

## Health and Safety Policy

This policy has been written following the guidance from:

- Surrey Supporting Children Team.
- Surrey Wildlife Trust Outdoor Learning Service.
- Statutory Framework for the Early Years Foundation Stage, 2017.
- Health and Safety Executive (HSE) - Health Protection Guidance in Schools and other Childcare facilities, 2018, updated March 2019.
- NHS website.

*This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.*

### Definitions within Policy:

**Learning Environment:** Refers to the Pre-School building and garden and/or Forest School Site.

**Health and Safety Officers:** Refers to all designated H and S Officers.

**Equipment, Tools and Resources:** Refer to equipment used within the building/garden and used for Forest School activities.

### Named Paediatric First Aiders:

The following staff members hold current Paediatric First Aid certificates:

Kate Rice

Kelly Haines, EYP

Hayley Lewis

Louise Stephens

Julie Wilson

### Named Forest School First Aiders:

The following staff members hold current Forest School First Aid certificates:

Kate Rice - Forest School Leader/Trainer

Kelly Haines

Hayley Lewis

### Designated Health and Safety Officers (HSO) for:

- **Pre-School Building and Garden:** Kelly Haines, EYP -Setting Manager, Kate Rice (Deputy Health and Safety Officer).
- **Forest School:** Kate Rice- Level 3 Forest School Leader, Kelly Haines, EYP - Setting Manager, (Deputy Health and Safety Officer).

All staff members, volunteers and students go through an Induction process which includes familiarising themselves with the Health and Safety policy. All adults working with children in the setting sign and date the form in the policy booklet to acknowledge they have read and understood each policy. During the Induction process all adults are informed of who the appointed Health and Safety Officers (HSO) are and their roles (as above). All new staff members, students and volunteers are given an induction booklet. Staff members receive a Staff Hand Book which explains health and safety procedures to follow.

### Roles and Responsibility of Health and Safety Officer

This list should not be viewed as exhaustive.

- To complete a Health and Safety poster and ensure this is displayed on the notice board in the Pre-School building giving details of the designated HSO and emergency contact information.
- To carry out regular risk assessments and to review them annually or as required. (Please see Risk Assessment and Risk Benefit Policy and Risk Assessment folder).
- To regularly visit the Health and Safety Executive (HSE) website for up to date guidance and share this with staff and parents/carers.
- To carry out daily environment checks ensuring that all Fire Exits are kept clear of obstructions in the event of an Emergency evacuation and the boundary fences are secure.
- To carry out termly Emergency Evacuation practices.
- To make all staff, students and volunteers aware of being safe in the learning environment by ensuring that all equipment, tools and resources used by children and adults are in good working order and fit for use.
- Regularly check that shelves and cupboards are not overloaded with tools, equipment and resources.
- To ensure that all adults in the setting understand their responsibility to health and safety for example, sweeping up sand to avoid children/adults slipping over.
- To display up to date Health advice for example childhood vaccine posters.
- To display up to date Hygiene advice for example washing hands after cough and sneezes.
- To make parents/carers aware of health and safety issues such as childhood illness and keeping safe in hot/cold weather conditions, through information in the termly Newsletters and by the weekly email.
- Inform parent/carers of the Pre-Schools policy on illness and health and safety practices during the Parent Information evening (part of induction process).

### Staff Deployment

Bus Stop Pre-School ensures that children are supervised adequately to ensure their

safety within the learning environment. A free flow approach is adopted enabling children to take their learning inside and outside. To support the safety of the children when free flowing within the setting, there is always a minimum of one member of staff present in the garden and a minimum of one member of staff present in the classroom.

All ratios are followed in accordance with the ratios set by the Statutory Framework for the Early Years Foundation Stage, 2017. Staff members are deployed to ensure the needs of children are met. Children are usually within sight **and** hearing of staff and always within sight **or** hearing of staff. Please see Snack Bar sheet and Nappy Changing staff deployment sheets.

