

St James' Church Pre-School

Health and Safety Policy



1. It is the intention of the Committee of St. James' Church Pre-school to provide and maintain safe and healthy working conditions for all its employees and to provide a safe environment for the children in its care.

2. The Chairperson of St. James' Church Pre-school has overall and final responsibility for ensuring the policy is implemented.

3. Supervisor(s) is / are responsible for Health and Safety on a day to day basis.

4. A risk assessment is carried out annually and the risk assessment report and associated Action Plan are available for inspection upon request to the Supervisor.

5. All electric sockets are to be protected with childproof covers.

All electrical equipment is to be P.A.T. tested annually and regularly checked for faults. Faulty equipment should be removed from the area used by the children for repair or disposal.

The pre-school will request that gas and electrical appliances which are the responsibility of the P.C.C., should conform to safety requirements and be regularly maintained.

6. The perimeter fence and hedge of the outside space is regularly checked for security and the garden gate is bolted securely during sessions.

Visitors to the Pre-school are greeted by a member of staff and must identify themselves and sign in and out.

The external and internal doors of the setting are closed during session time (except for the external door when children are playing in the garden) and the children do not have access to the kitchen (except in special circumstances supervised one on one with a member of staff.)

Children are supervised by adults at all times, indoors and outdoors.

The garden is checked daily for potential hazards, e.g. litter, broken glass, animal excrement, poisonous plants, and any such material is removed by staff and disposed of appropriately.

Equipment is regularly checked and faulty and broken items are removed from play for repair and disposal. Cleaning materials, knives and other dangerous objects are stored securely in cupboards out of the children's reach.

7. The supervisor ensures that the layout of activities and equipment are safe for the children, and would not cause harm to people in the workplace.

8. Fire

Fire drills are regularly carried out, i.e. each half term.

The evacuation procedures are:

- 1) When a fire is found, the Supervisor blows a whistle
- 2) All children and adults assemble in the middle of the room. One member of staff calls the Fire Brigade.
- 3) The children all hold a rope with a member of staff at each end. One member of staff checks all rooms and toilets
- 4) The children and adults file outside into grass area to the side of the church, a good distance from the building. A member of staff closes the hatch and fire doors on leaving the premises, and collects the register and contact numbers. Parents will be informed that the children left the pre-school area during the session.
- 5) The register is called and numbers are confirmed. Wait for the Fire Brigade and/or the all clear to return to the building. If it is not safe to return to the building the supervisor, or another member of staff appointed by her, will contact the parents/carers to come and collect their child (ren) as soon as possible.

A record of all fire drills is kept with the register.

All fire doors must be clearly marked, kept unobstructed at all times and be easy to open from inside.

The smoke alarm must be regularly maintained.

Fire extinguishers and a fire blanket are positioned in the Pre-school rooms and in the kitchen and are regularly serviced by the P.C.C.

Elaine Hawkes is our Fire Safety Officer.

9. There are procedures in place for:
 - a) lost children
 - b) outings
 - c) collecting of children at the end of sessions

10. Insurance

The Pre-school will hold valid public liability insurance provided through membership of the PLA.

11. Hygiene

The floors are regularly swept and cleaned. Equipment is checked regularly and cleaned as necessary.

The toilets are checked for cleanliness prior to each session and cleaned with appropriate cleaner at the end of each session. Additionally they are cleaned as and when necessary during session times. The wash hand basins are similarly kept clean.

To deal with bodily fluid spillages staff wear disposable rubber gloves and disposable aprons. The spillage is covered with newspaper while equipment is prepared and then the floor cleaned and paper disposed of safely.

Disposable gloves are worn on all occasions when staff need to protect themselves and prevent spread of infection.

Staff are required to follow the basic rules of hygiene by washing their hands after going to the toilet and before preparing food or having snack time with the children.

The children are encouraged to wash their hands after visiting the toilet, after messy play and before having a drink and snack.

If any animals are brought into the Pre-school the Supervisor must ensure they are safe to be in an environment with children and do not pose health risks. They must be kept under proper control. Children must be supervised in handling animals and both the children and adults must wash their hands after handling them.

When not in use the sand tray must be covered to keep it clean and any sand which falls on the floor should be discarded.

Hand washing is our preferred method of hygiene. Anti-Bacterial Gel is used by adults and children when appropriate.

12. Food Handling

When cooking activities are being done or when food is being prepared:

- All work surfaces and utensils to be used must be clean.
- Those preparing the food on cooking must wash their hands prior to handling foodstuffs.
- Cups and plates for serving food should be clean.

- Where food will not be consumed immediately after preparation it must be covered and if appropriate stored in a refrigerator.
- No sharp or dangerous utensils should be given to the children to use or be accessible to them.
- No hot drinks should be given to adults in proximity to the children (unless in controlled conditions this forms part of the children's learning about "hot").

13. Medicines

Medicines prescribed by a doctor may be administered by staff so long as parents give prior written permission and accurate written records are kept. The medication record book is used for this.

All medicines must be stored in their original containers, be clearly labeled and kept out of reach of children.

Staff should be given specific training by a qualified health professional for the administration of medication which requires technical / medical knowledge. This training should be child specific.

14. First Aid, Accidents and Illness.

Written permission is requested on the Pre-school acceptance form to allow staff to seek emergency medical advice and treatment if necessary.

The Supervisor will ensure accidents, however, minor are recorded in the accident book, and parents are informed and asked to sign the report. Reportable work-related accidents, diseases or dangerous occurrences will be reported to Ofsted and the HSE in the form required by them. Notifiable infectious diseases will also be reported to the Berkshire Team Health Protection Agency.

The First Aid box is out on display in the Pre-School room & also a box is located in the garden. It is regularly checked and contents used are replaced by the designated member of staff. The Pre-school also has access to the Church first aid box situated on the wall adjacent to the Pre-school sink in the kitchen. In the event of an accident the nearest First Aider will take charge and deal with the occurrence.

Both Supervisors are qualified First Aiders and one Supervisor is in attendance at each session.

The Supervisor will inform parents and employees of exclusion periods for infectious diseases and will inform parents about cases of chicken pox, head lice and threadworms.

15. Smoking Policy

St James' Church Pre-school operates a no smoking policy throughout the premises and surrounding environment. This applies to staff and visitors, and staff members are not allowed to smoke whilst in their uniforms. The policy also extends to walks and other outings off-site.

16. Outings

If children are to be taken off the premises for a walk or outing there are clear procedures in place, for staff to follow, to ensure that all appropriate risk assessments are carried out.

17. Ofsted should be notified of any food poisoning affecting 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984 or because the notification requirement has been applied to them by regulations (the relevant regulations are the Public Health (Infectious Diseases) Regulation 1988).

18. Consultations between employees and the Pre-school committee on matters relating to Health and Safety are dealt with as agenda items at committee meetings or if an urgent matter arises it is dealt with between employees and the Chairperson of the Committee

19. Each member of Staff has a copy of the Health and Safety Policy given to them at the start of their employment. Regular volunteer helpers have their attention drawn to the policy pinned up on the Pre-school notice board.

This policy was last revised on 2 October 2017.

This policy was last reviewed on 29th April 2019. No changes were made.

Signed by: Jackie Turton..... on behalf of St James' Pre-school Committee.