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Health and Safety

Statement of intent

At Little Hearts Pre-School we believe that the health and safety of children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers.

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.

Methods

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.

To see who our Health and Safety Officer is, please see our staff board.

Our Public Liability Insurance Certificate can be found on the notice board in the main room.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Our assessment covers adults and children, deciding which areas need attention and developing an action plan which specifies the action required.
- When staff start with Little Hearts Preschool Cranleigh they are told of guidelines for staff well-being, including safe lifting. Health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety

The safety of both children and adults is of paramount importance. To ensure of this safety we as a group will:



- Make sure only persons who have a clear DBS check have unsupervised access to the children, including helping them with toileting.
- All children are supervised and kept in sight by adults at all times.
- Always have 1 adult at the door on children's arrival and departure. (Temporary measure during COVID-19 pandemic) Usually the parents arrive and enter the building to collect their child.
- Children are always supervised when using scissors and the climbing frame.
- Large equipment is checked regularly and erected safely and with care.
- Children do not have unsupervised access to the kitchen or storage cupboard.
- All dangerous cleaning materials are kept in a locked cupboard away from the children.
- Fire doors/equipment are never obstructed.
- Fire drills are held at least once a term. All people present at the group on these particular sessions will be registered so that a record of who is present will be available in any emergency.
- A well-stocked first aid box is available at all times.
- There is always at least one qualified first-aider present at all times.
- Spillages (water, sand, paint) will be cleared up immediately to ensure nobody slips up on it.
- Children are not allowed to climb on stacked chairs or tables.
- Adults only drink hot drinks in kitchen.
- Children are supervised when cooking.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Instructions are given to all staff on safe erection of ladders if needed.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed as they happen to identify any issues that need to be addressed.
- If a member of staff is off work for more than 3 days due to an accident at work Ofsted must be informed.
- Records We keep records of:
 - Adults • names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them; emergency contacts, current medication
 - names and addresses of the owners
 - all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
 - the times of attendance of staff, volunteers and visitors
- Children • names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
 - the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
 - the allergies, dietary requirements and illnesses of individual children;
 - the times of attendance of children;
 - accidents and medicine administration records;
 - consents for outings, administration of medication, emergency treatment and incidents.



Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of visitors are recorded.
- Our systems prevent children from leaving our premises unnoticed.
- CCTV is in operation on the area surrounding the outside of the building.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Doors have been fitted with finger guards

Floors All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly. Annual PAT testing is carried out.
- Lighting and ventilation is adequate in all areas including storage areas. Emergency lighting is available.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used. Adults are alerted to the dangers of poisonous plants, herbicides and pesticides.
- All outdoor activities are supervised at all times.

Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Little Hearts Preschool Cranleigh.
- The layout of play equipment allows adults and children to move safely and freely between activities.



- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials – including paint and glue – are non-toxic.
- Sand is clean and suitable for children's play.
- 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.

Food and drink

- All food and drink is stored appropriately.
- We actively promote healthy eating within and outside of the setting.
- Snack times are appropriately supervised.
- Fresh drinking water is available to the children at all times.

Animals

Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.

Our Accident Forms:

- Are kept safely and accessibly; All staff and volunteers know where they are kept and how to complete them.
- Ofsted, HSE and LADO will be notified of any injury requiring treatment by a hospital, or the death of a child or adult. Or an accident resulting an over night stay or more in hospital
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine. Only prescribed medicines from a medical professional can be administered.

Illness

- We expect the children to be kept at home if they have any type of infection, or contagious conditions- including worms and head lice and for parents/carers to inform Little Hearts Preschool so other parents may be informed.
- 48 hours must elapse after an attack of sickness/ diarrhoea before a child is allowed back to Little Hearts Preschool.
- We expect children/adults to have cuts and sores covered with a dressing.
- Whilst we are in the middle of the COVID-19 pandemic we extend the exclusion illnesses and infections to any of the current COVID-19 symptoms, and a constant runny nose which can not be managed by the child.



Infection Control

Little Hearts Preschool takes infection control seriously.

In England, hygiene and cleanliness are covered under Section 3: The Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) statutory framework, updated in March 2017.

Our premises are deep cleaned once a week by contracted cleaners. During the COVID 19 pandemic, the premises are also "fogged" once a week, on top of regular cleaning and sterilisation of equipment.

We follow national guidelines on illnesses and exclusions for certain illness and infections. However, we do have our own policies when it comes to;

Headlice (1), ringworms (2), worms (3) and impetigo (4). Which is that children are not allowed to attend until 2,3 and 4 are treated and have cleared up. Headlice have had to be treated for 24 hours before the child can return to nursery.

During the COVID 19 pandemic, any child with a high temperature, cough or a constant runny nose they are excluded from nursery. (high temperature or cough, they need to self isolate for the government recommended amount of time, we will always refer to current guidelines.) If they have a runny nose (yellow or green in colour), they have to stay off until it has cleared up.