Areas of the inside classroom where children are not able to access without the supervision of an adult are closed off by the use of stairgates. Two stairgates are also positioned at the two front doors leading to the children garden, this is to prevent children accessing the garden without an adult present.

### Fire Safety and Information

Please see our Fire and Evacuation Procedure for the building located in the policy booklet and next to each labelled Fire Exit.

Bus Stop Pre-School fire extinguishers are checked annually by a certified fire safety company. Please see certificates located in the Documents folder in the Office.

Bus Stop Pre-School ensures that the Fire Exits within the building are kept clear from obstruction and can be easily accessed in the event of a fire or evacuation. Fire Exits are clearly labelled.

All adults and children are instructed in Forest School fire safety. Before lighting a fire the Forest School Leader/HSO ensures that all adults and children are taught the Fire Square rules and understand the procedure for lighting a fire safely and extinguishing a fire. Children are given continuous support and reminders to follow the fire square rules.

### Fire Square Rules:

- A designated Fire Keeper is established. The Fire Keeper remains at the fire and is responsible for keeping the fire alight and ensuring the fire square rules are adhered to.
- Adults/children may enter the Fire Square when asked by the Fire Keeper.
- Remember to step behind the fire square when moving away from the fire square.

- Remember not to walk/run across the fire square as you may get hurt.
- Help to keep your friends safe, by calling 'Elephant' if they step inside the square.
- Remember to play away from the fire square to keep safe.
- Remember not to throw objects into the fire.

These rules should not be viewed as exhaustive.

Safety Equipment required for a lightening/extinguishing Fire:

- Water bucket - putting out the fire,
- Water bucket - burns and scolds,
- Fire blanket,
- Fire Gloves,
- Fire Bag - Cotton wool, Fire steel, Vaseline, Shells.

This list should not be viewed as exhaustive.

In the event of a fire becoming uncontrollable or there is an emergency within the learning environment adults are aware of the correct procedure to follow. All children are taught to respond to the "1,2,3, where are you?" rule, which encourages children to find an adult to stand with at the end of a Forest School session or in an emergency. Please see Forest School - Emergency Procedure and Fire and Evacuation Procedure.

### Equipment, Tools and Resources

All adults are responsible for ensuring hazards to children and adults within the learning environment are minimised. At the beginning of each Pre-School day adults complete the following:

- Daily Cleaning checklist,
- Daily Check - Risk Assessment of the building,
- Toilet Cleaning check list,
- Room Temperature,
- Fridge and Freezer Daily Check.

At the beginning of each Forest School session adults complete the following:

- Daily Risk Assessment for Forest School,
- Child Medication packed if required,
- Visual inspection of tools and equipment carried out.

Adults check equipment used within the learning environment daily/before use and any equipment found to be broken is discarded. If equipment is found to be broken during the day, adults will remove the item. All Checklists/Risk Assessments are located in the office.

To encourage children to be aware of being safe in the learning environment we have developed safety rules, which have been written in consultation with the children. Please visit our rules on the Bug rug, Book corner, the Block area and Sand pit. Please see Outings Policy for Forest School safety circle rules.

The resources within the learning environment promote all areas of the children's development. The Pre-School learning environment provides opportunities for children to access the seven areas of learning. The children are freely able to access the resources and freely access the inside and outside environments. The furniture, equipment and resources are all accessible to children, as they are stored at child height, encouraging independence. The furniture within the setting is suitable for children and adults to use. For example, the chairs are of solid wood and have no sides, ensuring adults can safely sit and fit on the chairs alongside the children.

The resources, equipment, material and books within the learning environment promote positive self-images of people of all races, culture and ability, are non-discriminatory and avoid racial and gender stereotyping. For example, posters, multicultural dressing up clothes, dolls and musical instruments.

Bus Stop Pre-School provides play equipment and resources that promote continuity, for example the seven learning areas are always constant. We enable children to progress by changing and adding to familiar activities, providing the children with sufficient challenge. For example, adding coloured/numbered signs in the scooter park, to encourage the children to consider where to park their scooter and to support number recognition.

