



# Health & Safety and Risk Assessment Policy

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## 1. Policy intent

The aim of this policy is to ensure that Brookside Pre-school provides adequate control of all health & safety risks associated with the operation of the setting to protect children, staff, and visitors. Although this policy is formally reviewed once a year, it is a key working document for the pre-school and is revised whenever necessary.

(Please note there are other aspects of health and safety which are covered within additional policies. Please see our safeguarding policy, fire safety and evacuation policy, sickness and illness, medication policy, Covid-19 policy, healthy food & healthy living policy, contingency policy, missing person's policy)

Brookside Pre-school aims to offer an environment which is safe and healthy for all children, parents, staff, volunteers, and visitors. All staff are trained on health and safety during their induction and aware of potential hazards within the pre-school.

We follow all relevant legislation and associated guidance relating to Health and Safety within the pre-school including:

- The requirements of the statutory Framework for the Early Years Foundation stage (2021)
- The regulations of the health and safety at work Act 1974 and any other relevant legislation such as Control of substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the Public Health England, the local health protection agency, the local authority environmental health department, fire authority or the health and safety executive.
- Any Covid-19 related guidance issued by the Government or governing bodies.

## 2. Roles and responsibilities

The pre-school Manager has overall responsibility for the safety of all children, staff, parents, and visitors. However, health and safety is everybody's responsibility, all staff members are expected to take responsibility for the health and safety of both themselves and others by ensuring they are:

- Aware of and adhere to Health and Safety policies and procedures
- Report any incidents and maintenance issues to the management team
- Ensure daily safety checks have been completed
- Have read the ongoing pre-school risk assessments and adhere to them within their practice. Identifying and documenting new risks and safety measures during daily practice.
- Report to the manager any medication, medical conditions or other factors which might affect their ability to work safely.

Our Health and safety representative is suitably trained in Health and Safety. They take responsibility for ensuring daily checks and risk assessments are completed, carrying out regular fire drills, ensuring first aid kits are replenished, monitoring the maintenance of the building, and reporting to any potential hazards to the health and safety representative or the management team.

Any Health and Safety issues should be reported to the health and safety representative and preschool manager.

We have Public Liability Insurance and Employers Liability Insurance. The certificate for Public Liability Insurance is displayed on the parent board in the main entrance.

### **3. Procedures**

#### **3.1 Raising Awareness**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety training is in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking/e-cigarette policy.
- Children are encouraged to assess risks during their play. They are made aware of health and safety issues through discussions, planned activities and daily routines.

#### **3.2 Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting of large pieces of equipment. Staff are provided with the correct equipment such as step ladders to reach things which are located at a height.
- All warning signs are clear and in the 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 appropriately. The records are reviewed regularly to identify issues that may need to be addressed.
- We keep a record of all substances that may be hazardous to health in compliance with COSHH regulations – such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or are ingested. It also states where they are stored.

- We keep all cleaning chemicals at a height or in locked cupboards within their original containers.

### **3.4 Floors**

- All floors are checked daily to ensure they are clean and not uneven. When wet, signage is put in place- a free standing A frame, yellow caution wet floor sign.

### **3.5 Electrical /gas equipment**

- All electrical / gas equipment conforms to safety requirements and is checked regularly.
- We do not use plug socket covers due to concerns over the safety in line with the recommendation from the DfE not to use them
- Electrical wires and leads are properly guarded, and the children are taught not to touch them.
- The boiler and gas supply are serviced annually by a registered professional.
- Electricity supply is serviced every three years by a registered professional.
- Electrical equipment is always bought new, any main appliances are PAT tested regularly.
- Any observed faults or damage to electrical equipment must be reported to the manager.
- The temperature of the water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas, doors or windows are opened daily for ventilation and the room temperature is taken to ensure that it is not below 16c.

### **3.6 Storage**

- All resources and materials which children select independently are stored safely at their height and are contained in appropriately sized containers.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Staff members have manual handling training and lift any heavy equipment in pairs.

### **3.7 Security**

Brookside Pre-school have a duty to ensure the property is secure therefore the following security has been implemented:

- The entrance door is always locked during the day. The key is accessible to all staff and is kept on a hook out of the children's reach.
- A video doorbell is used to prevent unwanted visitors and to ensure staff are aware who is at the door before it is opened.
- During arrival and home times the door will be open to greet parents and children. A member of staff will stay in the hallway to monitor who is coming in and out of the building. Children are signed in/out of the pre-school by the staff member attending to the door.
- During special events and stay and play sessions a member of staff must be responsible for monitoring the door to allow parents/carers and visitors enter or exit. They must ensure the door is locked immediately afterwards.
- Rooms and storage cupboards which are not accessible to the children will be locked.
- All visitors must sign in and out of the building for both safety and safeguarding reasons.
- Visitors who are unknown to the staff must be asked to show identification. If staff members still feel uncomfortable with the visitor's identification, then they should politely ask them to wait outside and telephone the company which the visitor has come from for verification.

- Visitors must be escorted to the staff member whom they are visiting or part of the building that they need to access. Visitors must not be left alone with children under any circumstances.
- Visitors who are not wearing an ID badge or lanyard may be asked to wear a Brookside Pre-school visitor badge so that they can be identified by staff and parents.
- The garden gate is closed each morning to ensure children cannot exit the garden. The lock is located at the top of the gate to ensure it can only be unlocked by adults.
- The garden area is fully enclosed with a high railing fence, the children are supervised at all times outdoors.

