**MC900057619[5]MC900057619[5]Mucky Pups Pre-School**

Health and safety policy

The Health and Safety of the building is the responsibility of the Lancaster Boy’s and Girl’s Club Management Committee.

Aim

The aim of this policy is to ensure that ALL our children, staff students and volunteers are safe and protected from hazards whilst on the premises. It is our responsibility to ensure that our practices and procedures meet required safety standards and that all reasonable precautions are taken to avoid accidents and minimise the level of risk. Overall responsibility for health & safety is that of the Manager with the HSO – Joe Wilcock, who is responsible for reviewing health & safety policies and procedures, and carrying out the risk assessments alongside the other members of staff.

\*All members of staff have day to day responsibility for ensuring that the policy is put into practice and bringing health & safety concerns to the attention of the manager\*

**Awareness**

Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety.

The induction also training covers matters of staff well-being, including safe lifting, risk assessmnets and mental health.

Health and safety procedures are reviewed at all staff meetings and reviewing safety practices is on the agenda for all staff meetings, to ensure our practice continues to develop

Children are encouraged to take responsibility for their own health and safety through discussions, safety routines, and talking about possible risks of activities they plan.

**Particular attention will be paid to the following points:**

**Risk assessment**

All areas and daily routines are risk assessed using the Mucky Pups format and are kept in the room for all staff to have access to them. They are reviewed together at staff meetings on a regular basis.

All activities are risk assessed either formally or informally. Staff are required to make a judgement about all activities that the children undertake during a session. The risks and measures to reduce them that relate to a specific activity (from the risk assessment) are kept alongside the daily plan and all staff are required to read and implement them.

**Managing risk**

**Steps taken to reduce risk**

* Staff risk assess all activities, areas and the weather (see below).
* Staff follow safety routines (see below).
* Staff inform colleagues, children, volunteers, and visitors of potential
* The manager ensures that all staff, volunteers and children are aware of the emergency procedures.
* The staff teach children skills in order to keep themselves safe.
* All staff are aware of the setting's emergencies procedures and know how to call the emergency services.
* Off-site trips are risk assessed by the manager, deputy or HSO before they take place
* Parental consent is requested before taking children on trips away from Mucky Pups.

**Supervision of children** (Please also see our Supervision of children policy)

**Children will be supervised at all times within the required ratios.**

Supervision may be unobtrusive but it will be direct and it will be adequate, in that it ensures the safety of the children and allows prompt intervention in any problem that may occur.

The nature of the supervision will vary depending on the activity but will always be of an appropriate level and form All staff are aware of the deployment of the other staff at all times during all sessions

Supervision levels will be maintained during times when the children have their own free choice of activities. Children will not have access to any hazardous materials or to any rooms containing potentially hazardous appliances such as kitchen areas.

**Deputy (Room lead) has the responsibility for;**

• Knowing how many children are in the nursery/group at all times.

• Ensuring that the register is completed appropriately.

• Making sure the other staff are aware of the numbers.

• Telling all staff at the start of each day who the high-risk children are (children most likely to wander/run off and go missing).

• Reminding staff about safety practices and monitoring their practice.

**High-risk times**

During certain activities or times of the day there is an increased risk of a child going missing.

On an ongoing basis, during each session, the room leads decide when there is an increased and designate a member of staff to continually count all the children.

This continual counting practice is employed as and when needed, but also, is always used at the following times:

* Lunchtime when children are coming and going, collecting packed lunches, washing hands etc.
* Pack-up time at the end of the day
* Snack time.
* Hand-overs
* Drop off and Pick up

**Safety at pick-up and drop-off**

* Keyworkers sign in and note the time on the register just before their parent or carer leaves their child at nursery.
* Keyworkers sign out and note the time on the register just before the parent or carer leaves with their child at the end of the session.
* A note on the register will indicate if a person other than parent or carer is picking their child up. A code word is given to the person picking up. Without this, they are not allowed to pick up the child.

**Lunchtimes**

* Staff hand over children from their group if they are leaving to go on a break.
* Supervising staff head-count every 2 minutes.
* No child is left unsupervised while eating
* Children who have left the table as they finish eating will be supervised appropriately either inside or outside
* The room should always stay with the correct staff ratio

When a member of staff is fully occupied by a number of the children in their group, and for whatever reason cannot supervise all the children they have responsibility for, they officially hand over responsibility for the other children to another member of staff. This is a verbal exchange in which the receiving member of staff repeats back the names of the children they are taking responsibility for. Staff hand over children when they begin any activity that will prevent them from counting their children in accordance with this policy

**Sleeping children** (see also our sleeping child policy and risk assessment)

* Children who may be sleeping will be checked regularly at 10 minute intervals
* A sleep check form will be completed
* It is the staff member who put the child to sleep to continue to continue the checks unless verbally agredd for another staff member to take over

# **Environment and equipment** (see appropriate risk assessments)

All equipment used by the pre-school will be safe, undamaged and age appropriate. Where faulty or damaged equipment is identified it will immediately be removed. Equipment will only be used for the purpose it is intended for, and will offer challenges in developing physical, social, personal and intellectual learning. The equipment will conform to relevant safety regulations and will be well made.