As stated previously staff members carry out daily checks to ensure equipment, tools, resources and materials are safe and clean to use. Man made, natural and recycled objects introduced to the setting are checked for safety and cleanliness. They are cleaned before the children handle them. If children have collected natural resources whilst out at Forest School, staff members ensure that children and staff wash their hands on their return to the premises.

An inventory of all resources and equipment is kept. The inventory contains the date on which the item was purchased and the price paid for it. Please see Equipment List in the policy booklet.

All Pre-School equipment and resources are stored safely and securely in the Pre-School building and garden. Forest School tools and equipment are stored in the Forest School shed in the 'Adult Teaching Garden' children are not able to access this part of the garden, unless accompanied by an adult.

Staff members (Key holders) securely lock the Office, front doors, garden gates and Forest School shed when they leave the premises, ensuring no other person can access the building. The landlord (National Trust) is the only person with another key to the building front doors of the premises.

#### Pre-School Key Holders:

- Kate Rice - Owner (holds a key for the Office)
- Kelly Haines - Manager (holds a key for the Office)
- Hayley Lewis - Senior Early Years Educator

Areas of the building which are unused/ or where supervision is required by an adult are kept locked from the children by means of stair gates or locked doors.

#### COSHH and RIDDOR

Cleaning products used by Bus Stop Pre- School are placed in high kitchen cupboards, adult toilet, up on high baskets in each room and on a high shelf in the children's toilet. The cleaning products include anti-bacterial spray, hygiene hand gels, soap, wipes, gloves and tissues. These products are kept out of the reach of children.

The setting complies with the Control of Substances Hazardous to Health regulations 2002 (COSHH). It is the responsibility of the HSO to ensure all information is up to date. Please see the COSHH poster and COSHH Risk Assessment.

A system is in place to report all actual or potential injuries, disease and dangerous occurrences. The system complies with the RIDDOR regulations 2013. Our HSO reports all actual or potential dangerous occurrences to the HSE Incident Contact Centre (ICC) and refers to the Incident At Work poster found on the display board in the hallway. It is the responsibility of the HSO to ensure the setting complies to the RIDDOR regulation 2013.

The kitchen on the premises is registered with the Environmental Health. Please refer to the Food and Drink Policy and Procedure and please see the Environmental Certificate located on the kitchen window.

#### Insurance

The premises of Bus Stop Pre-School is insured by Morton Michel Insurance Company for public liability insurance and employers liability insurance.

Bus Stop Pre-School is also insured by Birnbeck Insurance Company for public liability insurance and employers liability insurance relating to Forest School activities. Up to

date certificates can be found on the display board located by the children's pegs.

Appliances used by the children and adults comply with the safety standards. All installation/servicing certificates are the responsibility of the landlord. Copies of certificates are stored in the Office.

### Hazardous Plants/Fungi

At the beginning of each full day the learning environment is checked for hazardous plants/fungi. If any hazardous plants are found and cannot be removed the area is cornered off and the children are kept away from the area. All staff members, volunteers and students are made aware of the potential hazards through means of our hazardous plant book found in the Forest School First Aid bag. If any hazardous plants are brought into the premises, they will be immediately removed.

When removing hazards plants/fungi from the Pre-School garden staff members where gloves and collect hazardous plants/fungi in a bag. The bag is then disposed off in the black kitchen bin. Staff then wash their hands with soap and water.

### Sand and Water Play

The sand in the walk-in sand pit is renewed annually. However, if the sand pit has been obviously contaminated for example, through animal droppings, the sand will be discarded. The sand pit is covered with a tarpaulin sheet at the end of each day and raked daily.

The water tray in the setting remains outdoors and the water is replaced daily. However, if the water tray has been obviously contaminated for example through, coughs and sneezes/Animal droppings, it will be discarded. The water trays are turned upside down to prevent Animals contaminating the trays when it is not in use. If the water trays have not been used for a long period for example during the cold winter months, the water trays are cleaned with warm soapy water before use.

