**Sticky Fish Pre-school**

**Health and Safety Policy and Practice**

COVID 2019 Amendments

The following relevant policies and procedures have been updated to include amendments due to COVID 19:

* Emergency evacuation Procedure (including Fire Safety)
* Sick Child Policy and Procedure
* Arrival and Departure Policy and Procedure
* Administrations of Medicine Policy and Procedure
* Daily Risk Assessment
* Arrival and Departure

The manager is liaising on a more frequent basis with the building manager.

There is increased signage at entry and exit points.

There is a new **COVID 19 risk assessment**, covering in detail the new control measures in place including; hand washing and hygiene, cleaning, sanitation, drop off and pick up procedure, small groups (bubbles), building and premises, meetings, visitors, play and resources, PPE, staffing and child, families and staff wellbeing.

There is a shared document on what to do in the event of an outbreak.

General Statement of Policy

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.

Our setting also has public liability and employer’s liability insurance. The certificate for public liability insurance is displayed on the notice board to the right of the entrance to our hall.

Aim

We aim to make children, parents and staff 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.

Overall and final responsibility for Health and Safety in this setting is that of Liz Tomlinson, Pre-school Manager. The daily health and safety officer is delegated to Catherine Hounsome.

Our health and safety poster is displayed in the pre-school office.

Staff and Management Committee responsibilities:

The management, trustees and staff will ensure that health and safety remains our first priority.

Each staff member is responsible for health and safety, and must notify the appropriate person named above if they notice a health and safety problem that they are not able to rectify.

The management committee (in this case, the trustees) have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team we will strive to;

\* create an environment that is safe and without risk to health

\* prevent accidents and cases of work related ill health

\* use, maintain and store equipment safely

\* ensure that all staff are competent in the work in which they are engaged

Fire

We will abide by current legislation in regards to our setting’s roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and workers is the top priority. We will also complete a fire risk assessment for our premises.

Sticky Fish Pre-school operates in rented premises. The Landlord, Fishponds Baptist Church, has completed a risk assessment for the whole building. Our fire risk assessment mirrors theirs, with additional measures detailed for the care of children.

A minimum of one staff member will be Fire Warden trained. All other staff/volunteers/students will undergo basic Fire Safety training before commencement of employment/work, and then on a regular basis.

Fire drills will be undertaken every term, and a log kept.

A lockdown drill will take place twice a year, and a log kept.

Electrical

All electrical/gas equipment is maintained by the church. Lighting and ventilation is adequate in all areas. The temperature of water that is accessed by the children is thermostatically controlled to prevent scalds.

Storage

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Children are not permitted into our lockable storage cupboard next to classroom one.

Premises and Outdoor Space

We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the Health and Safety of our premises and outdoor space. We make a commitment to ensuring our premises, outdoor space and equipment are safe and appropriate for their use.

Our outdoor area is securely fenced. The area is checked daily for safety and cleared of rubbish before it is used.

Staff, volunteers and children are alerted to the dangers of poisonous plants.

A daily outdoor risk assessment will be completed before the children go outside.

Our large Lime trees are monitored for signs of dead branches which could pose a risk of them falling. Tree surgeons will undertake regular pruning of these trees.

Our outdoor sandpit is covered when not in use and is cleaned regularly.

All outdoor activities are supervised at all times and the adult to child ratios are maintained.

We will ensure rooms used by the setting will be used solely by the setting during the hours of operation.

Materials and Equipment

We believe a child’s play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception the manufacturer’s instructions of their use will be followed.

We take precautions to prevent children’s fingers from being trapped in doors. Most doors are fitted with guards to ensure this. Fire doors are never obstructed.

Staffing and Supervision

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training. Workers under 17 years of age are not counted in the staff:child ratio.

Whenever children are within the preschool, at least 2 members of staff must be present.

Staff, volunteers, and students will be taken through an induction when they start with the pre-school which includes a clear explanation of health and safety issues. Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part.

We operate a no smoking, no vaping policy.

We will abide by current legislation in regards to staff to child ratios (The setting’s registration document also sets out the ages of children that can occupy the setting ).

A separate accident book will be kept for staff accidents.

The main (indoor) entrance to sticky fish is locked with a key and the key stored at adult height. The main gate entrance (to our garden) is locked with a bolt and padlock. Only staff are permitted to unlock the main entrance door and/or entrance gate.

Hygiene

Our daily routines encourage the children to learn about personal hygiene. The toilet area has hand washing and drying facilities.

Tissues are provided and children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues in the bins provided.

Paper towels are provided and disposed of appropriately.

Protective clothing such as aprons and disposable gloves will be used - as appropriate.

Clean sets of clothes are provided.

The church has a daily cleaning routine for the setting which includes main hall, kitchen, bathroom, nappy changing area, side rooms and hallway.

We have a schedule for cleaning resources and equipment.

Food

Good hygiene rules will be applied when involved with the preparation of food.

Washing and drying hands before and after food prep, covering broken skin with a plaster, and preparing raw and cooked food in separate areas.

Hot drinks will be kept in the kitchen. Children will not be allowed in the kitchen for any purpose.

Record Keeping

We will abide by current legislation in regards to documentation, providers records, registration and information of children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

An accident book (file) will be kept for the reporting of all accidents, which will be signed by the member of staff who dealt with the accident, and by the parent/carer.

A separate confidential incident book (file) will be kept for any other occurrences that staff judge to require this.

Fire drills will be held at least once per term, preferably on different days throughout one week in order to familiarise all the children. A fire risk assessment and log will be kept.

A lockdown drill will take place twice a year.

A register of adults and children will be completed as people arrive and leave. Systems will be in place to ensure that no child can leave the premises unattended or no unknown adult enter the premises.

Play Resources

The play resources provided will be appropriate for the age and stage of the children, and will offer challenges to developing physical, social, personal and intellectual skills. They will conform to relevant safety regulations, are sound and well made.

Children are taught to handle and store tools safely. They learn about health, safety and personal hygiene through the activities we provide and the routines we follow. Play is constantly supervised.

All materials, including paint and glue are non-toxic. Sand is suitable for children’s play.

First Aid

Please refer to our setting’s First Aid policy . A correctly stocked First Aid box will be available at all times.

In regards to allergies /dietary / medical requirements/care plans a record will be kept of all allergies and specific dietary or medical requirements of registered children.

The Manager or Deputy Manager will make all workers aware of any allergies or specific dietary or medical requirements of children in attendance.

Risk assessments will be completed and filed on all potential hazards. (See policy on risk assessment).

We also hold a number of other policies and procedures, that support the Health and safety of those who work in, attend and visit our provision, which makes up our overall safeguarding policy including:

* Emergency Evacuation Procedure (including Fire Safety)
* No Smoking Policy
* Staffing and Employment Policy (incorporating drugs and alcohol)
* Recruitment Policy and Procedure
* Missing child policy/procedure
* Late Collection of/Uncollected Child Procedure
* Arrival and Departure Policy and Procedure
* Child Protection policy
* Safeguarding Overview
* Multimedia and e-safety policy
* Confidentiality Policy
* Security Procedure
* Registration Policy/Procedure
* Administration of Medication Policy/Care plans
* Sick Child Policy and Procedure
* First Aid Policy
* Data Protection Policy
* Outdoor Policy
* Risk Assessments
* Insurance Certificates
* Record of Completed Fire Drills
* Staff/Child/Parent Induction
* Visitors’ Log
* COVID 19 Risk Assessment

Legal Framework

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1999)

Health and Safety Law : what you should know (2009)

Reviewed: Sept 2023 Next review: September 2024

Signed: Manager, Liz Tomlinson