

Health and Safety Policy

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 Jo Sibthorpe, and there is a named committee member. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to Staff Disciplinary Procedures.

All Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times and are required to take reasonable care for their own health and safety as well as of others who may be affected by their actions. Staff are required to 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.

Staff should be prepared to undergo relevant health and safety training when instructed to do so by the management, and 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 effective training and ensuring all staff understand and have good knowledge of their duties, including reporting accidents, advise on safe lifting, and manual handling.

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, and these will be assessed appropriately prior. OFSTED will be notified of any serious accident or death of any child in the care of Puddleducks or adult working at Puddleducks.

Children will only leave the setting with authorised adults.

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

Equipment will be checked 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.

The large metal gates and small metal gate (connected to the play area) are unable to be locked due to them being a fire exit for Puddleducks Pre-School and Over Community Centre.

There is a note on main gate to ensure that it is kept shut at all times, with reminders regularly sent to Parents/carers. An adult will check all outside areas BEFORE ALL OUTSIDE activities to ensure that it is safe for the children to play.

A safety lock is attached to the small metal gate by an adult BEFORE children are allowed outside to play.

An adult is able to see who enters either gate during outside play, and the small gate connected to the park visible all day.

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 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. Puddleducks 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. The fire evacuation procedure will be reviewed annually.

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

This is digital, and the secure external hard drive is shared between the manager and the Health and Safety Officer. Any trends will be identified and investigated.
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. Health and Safety is a routine agenda item in both committee and staff meetings. A temperature of between 15°C and 22°C will be maintained at all times in the pre-school rooms. On warmer days, this is achieved with our air conditioning unit. The rooms will be kept ventilated and have sufficient lighting. Puddleducks recognises the hazards 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. 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, and there will always be at least one qualified First Aider on the premises trained to administer first aid to the children.

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, and special care is taken when closing doors to reduce the risk of entrapment. 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, and that no child can leave the premises unattended.

Hygiene

To prevent the spread of all infection, adults in the organisation will ensure that good practices with personal hygiene and cleaning and clearing will be observed. Parents will have the opportunity to discuss health issues with Preschool staff and will have access to information available in the Preschool.

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

Insurance

We are insured through the Royal & Sun Alliance as a member of the Preschool Learning Alliance. A copy of our Certificate of Employers' Liability Insurance is on the wall in the kitchen area. This is renewable annually in March together with our PLA membership.

This policy was adopted on behalf of Over Puddleducks Preschool on

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Signed on behalf of Over Puddleducks Preschool

Name.....

Date.....