration of the outing.

Records are kept of any vehicles used to transport the children, with names drivers and appropriate insurance cover.

A minimum of 2 staff should accompany the children on outings and a minimum of 2 should remain behind with the rest of the children.

When transporting children from Rainbow 2 to Rainbow 1, staff and children wear high visibility vests. Children to be accompanied at a ratio of 1:1 and hold hands with an adult. A travel bag is taken containing emergency contact forms and consent forms, a small first aid kit, gloves and aprons. A member of staff to have a fully charged mobile phone. A risk assessment is in place with more information.

Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer, and are clearly displayed in the premises, explained to new members of staff, volunteers and parents and practiced regularly, three times per term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- We have a No Smoking Policy in the building and grounds.

First Aid and Medication

At least 1 member of staff with a current, full, 12 hour, recognised, first aid qualification is on the premises when children are present. This first aid qualification includes first aid training for infants and young children.

Our first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and are regularly checked by the Health and Safety Coordinator and re-stocked as necessary. They are easily accessible to adults and kept out of the reach of children.

Parents sign a consent form at registration giving permission for actions such as emergency medical advice or treatment to be sought or plasters to be applied where necessary. If a child requires physical intervention an ambulance must always be called.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill while in the pre-school.

(It is the parents/carers responsibility to make sure that the contact numbers we have are current telephone numbers)

- We do not provide care for children who are unwell, have a temperature, sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition. All parents/carers are notified if there is a case of head lice in the pre-school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the pre-school. Staff may or may not be informed about it. Children and families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from colds, upset stomachs etc. will not be involved in the handling and preparation of food.
- OFSTED is notified of any infectious diseases that a qualified medical person considers notifiable.
- In the event of a pandemic occurring the pre-school will follow the advice and guidance of the local government and health authorities.
- We follow guidance from the 'Health Protection for schools, nurseries and other childcare facilities' exclusion table from Public Health England.

Emergency Telephone Number: 999 Southampton general Hospital: 02380 777222

Accidents and Incidents

All accidents which result in an injury or involve the head are recorded on Rainbow Pre-school accident forms and reported to the Manager or Deputy Manager. These are then kept in an accident file, either for children or adults. Our accident files are kept safely and accessibly and known to all staff. Accidents are reviewed at least every term to identify any potential or actual hazards. Adult accidents/incidents are logged with HR (NatWest Mentor) online.

OFSTED is notified of any injury requiring treatment by a GP or hospital doctor, or the death of a child or adult on the premises. We make a full report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. A report of the accident will be recorded in the accident file and parents/carers/adults involved will be asked to sign it.

Minor Accident Procedure

Accidents are dealt with according to severity. A minor accident includes physical illness and/or accidents. If a minor accident occurs the following procedure applies:

- All staff must wear protective clothing – disposable aprons and gloves.
- A fully qualified Level 2 First Aider and Key Person or Manager will assess the injury. The injury is then treated appropriately. Every precaution should be taken to avoid contamination, e.g. use of disposable gloves, first response kit, etc.
- Minor accidents are recorded on Rainbow Pre-school accident forms, and kept in the accident file, in the pre-school room (R1) or office (R2). The form is signed by the member of

staff who was with the child at the time of the accident. All injuries will be reported to the parents/carers as soon as possible.

- If the child is well enough they will be resettled into pre-school and observed for the remainder of the session.
- Any accident/incident will be explained to the person collecting the child. They will be asked to sign to say that they are aware of the accident/incident. If it is not parents/carers collecting, a copy will be sent home and the next time parents/carers are in pre-school they will be asked to sign the form.

Major Accident Procedure

If a major accident occurs the following procedures applies:

The Manager and a staff member will assess the situation (one being a full qualified Level 2 First Aider) and an ambulance is called. Parents are contacted and a member of staff known to the child will accompany the child to hospital with the child's registration, health and consent records. A member of staff will stay with the child until the parent/carer arrives.

(It is the parents/carers responsibility to make sure that the contact numbers we have are current numbers)

In the unlikely event that the parent/carer cannot be contacted, pre-school will use the emergency contact number on the child's registration form.