Water tray/water play activities inside/outside are supervised by a member of staff.

### Changing Weather Conditions

Parents and carers are informed and made aware of sun safety information /practice through our summer newsletter and through information leaflets downloaded from Surrey Supporting Children Team website site/Government websites.

Bus Stop Pre-School does not take responsibility for the application of sun cream. It is the parents/carers responsibility to apply sun cream to their child before arriving. Staff members remind parents/carers before leaving the premises to apply sun cream

to their child. If a parent/carer has already left the premises and staff are unsure if a child has sun cream applied, staff will provide suitable clothing to cover up. The Pre-School provides areas of shade in the garden and encourages the children to stay in these areas. This includes activities being placed in and under UV protection tents. Whilst out at Forest School activities are planned to take place under the shades of the trees.

Our termly Newsletters and weekly emails remind parents and carers of appropriate clothing required for different weather conditions. Bus Stop Pre-School has a full range of protective clothing on site for example waterproof trousers, winter hats, sun hats, gloves, wellie's and wellie socks.

Staff are encouraged to wear protective clothing for different weather conditions and to be role models to the children i.e. wear a sun hat and apply sun cream.

Children are encouraged to think about being safe and responsible in all weather conditions through our termly planning and through daily conversation. For example, during the summer term the children may be imaginatively playing being at the beach, staff members would extend their play by suggesting they apply sun cream. During the daily Good Morning/Afternoon circle times children are encouraged to talk about the weather that day and what will they need to wear in the garden i.e. a coat in the rain.

Please see Forest School - Poor Weather Policy and Procedure.

#### Sleeping Children / Sleeping under 2 Year Olds

**Pre-School Building** - If a child becomes tired during the day, they are encouraged to lay/relax/sleep in the Cosy Room. Depending on the child's age, they will be encouraged to sleep in a corical or on a sleep mat. A sleeping child is supervised by the staff member and is checked frequently in accordance to the Statutory Framework for the Early Years Foundation stage, 2017. The member of staff records the time of these checks on the Sleep Monitoring sheet. A sleeping child is never left on the premises on their own. The Sleep Monitoring sheet is on a clipboard located on the Cosy Room door. Please refer to our Cosy Room risk assessment located in the Risk Assessments folder in the office.

**Forest School Site** - If a child becomes tired whilst out at Forest School, they are encouraged to lay/relax/sleep in a buggy or in a quiet space created on the ground/pop up tent. The sleeping/relaxing child is positioned nearby the fire square where an adult is always present. A sleeping child is supervised by the staff member and is checked frequently in accordance to the Statutory Framework for the Early years Foundation stage, 2017. The member of staff records the time of these checks in the Sleep



Monitoring book, however no child is ever left on the Forest School site on their own. The Sleep-Monitoring/ Events/Incident book is located in the First Aid bag.

If a sleeping child is found not breathing the member of staff would begin first aid, if the member of staff is not trained in first aid a trained member of staff would be called.

Parents/carers are also informed at the end of the day if their child has had a sleep.

### Hygiene

Before the children arrive, staff members refer to the Daily Cleaning checklist and Daily Check - Risk assessment checklist. Staff members also refer to the Toilet Cleaning checklist before the children arrive and throughout the day. The checklists encourage all staff members to ensure that all equipment inside and outside is safe to use and that all surfaces and resources are clean. Staff organise a clean up day during every term break to carry out a deep clean, to ensure the larger equipment, furniture and dressing up clothes are cleaned. However, if items are in need of immediate cleaning or fixing, this is carried out immediately/soon as reasonably possible.

Children are encouraged to learn about personal hygiene through every day routines for example washing their hands before meal time, after using the toilet, on returning from an outing and when handling Pre-School Rabbits/Chickens. Within the Busy room there is a Cleaning Station, the station includes a bin with a lid, a box of tissues and a hand gel dispenser. The children and adults are encouraged to use the station daily after a cough, sneeze or when blowing their noses. The children are reminded of good hygiene practices and healthy living through our daily routine and through general conversation with staff and termly through planning. Please refer to our Emergency Closure policy.

