**SECTION 7.0**

**HEALTH and SAFETY**

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises.

**Health**

The provider must promote the good health of children attending the setting.

**7.1 Health and safety general standards**

**Policy statement**

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, and volunteers.

* We aim to make children, parents, staff, and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
* Our member of staff responsible for health and safety is:

**Wendy Reason**

* She is competent to carry out these responsibilities.
* She has undertaken health and safety training and regularly updates her knowledge and understanding.
* We display the necessary health and safety poster in:

**On the notice board in the setting.**

*Insurance cover*

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in:

**The Inner Foyer (Locked Notice Board)**

**Procedures**

*Awareness raising*

* Our induction training for staff and volunteers covers health and safety issues and covers matters of employee well-being, including safe lifting and storage of resources.
* Records are kept of these inductions training and filed in staff personnel files.
* As necessary, health and safety training are included in the annual training plans of staff, and health and safety is discussed at staff meetings where appropriate.
* We operate a no-smoking policy.
* 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, lifting and erection of large pieces of equipment or heavy items from the storage area and around the setting. Permanent staff either have or are offered manual handling training.
* All warning signs are clear and provided by our landlord, ELAN.
* Adults do not remain in the building on their own or leave on their own after dark.
* The sickness of staff is recorded on timesheets and their involvement in accidents is recorded.
* We keep all cleaning chemicals in their original containers.

Premises

We rent our premise from ELAN Extend Learning Academies Network, and it is their responsibility to ensure the doors, window, floors, electrical/gas equipment, temperature of the hot water is safe as it is on economical, which is a lower temperature and signs are clearly displayed above the sinks, lighting, storage, fire equipment and signage is adequate and up to date. Staff ensure and anomalies or issues are reports to ELAN in timely manner and risk assessments put in place until repaired are carried out.

*Outdoor area*

* Our outdoor area is fenced, and the little picket gate is secured with a bolt. This gate is a fire escape.
* Our outdoor area is checked for safety and cleared of rubbish before it is used.
* All outdoor activities are always supervised.

*Hygiene*

* We seek information from the Health Protection Agency to ensure that we keep up to date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We implement good hygiene practices by:
* cleaning tables between activities.
* providing sets of clean clothes daily.
* Providing tissues and wipes; and encouraging children to wash their hands at appropriate times.

*Activities and resources*

* Before purchase or loan, equipment and resources are checked to ensure that they are safe and appropriate for the children currently attending the setting. Items could be borrowed from the Toy library.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* Equipment is checked for cleanliness and safety, and any dangerous items are repaired or discarded.
* All materials, including paint and glue, are non-toxic.
* Sand is suitable for children's play.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
* Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
* Large pieces of equipment are discarded only with the consent of the Manager and the management committee.

**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)

**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)
* Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

**7.2 Maintaining children’s safety and security on premises**

**Policy statement**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

**Procedures**

* Children's personal safety.
* We ensure all employed staff are checked for criminal records via an enhanced disclosure through the Criminal Records Bureau/ DBS.
* Adults do not normally supervise children on their own inside the setting room, or during outside play. However, we do offer free flow throughout the setting where at times a member of staff could be within ratio but on their own. All staff are DBS checked.
* All children are always supervised by adults.
* Whenever children are on the premises at least two adults are present.
* We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
* Security
* All doors are secured when children are on the premises (the front doors are secured by a key coded security system, only known by staff members.)
* Systems are in place for the safe arrival and departure of children.
* The times of the children's arrivals and departures are recorded.
* The arrival and departure times of adults - staff, volunteers, and visitors - are recorded.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* The personal possessions of staff and volunteers are stored safely during sessions.

*All Visitors, Volunteers, Committee Members and Parents Identification Checks*

* If the visitor or prospective parent is unknown to the setting, we check their credentials and reason for visit before allowing them to enter the setting.
* We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (e.g., official identity badge, driving licence, bankcard which shows signature). Photo identification is preferable.
* If we require further verification, we will contact the main landline telephone number of their organisation and ask to be put through to the visitor’s manager.
* We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit.
* We record the ID has been checked, together with the visitor’s name, reason for visit, time, and date in our Visitor’s book/log. The Visitor or prospective parent is required to sign the book/log and their signature is then checked against their identification.
* If the visitor or prospective parent is known to the setting or had carried out prior ID check, we check that they have a valid reason to enter. They are then required to complete the visitor’s book/log without further Id checks and again will not be left unsupervised in the setting.

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must have a clear and well-understood policy, and procedures for assessing any risks to children’s safety, and review risk assessments regularly.

**7.3 Risk assessment**

**Policy statement**

Our setting believes that the health and safety of children is of paramount importance. We make our setting 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.

