



## **Health and Safety Policy**

Puddleducks takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Management Committee and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

Puddleducks aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (AcoP) and guidance will be complied with at all times.

We have a named member of staff who is responsible for Health and Safety. Currently this is Sharon Shepherd. We also have a designated Committee Member.

Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. They are required to:

- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events. RIDDOR file is kept in the lockable filing cabinet.
- Undergo relevant health and safety training when instructed to do so by the management.
- Maintain an environment that is safe without risk to health.

The Registered Person holds ultimate responsibility and liability for ensuring that Puddleducks operates in a safe and hazard free manner. The Registered Person will ensure that adequate arrangements exist for the following:

- Ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.
- Providing adequate health and safety training for all staff, and distribute information about Health and Safety matters to them.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive and Ofsted, where appropriate).
- Reviewing all recorded accidents. Puddleducks response, to enable corrective measures to be implemented if deemed appropriate.
- Adults in the group will have access to advice on safe lifting.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on which will always be used. Heavy materials will not be stored above head height.



## **Environment**

The playroom fixtures and fittings, outdoor play area and equipment must all be safe for adults and children. When Puddleducks go out on visits those places will have different risks. Further details regarding visits can be found detailed in the Visits Procedures. Ofsted will be notified of any serious accident or death of any child in the care of Puddleducks or adult working at Puddleducks.

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Puddleducks will ensure safety in the following areas:

Children will leave the group only with authorised adults.

Children will not have access to kitchens, cookers, or any cupboards storing hazardous materials.

If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

## **Environment**

Safety checks on premises, outdoor and indoor space are made before every day/session.

The doors to the outside are locked by 'permanent key' such that they can always be opened by an adult.

All glass is safety glass. Outdoor space is securely fenced.

Equipment will be checked as a matter of course before each use and any dangerous items removed from use for repair or disposal.

The layout and space ratios allow children and adults to move safely and freely between activities.

Children have the opportunity to play outside throughout the year in Puddleducks own play area.

## **Fire Drills**

There are adequate systems and equipment for the detection and control of fire. Fire doors will never be obstructed and fire exits will be easily identifiable.

A record will be kept by the Fire Safety Officer and also of fire drills and servicing of the fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.

Puddleducks arrange fire drills each ½ term. This will be instigated by the staff, or by a surprise visit from the Health and Safety Committee member. These are recorded in the fire log book. Over Puddleducks Preschool Evacuation procedure and Fire Practice



Instructions are displayed near the fire exits in both rooms used by Puddleducks. The group also takes part in the Over Community Centre Fire practices.

Fires/heaters/electric points/wires and leads will be adequately guarded.

All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children, in a lockable cupboard.

We keep safety data sheets for all chemicals and substances used in Puddleducks.

## **COSHH**

Ingredients and substances that are kept or used at Puddleducks, for example ingredients for playdough, cleaning products, paints, glues present risk to people. The dangers are, for example, if a child (or indeed an adult) were to eat 1kg of playdough, drink 500ml of paint, or get cleaning fluid in their eye.

The COSHH data sheets containing safety information pertinent to each product or ingredient used at Puddleducks are kept by Puddleducks in the COSHH file on the kitchen shelf. These data sheets help in the event of a spill, ingestion or any incident to determine the first aid actions and if necessary should accompany the casualty to ensure they receive the appropriate medical attention off site.

## **Equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing).

Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

Whenever children are on the premises at least two adults will be present.

## **Adult safety**

All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies. Visitors will be required to confirm they have read the fire safety information by signing the visitor's book.

## Management

Safety will appear as an agenda item in regular staff and committee meetings.

A file is available at each session for the reporting of any accidents/incidents.



The accident forms will be presented for inspection and signed each half term by the designated Health and Safety Officer. Any trends will be identified and investigated.

Regular safety monitoring will include checking of the accident record as a basis for risk assessment.

PUDDLEDUCKS HAS A NO SMOKING POLICY.

#### Risk Assessment of Premises and Equipment

Puddleducks carries out daily and half-termly risk assessments. There is a Risk Assessment File. There are risk assessment forms for :

- Our rooms
- Outside area
- Main hall
- Astroturf area
- Resources (on-going)

Health and Safety is a routine agenda item in both committee and staff meetings.

An temperature of between 15°C and 22°C will be maintained at all times in the pre-school rooms. The rooms will be kept ventilated and have sufficient lighting.

Puddleducks recognises the hazard associated with exposure to the sun. See separate sun protection Policy.

All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrival and departures and an adult will be at the door during these periods. See separate child collection procedure.

Adults will not walk about with hot drinks within reach of children; hot drinks are confined to the kitchen.

A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available at both fire escapes in an emergency.

Puddleducks will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

There will always be at least one qualified First Aider on the premises trained to administer first aid to the children.

The fire evacuation procedure will be reviewed annually.  
We do a fire drill once a term

#### Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:



- Children playing with or near water and sand will be continuously supervised. Any spillage will be cleared up.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any purpose.

In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.

Special care is taken when closing doors so as not to trap fingers. The door between the two rooms is securely wedged during sessions.

Systems will be in place to ensure that children are not at risk from swinging doors.

Systems will be in place to ensure that no child can leave the premises unattended.

### Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed.

#### Personal hygiene.

- Hands washed after using the toilet and before handling food.
- Children with pierced ears are not allowed to share each other's earrings.
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Individual towels available, or paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

#### Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Gloves and disposable aprons always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected. Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants and other clothing are available in case of accidents, and polythene bags available in which to wrap soiled garments.
- When changing nappies, gloves and disposable aprons should be used. Since nappies are considered clinical waste, they are sealed in a disposal bag and given to parents to take home and dispose. The changing mat will be wiped down after each use with antibacterial cleaner.
- All surfaces cleaned daily with an appropriate cleaner.

### Information sources

Parents will have the opportunity to discuss health issues with Preschool staff and will have access to information available in the Preschool.



Health

All food and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet. Separate aprons are provided for cooking activities.

Puddleducks will notify Ofsted of any food poisoning affecting 2 or more children.

This policy was adopted at a meeting of Over Puddleducks Preschool held on

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Signed on behalf of Over Puddleducks Preschool .....

January 2017