Incidents

Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a GP or hospital
- Any dangerous occurrences. This may be an event that causes injury or fatalities, or an event that does not cause an accident but could have done, such as a gas leak
- Any dangerous occurrence is recorded in our incident book

(Refer to our Security Procedure which outlines the format to be followed)

We keep an incident book for recording incidents including those that are reportable to the Health and Safety executive as above. We have telephone numbers for emergency services, including local police.

These incidents include:

- Break in, burglary, theft of personal or the pre-schools property
- Fire, flood, gas leak or electrical failure
- Attack on a member of staff or parent, on the premises or nearby
- Any racist incident involving staff or family on the premises
- Death of a child
- A terrorist attack, or threat of one
- An intruder gaining unauthorised access to the premises

In the incident book we record the date and time of the incident, nature of the event, who was affected and what was done about it. If it was reported to the police then a crime number is required. Any follow up or insurance claim must also be recorded.

In the unlikely event of a terrorist attack we follow the advice given by the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will follow their Rota's. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called and the advice given by them followed.

The incident book is not for recording issues of concern involving a child. This information is recorded in the child protection disclosure form or book.

Missing child

If a child goes missing from the pre-school:

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure that no other children have gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the pre-school ensures that there is a procedure that is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that.
- The person in charge is informed, if he/she is not on the outing. He/she makes their way to the venue to aid the search and be a point of contact for the police as well as support staff.
- Staff take the remaining children back to the pre-school.
- The person in charge of the pre-school contacts the child's parent who makes their way to the pre-school or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venues security, which will handle the search and contact police if the child is not found.

The Investigation

The Manager carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The Key Person/staff writes an incident report detailing:

- The date and time of the report.
- What staff/children were in the group/outing.
- When the child was last seen in the group/outing.
- What has taken place in the group/outing since
- The time estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff cooperate fully. In this case the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements and is recorded in the incident book. The Local Health Authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.

OFSTED and the insurance department at the Pre-school Learning Alliance is informed.

Records

In accordance with the Revised Early Years Foundation Stage, we keep records of:

Adults:

- Names and addresses of all staff on the premises, including temporary staff that work with the children or have substantial access to them.
- All records relating to staff employment within the pre-school, including application forms, references, and results of checks undertaken etc.
- Names, company and emergency telephone numbers of visitors to the pre-school.

Children:

- Names, addresses and telephone numbers of parents, adults authorised to collect children from the pre-school.
- Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- Allergies, dietary requirements, and illnesses of individual children.
- Times of attendance of children, staff, volunteers and visitors.
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment.
- Incidents

The Health and Safety Coordinator is responsible for:

- Ensuring that all staff implement the Health and Safety Policy.
- Keeping updated and current on good practice for Health and Safety and any changes within safety legislation.
- Updating their own knowledge and practice and attending any relevant training as required.
- Cascading good practice and any changes in relevant legislation to all staff.
- Ensuring that all staff know how to internally and externally risk assess.
- Carrying out the pre-school's risk assessment accordingly.
- Ensuring that the accident/incident books are reviewed each term.
- Carrying out risk assessments before all trips/outings and sharing them with all staff.
- Ensuring first aid boxes are kept replenished at all times and within recommended guidelines.
- Checking expiry dates on any stored medication.
- Ensuring that up to date records are kept of individual's allergies and dietary needs of both children and adults.
- Ensuring that any health related issues involving children and staff are known to the relevant responsible member of staff or adult.
- Liaising with parents/carers as required.
- Liaising and working with any other outside agencies as required.

Health & Safety is everyone's responsibility.

Legal Framework

- Health & Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further Guidance

- Health and Safety Law: What you should know (HSE 1999) www.hse.gov.uk/pubns/law.pdf
- Electrical Safety and You (HSE 1998) <https://www.hse.gov.uk/pubns/indg231.pdf>
- COSHH; A Brief Guide to the Regulations (HSE 2005) www.hse.gov.uk/pubns/indg136.pdf
- Manual Handling – Frequently Asked Questions (HSE) <https://www.hse.gov.uk/msd/manual-handling/index.htm>
- RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor/index.htm

This Policy was adapted at a meeting at Rainbow Pre-school in January 2020

Signed on behalf of Rainbow Pre-school

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