

## HEALTH AND SAFETY POLICY

Health and Safety Designated Person – Sally Wingham

Clocktower Childcare Ltd believes that the health and safety of children is of paramount importance. Under the Health and Safety at Work Act 1974, we also have a legal requirement to provide a safe working environment for our employees. We aim to create an awareness of health and safety issues and to minimise any hazards or risks, so that children are able to thrive in a healthy and safe environment. We have public and employer's liability insurance (copy displayed in entrance area). We follow all relevant legislation and associated guidance relating to health and safety within the setting including; the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017, the regulations of the Health & Safety at Work Act 1974, any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH), any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

### RAISING AWARENESS

- Our induction training for staff (and students / volunteers) includes an explanation of health and safety issues so that all adults are able to adhere to our policy and procedures, as they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances
- Signed records are kept of inductions, as well as documents confirming new employees have received, read and understood all of our policies and procedures in place
- Sally Wingham is responsible for ensuring all health and safety matters are addressed, including training of staff where necessary, keeping the setting up to date with changes to legislation, managing risk assessments and daily safety checks, and enforcing procedures
- Children are made aware of health and safety issues through discussions, planned activities, routines and resources.

### SAFETY OF ADULTS

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment
- If an adult needs to reach higher than head height, they are advised to use a two-step ladder
- Any warning signs and fire exit displays will be clearly visible
- Adults are advised not to remain in the building on their own, particularly outside of usual business hours
- We keep all cleaning products in their original containers, in the kitchen, at a low level
- Everyone on the premises are always signed in and out; timesheets for staff, and visitors book for visitors/students/volunteers
- We take into account the number of children, staff, and the layout of our setting when deploying staff, to ensure that a first aider is able to respond to emergencies quickly

### SAFETY OF CHILDREN

- All children are supervised by adults at all times and will always be within sight or hearing of an adult, usually both
- All aspects of the environment are kept clean and safe, including resources and equipment
- We have a robust procedure for seeing children in and out of sessions, with staff deployed effectively
- Children are signed in and out of the register with the time of entry / exit of the building.
- We have thorough procedures in place for accidents and incidents
- We take into account the number of children, staff, and the layout of our setting when deploying staff, to ensure that a first aider is able to respond to emergencies quickly

### WINDOWS / FLOORS / DOORS

- We take precautions to prevent children's fingers from being trapped in doors
- All floor surfaces are checked regularly to ensure they are clean and not uneven, wet or damaged

### ELECTRICAL / GAS EQUIPMENT

- All electrical/gas equipment conforms to safety requirements and is checked regularly in line with the on-site school's procedures
- Our electrical switch board is not accessible to children
- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.
- We try to refrain from using extension leads for sockets to prevent overloading
- Lighting and ventilation is adequate in all areas, including storage areas

### STORAGE

- All resources (accessible to children or not) are stored safely, to prevent them accidentally falling or collapsing

### OUTDOOR AREA

- The garden has a high, secure fence, and a locking gate
- The garden is always safety checked prior to children entering it
- Outdoor resources are maintained to the same standard as inside equipment. For example, the sand pit is regularly cleaned through, and any damaged resources are disposed of

### CLEANING

- We have daily opening and closing checks which cover all areas of the setting, and include tasks such as cleaning sides, sweeping / mopping floors etc.
- Staff are responsible for maintaining a high level of cleanliness in their team rooms, and have a joint responsibility for the whole setting also
- We plan to deep clean resources and equipment, dressing up clothes and furnishings, at least termly

- The toilet area has a high standard of hygiene, including hand washing and drying facilities. Cleaning checks are carried out periodically throughout the day
- Tables and other surfaces are regularly cleaned in between uses

#### **NO SMOKING (including electronic cigarettes)**

- We are committed to promoting children's health and well-being. Smoking has proved to be a health risk and therefore in accordance with legislation, we operate a strict no smoking policy within our building and outside areas. It is illegal to smoke in enclosed places
- All persons must abstain from smoking while on the premises. This applies to staff, students, parents,/carers, contractors and any other visitors to the premises
- Staff accompanying children outside of the setting e.g. on a trip, are not permitted to smoke. We also request that parents accompanying children on outings refrain from smoking while caring for the children
- Staff must not smoke while wearing uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle
- Staff must not smoke before, during, or immediately after a home visit
- If staff choose to smoke during breaks, they are asked to change into their own clothing, or add an extra layer, and smoke away from the main entrance. Before returning to the children, they must make every effort to reduce the effect of the odour and lingering effects of passive smoking
- Any member of staff found smoking on the premises will be subject to disciplinary procedures. Students/volunteers found smoking on the premises may have their placement revoked, and parents/carers would be told to refrain from doing so.

