

Health & Safety Policy

including Fire Safety and Evacuation Procedures

Statement

Stepping Stones Pre-School is committed to taking all necessary measures to protect the health, safety and welfare of all persons using the premises. This includes a commitment to promote children's deeper understanding of how to keep themselves safe and help them to develop their skills in identifying and managing their own risk.

The pre-school Management Committee is responsible overall for the Health and Safety of Stepping Stones and within the setting on a day to day basis the nominated member of staff responsible for Health and Safety is the Pre-School Leader. They will attend the relevant Health and Safety training and ensure that all staff are adequately trained. The HSE Health and Safety poster is displayed in the kitchen.

We have public liability insurance and employer's liability insurance. The certificate for public liability insurance is displayed on the notice board in the playroom.

Health and safety awareness

- Our induction process for new staff and volunteers includes a clear explanation of health and safety issues and responsibilities.
- 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.
- Relevant health and safety issues are explained to the parents of new children.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety of adults

- Adults are provided with guidance about the safe storage, movement and lifting of large equipment.
- Adults are provided with safety steps to reach high areas such as display boards and high shelves and guidance on how to use them safely.
- Adults are provided with guidance about the safe use of display screen equipment.
- All guidance is kept in the Risk Assessment file 2 under Health and Safety information.
- Adults follow the guidance in our Lone Worker Policy if they remain on the premises on their own.
- The sickness of staff is recorded in their sickness record in their personal file and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- It is not our policy to use substances in the setting that are hazardous to health, but in the event that we need to, a risk assessment would be carried out, identifying the hazards and what to do if the substances come into contact with skin, eyes or are ingested and state where they are stored. This would be filed in the COSHH section of Risk Assessment file 2.
- Smoking is not permitted on or immediately outside the premises.
- If there is evidence of forced entry into the building, staff should not enter unaccompanied. If staff suspect there may be an intruder on the premises they should call the police immediately.

Safety of children

- All staff and volunteers are checked for criminal records via an enhanced disclosure through the Disclosure & Barring Service (DBS).
- Although it is best practice to have completed DBS checks before a new employee begins work, where this is not possible a risk assessment will be reviewed and those staff asked not to assist with toileting or hand washing. In the event of snack preparation and inside/outside play those staff should not be left on their own with the children.
- Staff are always in ear shot and/or view of another member of staff and there are always a minimum of two members present at the setting.
- We maintain a minimum of the statutory adult to child ratios and will exceed them if we feel the safety and wellbeing of the children require it.
- Short term volunteers do not count towards to the adult to child ratio and even with an enhanced DBS cannot be left alone with the children or assist with hand washing or toileting.
- Long term volunteers and students on long term placement aged 17 or over can be included in the ratios if the Pre-School Leader or Deputy Leader is satisfied they are competent and responsible.
- Children are not allowed into the kitchen area.
- Hot drinks should not be in any areas occupied by the children.
- Use 3 questions to challenge children to consider their safety and to provide them with the opportunity to come up with their own solutions.
Stop! Is it safe? Why isn't it safe? How can you make it safe?
- Key areas: ride on toys, outside play apparatus, outside construction, trips to school field, running inside particularly through door curtain, tidying up after self, meal times (choking) scissors and tools
- Create visual rules with each cohort of children: slide, walking inside.
- Create road markings and parking bays with the children.
- Before going in to garden or getting out the ride on, remind children of safety rules; *What's the safe way to go up the slide? Why? Where do you put your ride on when you have finished? Why?*

Premises

- Lighting, heating and ventilation is adequate in all areas.
- The temperature of the water is controlled to prevent scalding.
- Children and adults are not allowed to run inside the building.
- We will only employ competent contractors to carry out maintenance and building work and check that they have planned the necessary risk assessments.

Windows

- All our windows are made from safety glass and are secured so that children cannot open them or get through them.

Doors

- All our doors are fitted with anti-finger entrapment devices.
- A finger entrapment risk assessment is scheduled annually.

Floors

- All floor surfaces are checked daily to see that they are clean, dry and in a good state of repair.

Electrical equipment

- All electrical equipment conforms to safety requirements and is PAT tested annually.
- Electric cables are properly guarded and the children are taught not to touch them.

