



Health and Safety Policy

Statement of Intent

Brambly House believes that the health and safety of Children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The members of staff responsible for health and safety are Andrea and Tamsyn. They are competent to carry out these responsibilities. They have undertaken the guidelines set out in the Health and Safety poster in the staffroom.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.

Our assessment covers adults and children:

- Deciding which areas need attention: and
- Developing an action plan which specifies the action required, the timescale for action, the person responsible for the action and any funding required,
- Reviewing maintenance list to ensure all repairs have been carried out

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

- Daily before the session begins;
- Weekly; and
- Termly – When a full risk assessment is carried out

Insurance Cover

We have the public liability insurance and employers' liability insurance. The certificate is displayed in the office.

Food and Drink

- Members of staff involved in the preparation and handling of 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 the play area (s) and do not place hot drinks within reach of children



Health and Safety Policy (Continued)

- Snack and meal times are appropriately supervised, and children do not walk about with food and 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/drinks to which they are allergic

Trades People

- All trades persons working on site will be fully insured and DBS checked if working on site during opening hours.
- All trades persons working on site out of hours will be signed in and out and given access in and out by Tamsyn and Andrea and worked checked before leaving.
- All trades persons will issue, if appropriate a certificate of their work for safety purposes
- All trades persons working on the premises will not be permitted to access any other areas than those specified in the quote agreement and will not be visited by anyone whilst on site other than Andrea or Tamsyn
- Any accidents in relation to the trades person will be logged using process highlighted in our accident file and completed by Tamsyn and Andrea
- In relation to the above point, Trades people are insured by their own company whilst working on the site of Brambly House and should carry out their own risk assessment before commencing their work.
- It is the responsibility of Tamsyn or Andrea to demonstrate Fire Evacuation procedures with the Trades person prior to them commencing work
- Emergency Trades Persons on site during opening hours will be accompanied by a senior member of staff at all times.

Animals

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Our pre-school pets are free from disease, safe to be with children and do not pose a health risk

Our Accident File:

- Is kept safely and accessibly;
- All staff and volunteers know where it is kept and how to complete it,
- Is reviewed monthly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or Hospital or in the event the death of a child or adult.

Any injury requiring a General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the health and safety executive.



Health and Safety Policy (Continued)

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulation). We report to the local office of Health and Safety Executive:

- Any Accident to a member of staff requiring treatment by a General Practitioner or hospital,
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Children's prescribed drugs are stored in their original containers, are clearly labelled and inaccessible to the children.

- Parents give prior written permission for the administration of medication. The administration is recorded accurately, and parents sign their child's medical sheet to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a healthcare professional.

Records

In accordance with the national standards for day care, we keep records of:

- Adults authorised to collect children from pre-school
- The names, addresses and telephone numbers of emergency contact in case of children's illness or accident;
- The allergies, dietary requirements and illness of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents; and
- Incidents

In addition, the following policies and documentation in relation to health and safety are in place.

National standard and safety 6: Safety

- Risk assessment.
- Records of visitors
- Fire safety records and certificates.
- Operational procedures for evacuations and invacuations in accordance with our Protective Security and Preparedness Procedures.

First Aid and Medication

All members of staff have current first aid training certificates (relevant to infants and young children). The first aid qualification includes first aid training for infants and young people.

Our first aid kit:

- Complies with the health and safety (First Aid) Regulations 1981;
- Is regularly checked by a designated member of staff and re – stocked as necessary;



Health and Safety Policy (Continued)

- Is easily accessible to adults; and
- Is kept out of reach of children

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Activities

- Before purchase or load, equipment and resources are checked to ensure that they are safe for the ages and stages 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 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.

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 at the pre-school.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

- Children who have had sickness or diarrhoea need to be clear for 48 hours before returning to nursery.
- We do not administer capol or neurofen unless prescribed by a doctor on an individual basis
- Epipens, epilepsy medication and/or inhalers can be stored here and administered once staff have been shown parents and/or nurse where appropriate.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.



Health and Safety Policy (Continued)

Awareness Raising

- Our induction training for staff and volunteers included 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 introduction training covers matters of employee's well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new 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 the pre-school.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings. We have a no smoking policy
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- Only persons who have been checked for criminal records by an enhanced disclosure form the Criminal records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present

Security

- Protective Security and Preparedness Procedures are in place in the event of an incident and are in line with DfE guidelines.
- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival times of adults-staff, volunteers and visitors- are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during pre-school sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows above the ground floor are secured so that children cannot climb through them and are closed when classroom in empty



Health and Safety Policy (Continued)

Doors

We take precautions to prevent children's fingers from being trapped in doors by using door hinge guards. External doors are locked and inside internal doors are coded.

Floors

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

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning material and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - Are supervised at all times;
 - Are kept away from hot surfaces and hot water;
 - Do not have unsupervised access to electrical equipment
 - Our cleaning schedules are in accordance with the Environmental Health's Safer Food Better Business Checks.

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent accidentally falling or collapsing.

Outdoor Area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all time



Health and Safety Policy (Continued)

Hygiene

- We regularly receive 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 a daily cleaning routine for the pre-school which includes classrooms, kitchen, rest area, toilets and nappy changing areas.
- 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.
- 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;
- Providing tissues and wipes; and
- Ensuring sole use of flannels and towels.

Fire Safety

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSN 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
 - Practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

National Standard 7: Health

- Administration of medication
- Prior parental consent to administer medicine
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record
- Sick children
- No smoking/vaping

This policy was adopted at a meeting of Brambly House Montessori School

Tamsyn Hendry and Andrea Thornton

Date: 12/09/24