#### **ALCOHOL / SUBSTANCE MISUSE**

- We are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children
- Anyone who arrives at the setting clearly under the influence of alcohol, illegal drugs, or any other substance (including medication that affects their ability to care for children) will be asked to leave. If they are a member of staff, we will investigate the matter and initiate our disciplinary process. If they are a parent/carer, we will judge if the parent is suitable to care for the child. We may contact another named collection person on the child's registration form to collect them. If a child is thought to be at risk, we will follow our Safeguarding and Child Protection procedures and the police/children's social services may be called.
- If anyone arrives at the setting in a car under the influence of alcohol, drugs or another substance, or we suspect they are in possession of illegal drugs, the police will be contacted. Staff will do their utmost to prevent a child from traveling in a vehicle driven by them until the police arrive. If they are a member of staff, disciplinary procedures will be followed
- Staff, students, parents/carers, visitors, contractors etc. are asked not to bring alcohol on to the premises. On rare occasions, it may be permitted by Management, for example, a raffle prize donation. In this case, any alcohol must be fully sealed

#### **PRESCRIBED MEDICATION**

- Staff must declare any prescribed medication to Management, who will risk assess their suitability to work based on the likely side effects and information from a GP where necessary
- Those practitioners only work directly with the children if the medical advice confirms that the medication is unlikely to impair their ability to look after children properly
- Any medication on the premises must be securely stored, out of the reach of children.

#### **RISK ASSESSMENTS / DAILY SAFETY CHECKS**

- We make sure our setting is a safe environment for children, parents/carers, staff and visitors by carrying out daily safety checks, which feed through into our annual risk assessment
- These daily checks ensure the safety of the environment, indoors and out, and of all equipment and resources before the children access any of the areas
- Staff are trained to carry out the process to ensure understanding and compliance
- We expect all staff to be aware of potential hazards and monitor safety at all times, not just at the time of the checks being carried out. Failure to respond in an appropriate and timely manner to any risk may result in disciplinary action
- The staff member carrying out the checks signs off to confirm they have been carried out, and logs any concerns or action taken
- Our annual risk assessment is carried out by Sally Wingham and documents the following:
  - any hazards
  - who could be harmed
  - existing controls
  - the seriousness of the potential risk/injury
  - any further action needed to control the risk
  - who is responsible for what action
  - when/how often will the action be undertaken
  - how it will be monitored/checked and by whom
- This is regularly reviewed so that when circumstances change, e.g. a significant piece of equipment is introduced; we can amend or add any new risks, dependent on the nature of the change
- All outings away from the setting are individually risk assessed (see Outings and Special Events policy)

#### **FIRE SAFETY**

- Fire doors are clearly marked and never obstructed
- The 'Fire Action Plan' is displayed on the Parent Information Board
- The Fire Bell is tested weekly by the school caretaker
- The school caretaker records this in the book stored in the 'chair store' in the main hall next to the fire alarm box
- Fire drills are held regularly with the Primary School

- All fire drills are recorded and reviewed and stored in the office
- Fire equipment is serviced in line with the school's checks of the rest of the grounds
- We have battery operated smoke alarms which are tested weekly

### **EMERGENCY EVACUATION**

Our emergency evacuation procedure is:

- Gather all children into pairs and form a 'crocodile line', as quickly and calmly as possible, at Fire Exit door No. 2 (where a fire is blocking the usual route, or a different type of evacuation means exiting the school grounds, staff should revert to evacuating via the garden, into the school car park, then up towards St Benedicts Road when necessary)
- Sally Wingham (or Deputy) leads children out of the door immediately
- Sally Wingham (or Deputy) verbally nominates a member of staff to carry out a headcount as the children are exiting through the door. All staff in the building should always know the number of children in for this reason
- Follow the designated route to line up at the far end of the playground with the rest of the school
- Lara Baverstock or Janey Law will carry out a final check of the building (ensuring front door is shut), and ensure the register, mobile phone, 'grab file' and door fob is carried up to the safety point (in the absence of both, Sally Wingham will carry this out and verbally nominate 1 staff member to lead out and 1 staff member to headcount). In the absence of all 3 managers, the Deputy will do this final check after nominating 2 staff members for leading and headcounting
- A second headcount is carried out by Sally Wingham (or Deputy) at the safety point
- Lara Baverstock or Janey Law (in their absence, Sally Wingham or Deputy) will lead back down to building with door fob, then headcount back in