- Socket covers are not used as our power sockets are made to BS 1363 and as such incorporate a shutter system.
- Electrical equipment should be stored safely out of reach when not in use and children taught not to plug in electrical equipment.

Storage

- All equipment, furniture and resources are stored or stacked safely to prevent them accidentally falling or collapsing (e.g. chairs - 3 high maximum).

Outdoor area

- Our outdoor area is securely fenced.
- We remain alert to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on surfaces and equipment, it is emptied before children start playing outside and the water tray is supervised at all times.
- The outside sand pit is covered when not in use.
- All outside activities are supervised at all times.

Activities and resources

- Equipment available to children is developmentally appropriate and any new equipment purchased needs to meet the relevant British/European standard.
- Equipment will be regularly checked and any dangerous items discarded through the cleaning schedule detailed in the Health & Hygiene policy.
- All equipment should be stored safely away when not in use.
- Equipment such as woodwork tools should be stored out of the reach of children and children taught how to use them safely.
- All materials such as glue and paint are non-toxic.
- All dangerous materials must be stored out of reach of the children.
- Activities such as cooking, woodwork and energetic play must have constant close supervision.

Slips, trips and falls

- Keep fire exits, doorways and passage ways clear of obstruction.
- Clear up spillages immediately e.g. sand, water and spilt drinks.
- Lay down rock salt or grit on icy paths.

Safety Checks

- All staff share the responsibility for ensuring that the pre-school remains safe and free from hazards.
- Daily risk assessments on the premises, both indoors and outdoors must be made each morning and staff need to remain vigilant throughout the day. Any hazards must be reported to the Pre-School Leader and if not resolved to the Committee. In bad weather the outside area will be rechecked before the children go outside.
- All staff are responsible for ensuring the room is adequately heated, ventilated and lit. Any problems should be reported immediately to the Pre-School Leader or/and the Committee for acting upon. A thermometer is located in the playroom.
- Staff must check the layout of the room to ensure free access to all areas and entrances especially fire exits. Children and adults should be able to move freely between activities. The sand/water/messy play area must be regularly checked and any spillages cleared up.

- The toilet area must be regularly checked to ensure toilets and sink areas are clean and accessible and spillages must be cleaned up.
- The premises should be checked before locking up to ensure all electrical appliances are switched off as appropriate, windows are closed, lights and taps turned off, office door and fire exit doors are closed.
- The Pre-School Leader and Pre-School team will carry out an annual risk assessment on both inside and outside areas. The annual risk assessment will then be shared with Chair of the Management Committee.

Security

- During arrivals and departures a member of staff must supervise the gate or door to ensure no child leaves the premises without adult supervision.
- Children will self register on arrival.
- Parents/carers record the time on the signing in sheet on arrival and departure.
- Staff, visitors and volunteers record the time and their name on the signing in sheet on arrival and departure.
- Once everyone has signed in a member of staff will count the number of children and adults in the setting and record it on the headcount board. If a child or adult leaves the setting, the headcount board must be amended immediately.
- The visitors' book should be used when there are large numbers visiting the setting.
- The entrance gate is locked at 9.00 am and unlocked at 3.30 pm. Anyone needing to gain entrance in this time can press the intercom buzzer, but staff should use the key to unlock and lock the gate due to issues with it being shut properly.
- At 3:30 pm a member of staff should open and secure the playroom door and then unlock and supervise the gate as parents and their children leave the premises.
- If a visitor is unknown then staff must check with the office that they are expected and must see identification.
- If they are unknown *and* unscheduled then staff will need to ask them to wait while the office check their identity by phoning their company or service.
- Visitors should be asked to sign in and to place their mobile phones in the office.
- Staff are not able to discuss children with anyone else other than the parents or carers known to the setting. "I'm sorry, but I am not able to discuss or comment on any child who may or may not attend this setting".
- Children will only be allowed to leave with an authorised adult nominated by their parent or carer either on their registration forms, in the collection book or over the telephone. If this is a regular arrangement and they are named on the registration form it is not necessary for the parent/carer to record this in the collection book.
- If children are collected by someone authorised by their parents, but unknown to the staff then they can ask for a password agreed with the parents. This would normally be their date of birth.
- All children must be supervised by adults at all times and should be within sight and sound of an adult.
- The statutory adult/child ratio will be maintained at all times within the setting.
- Students, visitors and volunteers must not be left unsupervised at any time.