This policy follow five steps as follows:

* Identification of a risk: Where is it and what is it?
* Who is at risk: Childcare staff, children, parents, cooks, cleaners etc.?
* Assessment as to whether the level of a risk is high, medium, low. This considers both the likelihood of it happening, as well as the possible impact if it did.
* Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, to reduce that risk?
* 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**

* Our risk assessment process covers adults and children and includes:
* determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors.
* checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
* assessing the level of risk and who might be affected.
* deciding which areas need attention; and
* Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
* Written risk assessments are reviewed at different time interval and on a case-by-case basis, due to a change or general update after a period of time. Common sense prevails. These are stored together in a central file.

**Legal framework**

* Management of Health and Safety at Work Regulations (1999)

**Further guidance**

* Five Steps to Risk Assessment (HSE 2011)

**7.4 Lockdown**

Lockdown procedures will be implemented as a proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils. Lockdown procedures may be activated in response to any number of situations, some of the more typical might be:

* An intruder on the school/ Preschool site.
* Civil disturbance in the local community.
* A warning of a local risk of pollution / major fire.
* The proximity of a dangerous animal roaming loose.

The Executive Head teacher, Head of School, Deputy Head, Assistant Head, or Office staff in their absence, have the authority to initiate a lockdown. A lockdown will involve the whole school site.

Management will text all parents to inform them.

A partial lockdown would be all restricted to classrooms but with free movement internally.

A full lockdown would be all restricted to classrooms/the room you are in, out of sight with blinds or curtains, doors and windows closed.

|  |  |
| --- | --- |
| Incident | Actions |
| Children and adults in the Preschool building. | * Bell rung continually for 30 seconds.
* Check toilets and the whole room. The Preschool phone will ring to confirm lockdown. (Back up Email message will be sent with details.)
* Children, staff, and other adults to stay out of sight as much as possible – sit on floor in the carpeted area against the radiator- cupboard side with the central door closed. Staff will lock doors and windows and close blinds. Staff must encourage Children to stay calm and quiet.
* Nobody should be sent out of the Preschool building.
* LOCK WINDOWS ON THE SIDES OF PRESCHOOL ROOM AS THESE ARE HIGH RISK, lock all doors.
* Manager or Deputy Manager to call the register to confirm everyone is present.
* Becky (Chloe if Becky is not in) to email the number of pupils and adults with us, which room we are in, any missing children and staff to: lockdown@locking.extendlearning.org.
* You will receive instructions through email.
* Await further instructions through either email.
* The bell will sound for 30 seconds to signal lockdown is over.
 |
| If children are in the outside area. | * Bell rung for 30 seconds.
* Children walk immediately and calmly into the building. Adults to then lock all doors and close the blinds, this includes the dividing central door.
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**7.5** **Fire safety and emergency evacuation**

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must have a clear and well-understood policy, and procedures for assessing any risks to children’s safety, and review risk assessments regularly.

**Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, ELAN who are ultimately accountable and responsible for the premises we lease from them.

**Procedures**

* The basis of fire safety is risk assessment, carried out by a ‘competent person.’
* Wendy Reason, Chloe Gill and Becky Taylor has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006.)
* Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
* Fire doors are clearly marked, never obstructed, and easily opened from the inside.
* Smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* clearly displayed in the premises.
* explained to new members of staff, volunteers, and parents; and
* Practised regularly, at least once every half term.
* Records are kept of fire drills and of the servicing of fire safety equipment.

*Emergency evacuation procedure*

Every setting is different, and the evacuation procedure will be suitable for each setting. It must cover procedures for practice drills including:

* How children are familiar with the sound of the fire alarm.
* How the children, staff and parents know where the fire exits are.
* How children are led from the building to the assembly point.
* How children will be accounted for and who by.
* How long it takes to get the children out safely.
* Who calls the emergency services, and when, in the event of a real fire?
* How parents are contacted.

*The fire drill record book must contain:*

* The date and time of the drill.
* How long it took.
* Whether there were any problems that delayed evacuation.
* Any further action taken to improve the drill procedure.

**Legal framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

Fire Safety Risk Assessment - Educational Premises(HMG 2006)

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).

**7.6 Animals in the setting**

**Policy statement**

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on external visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

**Procedures**

Animals in the setting

* We take account of the views of parents and children when selecting an animal or creature come to visit as part of a planned educational visit. Consent is signed in the child’s registration form and further issues noted such as allergies or dislikes, where applicable.
* All animal on site is brought in by visitors to show the children, they are the responsibility of their owner.
* Children wash their hands after handling the animal or creature.
* Children are taught correct handling and care of the animal or creature and are supervised.