### **EQUIPMENT / RESOURCES**

- Equipment and resources should be suitable for children's interests and fit in with our ethos
- The layout of furniture and equipment allows adults and children to move safely and freely between areas
- All equipment is regularly checked for cleanliness and safety
- Any damaged resources are repaired where possible, or disposed of at Management discretion
- All materials, including paint and glue, are non-toxic
- Sand and water is refreshed or replaced regularly
- Children are encouraged to handle and store tools safely e.g. scissors
- Children who are sleeping are checked on regularly
- Children learn about health, safety and personal hygiene through everyday practice

### **ANIMALS**

- We recognise that animals can help meet the emotional needs of children and adults. Caring for pets and being around animals also gives children the opportunity to learn how to be gentle and responsible for others, and supports their learning and development in many ways
- We may choose to have 'pets' from time to time in setting. Past examples include a goldfish, and a giant snail. Any choice of a setting pet should be consulted with all staff, and be 'child friendly'
- If a setting pet is decided upon, a risk assessment would be carried out. It should include considerations for any children or adults with allergies
- Any setting pet should be homed appropriately and securely, and a designated staff member should take full responsibility for keeping it clean (protective clothing should be worn)
- There may be times when we authorise a child's pet from home to visit the setting, perhaps as part of a topic or activity. The pet's owner would need to be present with the animal at all times
- We may also arrange for local animal companies to visit for topics or activities
- Risk assessments are carried out for animals in the setting
- No animal should be allowed near food or food preparation areas
- Safety and hygiene will be discussed with children during animal handling, such as reminding them not to place their hands near their mouth, and to keep any dummies or comforters away from the animal
- Children will wash their hands with soap and water after handling any animals

### **FLOOD**

- There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we aim to lower the risk of flooding due to the water/central heating system by regularly reviewing our building lease from the school to ensure they provide the appropriate checks
- If flooding occurs during opening hours, management will make a decision based on the severity and location of the flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance, children will be kept safe and parents will be notified in the same way as the fire procedure
- Should the building be assessed as unsafe through flooding, fire or any other incident, we will notify all parents/carers and staff at the earliest possibility of the temporary closure and endeavor to remedy the damage as soon as possible
- Management will notify Ofsted in the event of any critical incident.

### **BURGLARY**

- We include the shutting / locking of all doors and windows on our daily checks, so that staff are prompted to keep the building secure
- Staff will always check the premises as they arrive in the morning. Should they discover that the building has been broken into they will follow the procedure below:
  - Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a pre-school and children will be arriving soon
  - Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed, staff will follow police advice

- The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquiries
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the setting, and inform Ofsted where necessary.

#### **ABDUCTION (OR THREATENED ABDUCTION) OF A CHILD**

- We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction
- Staff must be vigilant at all times and report any persons lingering on or around the setting immediately to management
- All doors and gates to the setting are locked and cannot be accessed unless staff members allow individuals in
- Children will only be released into the care of a designated adult (see Collections policy)
- Parents are requested to inform us of any potential custody battles or family concerns as soon as they arise so we are able to support the child. The setting will not 'take sides' in relation to any custody battle and will remain neutral for the child
- If an absent parent arrives to collect their child, we will not restrict access **unless** a court order is in place, due to Parental Responsibility legislation
- Parents are requested to issue us with a copy of any legal documents in place. We will consult solicitors with regards to any concerns over custody and relay any information back to the parties involved
- If a member of staff witnesses an actual or potential abduction of a child from the setting, we have the following procedures which are followed:
  - The police must be called immediately
  - The staff member will notify management immediately so a manager can take control
  - The parent(s) will be contacted
  - All other children will be kept safe, secure and calm
  - The police will be given as many details as possible including details of the child, description of the abductor, car registration number if applicable, time and direction of travel if seen and any family situations that may impact on this abduction.
- Management will notify Ofsted in the event of any critical incident.

#### **BOMB THREAT/TERRORISM ATTACK**

- If a bomb threat is received, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the Fire Safety and Emergency Evacuation procedure to ensure the safety of all on the premises, and provide as much detail to the emergency services as possible. Ofsted will be notified of any critical incident.

#### **LOCKDOWN PROCEDURE**

- In the event of an intruder, or immediate threat of an intruder, we may implement a lockdown. Everybody on the premises will sit in the toilets, as it is an area out of sight of windows. All doors and windows should be shut, and if possible, lights turned out. Where possible, furniture will be positioned around the group. Blinds should be pulled down in the back room, especially on the door.

#### **OTHER CRITICAL INCIDENTS**

- All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires Emergency Evacuation will follow the usual procedure. Other incidents e.g. no water supply, will be dealt with on an individual basis, taking into account the effect on the safety, health and welfare of the children and staff in the setting.