- On outings we adhere to our Outing Policy.

Recording absences

- Check phone and communication book for messages.
- If any unexplained absences phone parents/carers. If staff are unable to contact parent/carer, then they should leave a message asking them to contact the setting as soon as possible.
- Mark, **EA** for explained absence, **H** for holiday and **I** for ill. Mark **C** for contacted by the child's name.
- The designated SLP is responsible for following up absences.
- Parent/carers need to call each day their child is absent.

First Aid

- The first aid kits are available at all times (one situated in the kitchen and the other in the Outside/Evacuation bag in the cloakroom).
- After School Club (ASC) have a First Aid kit bum bag for when they are out of the setting.
- We aim to have all staff attend first aid training and a nominated first aider will be present at each session.
- The first aid kits are checked each half term.
- We have a comprehensive First Aid Policy.

Accidents and Incidents

- All accidents are recorded on an *Accident* form and this must be signed by parents/carers and by two members of staff, one copy should be filed under the child's name in the *Accident/ Accident at home/ Incident* File and one given to the parents/carers.
- Staff should record the child's name on the kitchen whiteboard in the event of any accident involving the head to remind them to observe the child.
- Parents and carers are required to record any bruising etc. that have happened at home on an *Accident at Home* form, which should be filed under the child's name in the above file.
- Any major incidents such as a break in or an accident requiring the emergency services should be recorded in the Incident (RIDDOR) book.
- The *Accident, Incident and Accident at Home* file is audited termly and any concerns acted upon by the Pre-School Leader or taken to the Committee. The audit is recorded in the Staffing file under audits.
- The Managing Accidents & Incidents Policy details what should be completed in the Incident (RIDDOR) book.

Fire Safety

- The staff complete an annual fire safety risk assessment and this should be shared with Chair.
- Fire exits and fire extinguishers must be kept clear of any obstructions and clearly marked.
- A copy of the fire drill and evacuation routes must be clearly displayed at each fire exit and staff should be aware of the procedure in the event of a fire.
- The pre-school will take part in Aldborough Primary School fire drills and will evacuate the building on hearing the fire alarm. An independent fire drill should be carried out at least once each half term using the whistle located to the right of the main entrance playroom door.
- A log will be maintained to record fire drills.
- Fire extinguishers and the fire blanket should be checked regularly as part of the daily risk assessment.

- Fire extinguishers and fire detection equipment must be serviced regularly and a record kept with the fire drill log.

Evacuations and Invacuations

The pre-school may need to be evacuated for any number of reasons including a fire, bomb threat or suspicious package, but the evacuation procedure remains the same. It may also be necessary to invacuate in to the building or in to the school building if there is a threat to health and safety by remaining outside such as an unwanted visitor or chemical leak.

Invacuation procedure

Evacuation and Fire Drill procedures

Visitors to the setting should be informed if there is a scheduled fire drill and asked to follow the instructions of the Pre-School Leader or Deputy Leader in the event of an evacuation.

During pre-school fire drill practices, blow the fire whistle 3 times. (located on hook to the right of the playroom door)

In the event of a school fire drill the alarm will sound.

Evacuation/Outside bag

The Evacuation bag should be taken on outings, to the garden and to the school grounds.

Contents of the bag;

- The settings mobile phone charged and in credit.
- A first aid kit.
- Emergency contact details for all the staff, students, volunteers and children who attend the pre-school kept in a sealed envelope.
- The Emergency Medication Book.

EMERGENCY EVACUATION PROCEDURE

Leader to choose the safest exit route and quickly direct staff to specific jobs:

- a member of staff to go to the chosen fire exit and be prepared to lead everyone out of the building to the evacuation assembly point.
- all staff to direct children and visitors towards the chosen exit.
- a member of staff to collect the key and evacuation/outside bag and any children's medication if appropriate.
- a member of staff to do a sweep of the pre-school to ensure that everyone is out of the building, check the front door is unbolted and proceed to the fire assembly point.
- the Pre-School leader or Deputy Leader should head count the children and take the register and visitors' book to ensure that all children, staff and visitors are accounted for.

**Do not re-enter the building and await further instructions from the Emergency Services.
Contact children's parents and carers.**