At our setting we have various control measures such as

Ensuring that the premises are kept clean, hygienic and free from offensive odours throughout. All staff have a responsibility to help keep the premises clean and tidy and to identify areas that fall below acceptable or safe standards. The practice and promotion of effective hand hygiene is a vital measure.

Our sanitizing sprays require the least amount of contact time, to ensure that surfaces and equipment is sterilized efficiently.

We use separate cloths and mops for different areas of the room to avoid cross contamination.

Unhygienic hazards or practices are addressed appropriately and the results evaluated.

The bringing of animals into the premises, or visits to places such as farms, should be subject to strict hygiene controls.

Where necessary we get advice on infection control from our local authority public health teams and infection control consultants or nurses.



Records

We keep records of:

- Adults authorised to collect children from Little Hearts Preschool Cranleigh;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors, accidents (including ones that have happened at home)

Additional Health and Safety Policies

Sun Safety

We are aware of the dangers of exposing a young child to direct sunlight, therefore during the summer months; sun cream needs to be applied to children BEFORE they arrive at Little Hearts Preschool Cranleigh. Staff will also, with permission, help children to re-apply sun cream, if necessary. All children will be required to wear a sun hat outside during summer months and hot sunny days. Please put child's name in hat.

We will also encourage children to wear tops that cover their shoulders (vests and strappy tops are discouraged).

Drinking water is supplied during the session and if it is considered too hot to be outside the children will be taken inside to play.

Smoking and Drinking

- We have a no smoking policy. This applies to staff, parents, visitors and contractors entering Little Hearts Preschool.
- The staff at Little Hearts Preschool Cranleigh are not allowed to work under the influence of drinks or illegal substances. Testing is mandatory upon request, if staff refuse this could lead to dismissal

Risk assessment; Our Risk Management includes:

- We check for hazards and risks indoors and outside daily. Also when planning our activities.
- Any hazards identified will be dealt with promptly.
- We have a full risk assessment which is followed and reviewed regularly.



- We review our full risk assessment once a term and as and when an event deems it necessary.
- We carry out risk assessments daily before the session begins.
- We have separate induction training for staff and volunteers which is centred on health and safety issues so that we all understand and follow our policy and understand our shared responsibility for health and safety.
- Health and Safety is discussed regularly at staff meetings.
- We have a strict no smoking policy.
- We also have a strict no camera/video policy within the vicinity of any of the children, all adults understand why.
- We involve our children in our risk assessment process by designating a 'Mini Inspector' every morning to check the setting with a member of staff to ensure their play areas are safe for everyone.



Kitchen Area:

- We update ourselves on current Environmental Health issues and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they: - are supervised at all times
- All surfaces are cleaned before any cooking or eating begins.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately
- No hot drinks are permitted in the children's learning space
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We have coloured coded place mats and we ensure they do not have access to food/drinks to which they are allergic to.
- We are a nut free nursery.



COSHH

- Cleaning materials and other dangerous materials are always stored out of children's reach.
- We keep safety data sheets for all the products we use.
- We do not use products that are highly toxic, give out a heavy scent or leave a heavy residue.

Hygiene

- We promote hygiene by displaying positive habits and explaining to children the importance of good hygiene.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We provide protective clothing - such as aprons and disposable gloves

Activities

- Resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All spillages to be cleared up immediately
- When dealing with bodily fluids protective clothing to be worn and thorough sterilization will be done on area



Outings and Visits

- Our ratio for local outings will be 1:3 (under 2's to 3 years) and 1:5 (over 3 years).
- Parents always sign consent forms before major outings which involve leaving the immediate community
- A risk assessment is carried out before an outing takes place. This involves a member of staff visiting the proposed location first.
- Children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children. • Outings are recorded in an outings record book stating: - the date and item of outing - the venue and mode of transport - names of staff assigned to named children - time of return
- A mobile phone will be taken on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Regular headcounts will be carried out
- Register will be taken before leaving the setting, on arrival at the location, before leaving the location and when arriving back at the setting. Times will be recorded on each registration
- Children will wear high-vis vests and a contact sticker
- Children are always briefed on Stranger Danger and how to deal with any suspicious behaviour.
- A photo of the child will be taken on the settings camera so should a child go missing we are able to provide a detailed description.
- If any children have complex SEN needs they will allocated 1:1 for the duration of the trip, this will sometimes means relying on the parents to attend trips.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.



Missing child

What to do if a child goes missing from the setting?

- The most senior member of staff, will carry out a thorough search of the building and garden.
- The room leader will check the register to make sure that no other child or children have also gone missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened.
- If the child is not found within 3 minutes the missing child is reported to the police and the parent is contacted.

What to if a child goes missing during an outing?

- As soon as it is noticed that a child is missing, staff on the outing stand with their designated children and carry out a headcount to ensure that no other child or children have gone missing.

The senior member of staff searches the immediate vicinity but does not search beyond that.

- The remaining staff members will remain with the children in the designated meeting point until the senior member of staff returns.

If the child is not found within 5 minutes the police is called and the 2nd in charge will stay at the scene until the police arrive.

- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The management carries out a full investigation taking written statements from all the adults present at the time. The statement will include - the date and time of the report; - what staff/ children were in the group/outing; - when the child was last seen in the group/outing; - what has taken place in the group/outing since then; - the time it is estimated that the child went missing.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of



staff. Social Services may be involved if it seems likely that there is a child protection issue to address.

- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The Insurance Department is informed.



Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- The fire alarms and fire extinguishers are checked by appointed services of The Parish Council.
- The fire alarms are linked to the fire brigade.
- There are fire blankets in the kitchen
- Emergency lighting is also fitted by the exits.
- 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; - practiced regularly, at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.



First aid and medication

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

At least two members of staff with current Paediatric First Aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We regularly check and re-stock our 1st aid boxes. The 1st Aid boxes will be kept within easy reach for staff but out of reach of the children.

We will administer medicine only on the condition that it is prescribed by the G.P or a medical professional (this person cannot be related to the child). The medication MUST have an up to date prescription label (we will NOT administer any medicines with labels over 2 weeks old, unless it is an on-going medication such as asthma pump, epipen ect)

The child has to have been on the medication for at least 24 hours prior to us administering the medicine.

We will administer our own Calpol to reduce fevers which go over 38c. This is purely done in the interest of the child and to avoid the fever getting any higher. However we will only administer 1 dose and the parents/carer or emergency contact must be on their way to pick up the child.

In such event that we need to administer Calpol, we will record the time we gave the Calpol, the amount given, temperature of child, symptoms the child was having and any other actions.

The child is not allowed back until 24 hours after the 1st dose of Calpol was given.

We will NOT administer Calpol unless signed permission is given upon registration. (Parents/Carers have the right to retract permissions at any time)

Dealing with temperatures

36c-37.5c – considered normal range.

37.6-37.9c- considered above average and will be monitored, child will have a layer of clothing removed, fluids will be given and the child will be monitored every 20 mins.



A courtesy call will be given to the child's contacts to inform them that we are monitoring their child.

38c-39.8c- Parents contacted and asked to pick up straight away. Calpol will be given immediately after the phone call.

39.9- over 40c- Calpol given immediately, parents called to inform them of the situation, the child will be taken to A&E if the temperature does not reduce after 10 minutes of Calpol being administered or the ambulance will be called if the child is unwell with the fever.

All medicines are always stored according to instructions and away from the children's reach.

Parents must give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.



Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting. We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

- Children and staff with head lice and ring worm are excluded until treated to remedy the condition. Parents are notified if there is a case of head lice in the setting via an email.

- Children displaying any symptoms of COVID-19 are sent home immediately and/or asked to stay home and follow government guidelines. If they display symptoms whilst at nursery, every effort is made to keep the child separate from the rest of group, staff wear appropriate PPE and stay with the child until they are collected. All the other children's parents will be contacted and asked to collect their child, so the whole setting can undergo an immediate deep clean. If 2 or more children are sent home, the setting will close 14 days and staff and children are asked to self-isolate and or follow current government advice.

- Parents are notified if there is an infectious disease.

- HIV may affect children or families attending the setting. Staff will be informed about it, to ensure a high quality of hygiene and care. Children or families are not excluded because of HIV. Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. • All nappies are disposed of separately in the yellow bin. They are collected every other week by a professional nappy disposal company.

- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

We follow the guidelines provided by the Health Protection Agency with regard to illness and infection. However we as a setting have our own policies regarding different illness and diseases to ensure we are not infecting others in our care.



Recording Accidents and Incidents

Records of any accidents or incidents are stored securely and are accessible in the office. During the induction process all staff and volunteers are explained how and why to complete them. After every accident we review what has happened and whether a risk assessment is necessary, part of the review process includes recording staff deployment at the time.

We will notify Ofsted of any injury requiring an ambulance, treatment by a general practitioner or hospital doctor, or the death of a child or adult.

If there is any injury requiring a GP or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with Incidents.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Accidents to a member of staff requiring treatment by a GP or hospital
- Injuries, fatalities or an event that does not cause an accident but could have done
- Such occurrences are recorded in our RIDDOR Incident Book. Serious Incident Book keeps records of those that are reportable to the Health and Safety Executive.

These incidents include, but not limited to: -

break in, burglary, theft of personal or the setting's property

fire

flood

gas leak

electrical failure

attack on member of staff or parent on the premises or near by

any racist incident involving a staff or family, on the centre's premises death of a child



a terrorist attack, or threat of one.

We will record the dates and times of the incident, nature of the event, whoever was affected, how it was dealt with, any follow up, or insurance claim made, should also be recorded.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file. These concerns will always be communicated with the parents

Managing work related stress:

We have an open-door policy between management and staff. We discuss work load at all supervisions. Staff are not contacted after 5pm about work related issues unless it is an emergency, this is to ensure a work/personal life balance is maintained.

Staff are also offered 5 'duvet days' a year where they can have days off without giving a reason if they feel they don't want to give one, these are usually used for personal reasons. However, these days still need to be pre authorised to ensure the rest of the setting is within legal ratios.