*Visits to farms*

* Before a visit to a farm, a risk assessment is carried out - this may take account of safety factors listed in the farm’s own risk assessment, which should be viewed.
* The outings procedure is followed.
* Children wash their hands after contact with animals.
* Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

**Legal framework**

* The Management of Health and Safety at Work Regulations (1999)

**General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present.

**7.7 No-smoking**

**Policy statement**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

**Procedures**

* All staff, parents and volunteers are made aware of our No-smoking Policy.
* Our landlord is responsible for the display of no-smoking signs.
* Staff who smoke do not do so during working hours, unless on a break and off the premises.
* Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

**Legal framework**

* The Smoke-free (Premises and Enforcement) Regulations (2006)
* The Smoke-free (Signs) Regulations (2012)

**7.8 COVID -19**

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England specifically for Early Years.

It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control.

If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of the preschool will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

Any child, staff member, parent or visitor with coronavirus symptoms must not attend Preschool and must isolate at home for 10 days.

Increased cleaning processes are in place, throughout and at the end of the day.

Parents will not come on site or visit the Preschool room unless this is explicitly arranged with the Manager e.g., in the event of a child being distressed.

The process for settling in sessions will be managed away from the other children, only one parent must attend. A mask must be always worn and the settling in must last no longer than 1 hour.

 Attendance

Children and employees are welcome to attend preschool but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

If you are unsure do not visit Preschool.

It is important that children do not attend preschool if unwell for their own wellbeing and for the safety of others.

If anyone is experiencing any symptoms they cannot return to preschool until they have completed the required isolation period and be symptom free or have achieved a negative PCR test result (proof will be required.) Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending preschool.

Drop off and collection of children.

Parents are asked to drop off and collect their children at designated entrances and not to enter the preschool unless essential. Whilst parents are waiting, it is important to maintain social distancing by keeping 1 metre, preferably 2 metres apart. Only one parent does the drop off and collection.

Temperature and symptom monitoring.

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and evidence of a high temperature and/or new continuous cough.

Travel to Preschool

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport. Please only arrive at the setting via the Lime Close entrance.

Mealtimes

As always, children will eat in their preschool at lunchtimes. We advise sending food in wrappings which can be disposed of. All staff will wear aprons and gloves during lunch club.

No food will be eaten out of shared platters or containers, at snack café the children will be given the choice of snacks and a designated staff member will serve the food to limit the spread of any possible contamination. During snack café staff will wear an apron and gloves.

The children will need to bring in their own, named, water bottles. These can be topped up with water at snack time. Please ensure you take it home daily to be washed.

Employees

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing. This included Covid 19 training.

Fire drills and lockdown practice

If we must respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible with staff. The safety of the children and employees will always come first.

Wellbeing

We know that this is a very unusual and worrying time for everyone. It is especially important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the preschool community feels safe and secure. We will try our best to create a normal preschool environment.

We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be carrying out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the keyperson/ Preschool Manager.

Settling in sessions/transitions

Parents may enter the preschool for the purpose of settling-in sessions, if not doing so would cause a child distress. The Manager will give further guidance on the day. It is important that social distancing continues to be maintained. The parents will not be able to spend time in the children’s rooms in order to minimise any risk of infection, they must also wear a mask and the settling in must last no longer than 1 hour.

Visitors

Visitors to the preschool will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meeting. There will be no parents’ evenings for the time being, nor any other mass events due to government restrictions.

Health, Hygiene and Safety

Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g., iPads, must be regularly cleaned. The preschool Manager will be responsible for recording these cleaning schedules. We also have a professional cleaner in at the end of each day to clean the setting and toilets.

The rate of hand washing must be significantly increased. Everyone, including children, must use hand sanitizer when entering the preschool. Staff will ensure children wash their hands prior to eating and after using the toilets. There will be regular opportunities for hand washing throughout the day.

Use of tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

Clothing

All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at preschool. Children should bring one bag with changes of clothing each session and take it home with them at the end of the week.

Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19.

Items from home

If your child requires a comforter e.g., soft toy or blanket, please bring it in a bag and then take home at the end of the day and wash it. We would prefer no toys or comforters to be brought into preschool but do understand that this could cause distress.

Resources at Preschool

Toys and resources that are difficult to clean will be removed. The children will only share toys and activities within their session. We will sanitise items at the end of each day.

Responding to a person displaying symptoms of COVID-19

 A child

If a child is suspected of displaying coronavirus symptoms whilst attending the preschool, they should be collected as soon as possible and isolate at home in line with NHS guidance.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

PPE Equipment

Government guidance is that PPE is not required for general use in preschools to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid. Aprons will be worn at mealtimes and snack times.

Reporting, testing, and tracing.

Everyone, children, parents, and members of their households, are now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the preschool Manager as soon as possible. The manger will inform the committee immediately. If a positive result is confirmed, the practitioners and children associated within the setting must self-isolate for 10 days before returning to preschool. Positive tests will be reported to Public Health England, Department of Education, and Ofsted by the Manager and nominated person for Ofsted.

If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDOR.

The Government’s tracing app is a way of helping to protect everyone.