With regard to the environment; the safety and well-being of the children is, once again, paramount.

\*We will conduct safety checks before each session for all areas including the main room, snug, toilets/cloakroom and outside\*

All hazards will be reported to the manager or deputy before opening up the area

The layout of the activities will allow children and adults easy movement about the room and any large-scale equipment will be erected with care and checked regularly. All dangerous materials, such as medicines, will be stored out of reach of the children within the small office in the medicine box.

**Equipment and resources**

* Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All the children's materials are non-toxic.
* Children are taught to handle and store tools safely.

**Safety outdoors**

Children are not allowed outside unless with a member of staff. Staff should not take some of the group outside the boundary of our outdoor space leaving the rest inside the boundary, even for a short period, unless they officially hand-over the remaining children.

**Safety on walks and trips (see also our outings and trips policy)**

All trips and outings will be risk assessed by the manager/deputy or HSO before the children take part.

* Each group will have a leader and adequate staff child ratios to make the outing safe.
* Staff must be able to see all their children all of the time. They think about where to position themselves so that this is always the case. For example, the children should not be following behind their group leader.
* Staff will count their group continually and risk assess as they are go.

**Dangerous weather**

Mucky pups believe that outdoors is essential to learning and as such as a continuous open door policy. However, sometimes the weather can be dangerous and is monitored closely by the manager, deputy or HSO to assess when it is unsafe to be outside.

This would include;

* If it is very windy, or high wind is forecast,
* There is a thunderstorm so safety cannot be maintained or one very nearby
* If children have inappropriate clothing
* The temperature is very low or very high

**Keeping Healthy Sun Safety**

All children and staff are educated on staying safe in the sun when outside for prolonged periods of time. We wear sun-cream and protective clothing.

* All adults act as positive role models – eg use sun cream, wear sun hats etc.
* Parents are encouraged to ensure they have applied sun cream to their child before the start of each session their child attends.
* We have sun cream available and will apply it if necessary.
* We have sun hats for ALL children to wear when outside in the sun
* Parents have signed to say their children are allowed to have the nursery sun cream applied or else will supply their own.

**Fire safety and emergencies (see our fire safety procedure)**

* A fire risk assessment is carried out annually
* There is an agreed procedure for dealing with emergencies in the woods, including fire and a missing child. See emergency procedures policy.
* All staff have been trained in emergency and fire procedures.
* Our emergency procedures are explained to new members of staff and volunteers and shared with parents.
* No large amounts of combustible materials (eg, cardboard) are left inside or outside
* The Mucky Pups room is kept reasonably tidy at all times.
* All electrical appliances are PAT tested annually. PAT testing is carried out by Lancaster Boys and Girls club
* All electrical appliances are unplugged overnight.
* Lancaster Boys and Girls club ensure there is a fire extinguisher in the nursery
* As part of their fire safety training, staff are made aware of what the fire alarm sounds like and how to respond (see Emergency Procedures Policy).
* The room lead is responsible for leading and ensuring procedure is followed in case of a fire
* A fire evacuation plan is in place – see Emergency Procedures Policy.
* All new staff are trained on fire safety and fire evacuation at induction.
* Fire safety and fire evacuation are reviewed by all staff once a year during a staff training day.

**Hygiene** (see our hygiene policy and cleaning procedures)

* We follow Public Health England guidelines on hygiene and infection control, and Food Standards Agency guidelines on hygiene and handling of food
* We keep up to date through information shared by the local authority.
* Our daily routines encourage the children to learn about personal hygiene – eg, hand washing, nose wiping and disposal of the tissue, the spread of infection through coughing and sneezing, using the toilet correctly. • We bring along warm soapy water, wipes and gels for washing hands
* Any soiled nappies or clothes are secured in a nappy sack, and placed in the designated bin which is replaced twice a week
* We clean equipment regularly.
* The toilet area has a high standard of hygiene including hand washing and drying facilities.
* We implement good hygiene practices by: − checking the toilet regularly, − wearing protective clothing, such as disposable gloves, as appropriate, − providing sets of clean clothes, − providing tissues and wipes.

**Hand washing**

We use running water and soap to wash hands and disposable paper towels to dry them. Children and staff wash hands after going to the toilet, after touching any animals or fungi and before preparing or handling any food.