To ensure high standards of hygiene are kept to prevent the spread of infections any waste such as tissue bin contents, used paper towels and gloves and used first aid resources are placed in nappy sacks and put in the general waste bin in the kitchen. Nappies are also placed in nappy bags and taken home in the children's bags. Please refer to our Nappy Changing procedure and Intimate Care and Toilet Training procedure. Freshly laundered flannels in the toilets are provided every day to help prevent the spread of germs and infection.

Whilst out at Forest School or on Trips to the local village the children may come in to contact with Animals such as horses, dogs and birds. All staff members ensure that the children's hands are washed with an anti-bacterial hand gel whilst out of the setting and are re-washed on the return to the setting. If pets are brought into the

setting the same procedure applies.

The Bus Stop Chickens and Rabbits are cleaned regularly and their food storage area is kept clean and tidy to prevent wild Animals from accessing the food. Staff members ensure that children wash their hands after handling or feeding the Chickens and Rabbits. Signs are displayed on the Coup and Hutch to remind children not to poke their fingers through the holes in case they get bitten or stuck. To prevent any cross contamination the Chickens and Rabbits homes are located in an area away from the children's play space and toys. Please see the Rabbit and Chickens risk assessment in the Risk Assessment folder and refer to Chapter 8 of Health Protection Guidance in Schools and other Childcare facilities, 2018, updated March 2019.

To ensure good hygiene practices are carried out by all staff members all hygiene procedures are regularly discussed. Staff, students and volunteers are made aware of good hygiene practices during our induction process. Staff members access Food Hygiene training to ensure the handling/preparation of food is hygienic. Please refer to the Food and Drink Policy.

Staff are made aware of children who have allergies or require a special diet through the children's individual snack photo cards, through their Child Record forms and an Allergy Information and Photo sheet located in the Dining room and Kitchen wall.

Cleaning materials are replenished termly or when required. Whilst in our care children do not come into contact with hazardous cleaning materials, though may come into contact with non-hazardous washing up liquid and anti-bacterial spray.

Essential cleaning is carried out during the day for example, spillages of liquid or removal of hazards. Please refer to Daily Cleaning Checklist, Toilet Checklist and Food and Drink Policy and Procedure. Staff and children work together at the end of each day to tidy up the learning environment. The children are taught the Bus Stop Tidy up song to support them.

The children are actively encouraged to join in with messy play for example, exploring paint, cornflour, shaving foam and mud. Parents and carers are advised to send their children in old clothes as messy play is apart of our ethos. Parents/carers are made aware of this through our Induction Checklist given to them during their induction process. Staff ensure that once children have finished their messy play, they are provided with dry and clean clothes from our spare clothes store or from their own spare clothes in their bags.

To ensure our setting respects the cultural and religious practice of children and their

families with regard to food preparation/washing, staff refer to individual learning journey's and discuss with parents/carers.

Appropriate health and hygiene posters/routines are displayed around the learning environment for example, a hand washing routine in the toilet/paint table and coughs and sneeze sign at the cleaning stations. Parents/carers are informed by our settings notice board above the children's coat pegs.

### Sickness

A list of Notifiable Diseases is located on the parent/carers notice board above the children's coat pegs. All staff are made aware of communicable diseases signs and symptoms through first aid training and through updates from the HSO and through appropriate websites/world news. Staff members make parents/carers aware of notifiable diseases during their child's induction process and explain the Pre-School's policy regarding the appropriate amount of time spent away from the Pre-School for a child suffering from a disease/illness. Parents/carers are directed to the list of Notifiable Diseases during the induction process.

Ofsted will be notified of any food poisoning affecting two or more children looked after on the premises. Notifications will happen as soon as practicable, but in any event within 14 days of the incident. Ofsted and the Health Protection Team will be notified in the event that two or more children have confirmed cases of Measles, Meningitis or Sick and Diarrhoea and or any notifiable disease that are stated on the Notifiable Diseases list.