#### **ADVERSE WEATHER**

- We ensure our setting is prepared for all weather conditions that might affect the running of our services, such as floods (see above), snow and heat waves.
- If any of these incidents impact on the ability of the setting to open or operate, we will contact parents/carers and staff via one or more of the following: telephone, email, text message, social media
- We will not take children outdoors where we judge that weather conditions make it unsafe to do so
- If high snowfall, or another severe weather condition such as dense fog, is threatened during opening hours, then management will take the decision as to whether to close the setting. This decision will take into account the safety of the children, their parents/carers and the staff team. In the event of a planned closure, we will contact all parents/carers at our earliest convenience
- In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff, and group the children as needed until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of the issue, recording all details. If we feel the safety, health or welfare of the children is compromised, then we will take the decision to close the setting
- In the event of a heat wave, please refer to our Sun Protection policy.

#### **MANUAL HANDLING**

- We recognise that staff need to carry out manual handling, especially in relation to lifting children
- A variety of injuries may result from poor manual handling and staff must all be aware and adhere to our procedures (see below) to minimize these risks
- Appropriate advice and training will be provided for staff
- Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another
- Where manual handling tasks cannot be avoided, for example lifting children when changing nappies, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.
- We expect staff to use the following procedure when carrying out manual handling in order to reduce the risk of injury:
  - Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury
  - Never carry out manual handling unless you have been given permission to do so

- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring. Lighting should be adequate
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you
- Ensure that you are wearing suitable clothing (not tight) and footwear
- Consider a resting point before moving a heavy load or carrying something any distance
- Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up
- LIFTING: Always lift using the correct posture; bend the knees slowly, keeping the back straight. Tuck the chin in on the way down. Lean slightly forward if necessary and get a good grip. Keep the shoulders level, without twisting or turning from the hips. Try to grip with the hands around the base of the load. Bring the load to waist height, keeping the lift as smooth as possible
- MOVING: Move the feet, keeping the load close to the body. Proceed carefully, making sure that you can see where you are going. Lower the load, reversing the procedure for lifting. Avoid crushing fingers or toes as you put the load down. Position and secure it, making sure it is rested on a stable base
- Report any problems immediately, for example, strains or sprains
- We expect staff to use the following procedure when lifting and/or carrying children to minimise any risk of injury:
  - If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting
  - Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally
  - Wherever possible, avoid carrying the child a long distance
  - Where a child is young and is unable to hold onto you, ensure you support them fully within your arms
  - Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you
  - If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing
  - Students and pregnant staff members will not carry children
  - Refer to the lifting and moving procedures as detailed above
  - Report any problems immediately, for example, strains or sprains.

#### **DANGEROUS SUBSTANCES**

- All dangerous substances including chemicals MUST be kept in locked areas out of children's reach
- All substances must be kept in their original containers with their original labels attached
- Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken and used e.g. gloves, apron and goggles.

#### **HOT DRINKS AND FOOD**

- Hot drinks must only be consumed in the staff room, kitchen or office
- Staff are encouraged to be positive role models to children, including healthy living. Staff may join the children at snack/lunch time and are not permitted to be seen consuming fizzy drinks, sweets or other food that we discourage our parents/carers from providing.

#### **ROOM TEMPERATURES**

- Staff should be aware of room temperatures in the setting and should ensure that they are suitable at all times (16°C or above)
- Staff should be aware of the dangers of young children being too warm or too cold
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

#### **WATER SUPPLIES**

- Fresh drinking water is available and accessible to all children from the fountain in the toilets, and to staff and visitors from the kitchen
- Hot water taps accessible to children are thermostatically controlled to ensure that the temperature does not exceed 40°C.

#### **OFFICE STAFF**

- We take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role, including sitting at a computer
- We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role
- Staff using computers can help to prevent health problems in the office by:
  - Sitting comfortably on supportive seating, at the correct height, with forearms parallel to the surface of the desktop and eyes level with the top of the screen
  - Maintaining a good posture
  - Avoiding repetitive and awkward movements
  - Keeping frequently used items within easy reach
  - Changing position regularly
  - Using a good keyboard and mouse technique with wrists straight and not using excessive force
  - Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
  - Adjusting the screen controls to prevent eyestrain

- Keeping the screen clean
  - Reporting to management any problems associated with use of the equipment
  - Planning work so that there are breaks away from the workstation.
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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 30<sup>th</sup> August 2019. Latest date to be reviewed: 31<sup>st</sup> August 2020.

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

*S. Wingham*

Sally Wingham, Director

*L. Baverstock*

Lara-Jane Baverstock, Director