### **3.8 Kitchen**

- Children do not have unsupervised access to the kitchen, we have a catch on the top of the door to prevent children opening the door.
- The pre-school uses the Safer Food Better Business management procedures published by the Food Standards Agency.
- All surfaces are kept clean and non-porous.
- There are separate facilities for handwashing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach in locked cupboards.
- All food is stored at the correct temperature and any opened food is labelled with a date of opening.
- The temperature of the fridge is recorded daily.
- We aim for all staff to complete their food hygiene qualification within the first 6 months of employment to ensure that they can support the preparation of snack.

### **3.9 Outdoor area**

- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Due to the location of the pre-school we carry out close checks for animal faeces.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Where water can form a puddle of stagnant water on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Storage sheds should be kept tidy and organised by staff to avoid over stacking and prevent trips and falls. Children must not enter storage sheds.
- Gardening tools and maintenance equipment must be kept in a locked shed.
- Risk assessments are in place for adverse weather conditions such as ice, strong winds and extremely hot weather.

### **3.10 Hygiene**

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the Nursery which includes the main hall, kitchen, toilets, and nappy changing area. Any spillages including those involving bodily fluids are cleaned up immediately.

- We have a colour coded cleaning system for our mops, buckets, and cleaning cloths to prevent cross contamination. **Yellow** = kitchen use only, **Red** = bathroom use only and **Blue** = Main room and hallway only.
- We have regularly clean resources and equipment, dressing up clothes and soft furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by cleaning tables between activities with anti-bacterial spray, checking toilets regularly and wearing protective clothing, such as aprons and disposable gloves when appropriate.

### **3.11 Non- smoking Environment Policy statement**

Brookside Pre-school comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (DfES 2021) in making our setting a non-smoking/E-cigarette environment - both indoors and outdoors.

#### **Procedures**

- All staff, parents and volunteers are made aware of our No-smoking/E-cigarette policy.
- There are no-smoking signs on display around the building.
- Staff who smoke do not do so during working hours this includes during breaks.

### **3.12 Display screen equipment (DSE)**

DSE includes desktop computers, laptops, iPad's, smart phones, and TV screens.

Prolonged periods spent in front of DSE can pose significant health risks. Staff members using DSE can take steps to reduce health risks such as ensuring the correct posture, ensuring you have recently had an eye test, having breaks from screen time, and adjusting screen settings.

Staff members have a responsibility to ensure they reduce health risks caused by DSE whilst working from home. This impacts the management team as they use laptops whilst working from home.

Our management team are likely to spend over one hour per day using DSE therefore, they have completed a Display Screen Equipment course.

### **3.13 Activities and resources**

- 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.

- Children who are sleeping are checked every 10 minutes and this is documented on a sleep chart.
- Children learn about health, safety, and personal hygiene through the activities we provide and daily routines.
- Brookside Pre-school implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely in locked cupboards away from the children.
- Risk assessments are completed for chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- Cleaning chemicals are kept in their original containers.

### **3.14 Fire safety equipment**

Our building has appropriate fire safety equipment which are checked annually by an external agency. We have sufficient equipment to maintain fire safety measures such as.

- *Smoke and carbon monoxide alarms*
- *Fire bell*
- *Fire blanket located within the kitchen*
- *Fire extinguishers within the main room and entrance hall*
- *Clear fire exit signs*

### **3.15 First aid equipment**

The Health and Safety (First-Aid) Regulations 1981 states employers have a duty to provide adequate and appropriate first aid provision.

Early years providers are required as part of their Ofsted registration to always have a qualified first aider on site and must have available the proper materials and equipment which should be clearly labelled, secured away from children and easily accessible to the first aider. Additional first aid equipment may be needed for sports activities or high-risk activities.

Our pre-school staff always have access to a clearly identifiable first aid box/bag. Our first aid kit is kept in our store cupboard and there is one on the shelf near to the kitchen. We also have outdoor first aid kits which we take on walks and trips.

- Our first aid kit contents comply with recommendations from Health and Safety Executive (HSE) <https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm>
- Our forest school first aid kits include extra equipment as appropriate such as burn gel and a foil blanket.
- Our first aid kits are child friendly- appropriately sized dressings
- We have a forehead thermometer on sight to detect fevers in children.
- Our staff replenish first aid equipment as and when they use it.

- Our health and safety representative regularly checks and replenishes our first aid kits.
- No medicines are kept in first aid kits – children’s and staff medicines and inhalers are kept in a clearly labelled placed away from children’s reach.
- The manager ensures that at least one qualified paediatric first aider is always on site however, as best practice we aim to ensure that all permanent staff members complete their paediatric first aid qualification within three months of employment and update it every three years. All newly qualified staff (after 2016) must hold a PFA qualification.

Brookside Pre-school believe the health and safety of children is of paramount importance. We ensure that the setting is a safe and healthy place for children, parents, staff, and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

All staff adhere to the five key steps in assessing risk:

1. Identification of a risk: Where is it and what is it?
2. Who is at risk: childcare staff, children, parents, cleaners etc?
3. Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

## **Procedures**

1. The risk assessment process covers adults and children and includes:
  - a. determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how staff are managing risks if asked by parents and/or carers and inspectors.
  - b. checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
  - c. assessing the level of risk and who might be affected.
  - d. deciding which areas need attention; and
  - e. developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
2. The risk assessment is written and is reviewed regularly.

The Manager maintains lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Our General Preschool risk assessment is ongoing and covers all our main activities and environment. Any new equipment or activities should be risk assessed and communicated with the whole staff team.

We have detailed risk assessments for risks such as – food handling, walks and trips out and SEND/Medical needs. These can be viewed upon request from the manager/deputy manager.

## **Legal framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)
- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)

## **Further guidance**

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation: A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Five Steps to Risk Assessment (HSE 2011)
- Safer Food Better Business, Food Standards agency (2020)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011).