Parents/carers are asked not to bring their child to Pre-School if they have had diarrhoea and sickness within the previous 48 hours, or if they have contracted an illness such as chicken pox. If a child becomes unwell while in our care they are isolated from the group, their parents / carers are contacted so that they may collect at the earliest conveniences to avoid the spread of infection. Children are monitored for signs and symptoms for communicable diseases such as Chicken pox, Measles, Meningitis and fevers of 38C or over.

Children who are observed by staff on arrival to Pre - School to be clearly unwell and / or have been given an infant suspension for example, Calpol syrup before arriving will be asked not to return for 48hrs or until they are no longer ill.

Parents/carers are asked to contact the Bus Stop Management team by telephone if their child is away due to illness, prior to/before/during their expected full day.

### Childhood Vaccinations/Immunisations

We respect the right of parents to choose not to vaccinate their children against childhood illness/diseases.

On joining the setting parents/carers are required to identify whether their child has been vaccinated on their child's Child Record form. The Bus Stop Management team ensures parents who choose not to vaccinate their children are aware and understand the potential risk to their child of catching illnesses whilst attending the setting.

### Healthy Teeth

On joining the setting parents/carers are given a Healthy Teeth pack for their child, this is to help promote good oral health in children across Surrey. The Healthy Teeth pack includes a tooth brush, a tube of tooth paste (age appropriate) and an information sheet explaining the importance of healthy teeth.

### ECO School

As part of the Pre-School's ECO School ethos, the children and adults work together to recycle vegetable/fruit peelings and leftover food into the compost bin. Children and adults carry the food bins to the compost bin and tip the food in. The adult and children wash their hands with soap and water after they have carried out this job.

### Head lice

Parents are asked not to bring their child into Pre-School until their child's head has been treated with a minimum of 1 dose of medicated shampoo/conditioner and combed through with a head lice combe. This is to prevent the spread of the head lice. Please refer to the NHS website.

If a child is identified to have head lice while in our care they will be isolated from the group and their parents / carers will be contacted so that they may collect at the earliest convenience to avoid the spread of the head lice.

All parents will be informed that a case of head lice has been confirmed by email/message on the information board, this is to enable all parents to check their children's heads for lice. The identity of the child/adult with head lice will remain confidential.

For information about Ticks, please refer to the Accident, Injuries and Emergency Medical Treatment Policy and Procedure.

### Useful Resources and Websites:

- The Health and Safety at Work Act 1974.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- 5 Steps to Risk Assessment, HSE publication.
- COSHH. HSE publication.
- A Guide to RIDDOR. HSE publication.
- RIDDOR: [www.riddor.gov.uk](http://www.riddor.gov.uk),
- HSE Incident Contact Centre tel: 0345 3009923, open Mon-Fri 8.30am-5pm, [www.hse.gov.uk](http://www.hse.gov.uk)
- Department of Health: [www.doh.gov.uk](http://www.doh.gov.uk)
- NHS Online: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
- Rentokil Initial (Hygiene Services): [www.rentokil-initial.com](http://www.rentokil-initial.com), tel: 01372 386981
- Meningitis Trust: [www.meningitis-trust.org](http://www.meningitis-trust.org), tel: 0800028 1828. Free meningitis symptom cards available, email: [info@meningitis-trust.org](mailto:info@meningitis-trust.org)
- Clinical Waster: [www.phs.co.uk](http://www.phs.co.uk)
- Surrey Supporting Children Team, South East team - [sectorse@surreycc.gov.uk](mailto:sectorse@surreycc.gov.uk)
- Health Protection Team: email - [phe.sshpu@nhs.net](mailto:phe.sshpu@nhs.net), tel: 0344225 3861, option 3
- Health Protection Guidance in Schools and other Childcare facilities, 2018, updated March 2019.

This policy was adopted in September 2006, to be reviewed annually.

This Policy was reviewed in September 2019, to be reviewed in September 2020.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_