**Food and drink** (see our lunch box and healthy eating policy)

* Children's allergies are written on both registers.
* Staff who supervise the preparation and/or 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 place hot drinks within reach of children.
* Snack time is appropriately supervised and children do not walk about with food and drinks.
* Fresh drinking water is available to the children at all times.
* We ensure children do not have access to foods to which they are allergic.
* We provide parents with a list of foods not to be included in packed lunches, to avoid children bringing in any common allergens or specific foods that might cause a serious allergic reaction in any children on roll.
* Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

**Health information for specific children**

* Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
* Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns which is kept in each first aid bag and in the register folder.
* Parents are reminded weekly to update the nursery of any changes.
* Specific health concerns and requirements are shared at staff meetings, and key people informed.
* See also sickness and medication policy.

**No smoking, alcohol or drugs policy (see our smoking policy)**

* All areas and sites of the nursery are no smoking areas.
* Alcohol and drugs are prohibited in all areas of the nursery during our hours of operation.
* If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
* If a member of staff believes a parent/carer is under the influence they advise the manager and the child protection officer who will then decide on the appropriate course of action according to the Child protection Policy.

**Control of Substances Hazardous to Health (COSHH)**

As an employer, we have a duty under the Control of Substances Hazardous to Health Regulations 2002 to prevent employees from coming into contact with substances hazardous to health.

**Chemicals and material**

It is our policy to avoid the use of substances that have the risk of being hazardous to health.

Safety data sheets under the Control of Substances Hazardous to Health (COSHH) or Chemical Hazard Information Packaging (CHIP) information supplied by manufacturers will be held on file for all substances and available for staff reference purposes and risk assessment. Staff who use these chemicals and materials have the duty of care to make themselves aware of the potential hazard, contradictions and treatments.

* We have conducted a risk assessment in relation to all substances in our operations and concluded that no substance presents a high risk.
* At present all chemicals used within the nursery are of domestic standard for household use and therefore do not present any threat to health and are safe to use.
* All new chemicals and substances used in the nursery are risk assessed before use.
* In the case of any substance potentially hazardous to health, a COSHH risk assessment is completed, and control measures shared with staff and implemented.
* The manager maintains a COSHH folder of hazardous substances in use, which lists the substance and its location (where it is stored), the safety data sheet, and the risk assessments. The folder is available for all staff to access at any time and the risk assessment and safety data sheet are also kept with the substance.
* The risk assessments are shared with any new member of staff and kept with the substance.
* Any cleaning equipment or potentially hazardous substances are stored securely away from the children.
* The nursery has general hygiene measures in place, together with the provision of personal protective equipment (PPE) to further ensure the safety of employees.
* Cleaning substances are of domestic standard.
* All substances are correctly stored in clearly labelled containers.

**Personal Protective Equipment (PPE)**

As an employer we have a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment.

Mucky Pups has risk assessed all the activities in which its employees are engaged and at present provides the following protective protective equipment or clothing:

* Disposable nitrile gloves for use when changing nappies, serving food or when cleaning.
* Disposable aprons to protect clothing while changing nappies and preparing snack
* Gardening gloves

**Records In accordance with the Early Years Foundation Stage,(see GDPR policy)**

We keep the following records.

**Adults**

* A single central record which includes the following information about all staff, including temporary staff and volunteers: − name, address, identity check, address check, DBS check, right to work, qualifications.
* Names and addresses of the owners or of all members of the management;
* All documents relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
* See the child protection policy for more information on safe recruitment of staff.
* The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

**Children and parents**

* Names, addresses and telephone numbers of parents and adults authorised to collect children from
* setting;
* 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, incident and medicine administration records
* Enrolment forms contain detailed information on medical history and medical requirements.

**Children learning about safety**

• Children are taught the emergency procedures once during the first week of every half term.

• Children are taught about the importance of safety especially outdoors. They are taught and practise safety rules,.

• Children and adults are taught about specific dangers and the safest way to deal with them, including: − poisonous plants, berries and fungi; − spiky, stinging plants, insects, processionary moths; − dogs; − strangers.

**Staff safety (see manual handling procedures)**

* Staff do not work not on their own.
* Staff are given clear guidelines on mobile phones and social media use
* Staff do not meet with parents alone out of sight and sound of other staff
* Staff are given regular supervision meetings in which they can raise concerns about their own safety.
* Staff are reminded of safe manual handling techniques (eg, lifting).

# **Security**

Access to the building during sessions is restricted to registered children, their parents or identified adults and staff. Other adults who have legitimate business and visitors may also be present but will be accompanied by a member of staff at all times. All doors, including fire doors, will be closed to prevent access from outside. All visitors and parents will report to the main entrance, which is kept locked at all times. Only adults who are known to staff or can be identified will be admitted. Please refer to the settings security policy for further information.

Policy review Last reviewed: 15th May 2020 Next review date: May 2021

Signed; Manager: