

Health and Safety – Premises, Equipment and Environment Policies



**Clockhouse
Preschool**

Learning through play

Contents

- 4.1 Health and safety general standards.
- 4.2 Maintaining children's safety and security on premises.
- 4.3 Maintaining staff:child ratios.
- 4.4 Supervision of children on outings and visits.
- 4.5 Fire safety and emergency evacuation.
- 4.6 Lockdown and Incident response.
- 4.7 Notifiable incident, non- child protection
- 4.8 Animals in the setting.
- 4.9 No-smoking.
- 4.10 Risk assessment

4.1 Health and safety general standards

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers 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.
- Our member of staff responsible for health and safety is: Rosie White.
- She is competent to carry out these responsibilities.
- She has undertaken health and safety training and regularly updates her knowledge and understanding.
- We display the necessary health and safety information on the poster in the kitchen

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the main noticeboard.

Procedures

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults 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.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained in our 'Welcome to Clockhouse' parent guide, which is given to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- Health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a strict no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities, and routines.

Windows

- We ensure that windows are protected from accidental breakage or vandalism from people outside the building.

Doors

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

Floors and walkways

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways and stairs are left clear and uncluttered.

Electrical/gas equipment

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and we teach the children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use.
- We ensure that the temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

Storage

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sunscreen is applied and hats are worn during the summer months.
- We always supervise outdoor activity.

Hygiene

- We seek information from the Public Health England to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
 - Hands are washed on arrival, after using the toilet and before and after preparing or eating food.
 - Tissues are available and children encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of in a lidded bin.
 - Children are encouraged to shield their mouths when coughing.

- Paper towels used and disposed of appropriately.
- We have a daily cleaning routine for the setting, which includes the playroom, kitchen, story room, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities and sanitising them before eating or preparing food at them.
 - cleaning and checking the toilets regularly.
 - wearing protective clothing - such as aprons and disposable gloves as appropriate.
 - providing sets of clean clothes when necessary.
 - providing tissues and wipes

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and abilities of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas or equipment that is unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We check children who are sleeping regularly.
- Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded. Large pieces of equipment are discarded only with the consent of the manager.

Jewellery and accessories

- Our staff do not wear jewellery or fashion accessories, such as long nails, belts or heels, that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets which can get caught when climbing or necklaces that may pose a risk of strangulation.

Safety of adults

- We ensure that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- We provide safe equipment for adults to use when they need to reach up to store equipment or to change light bulbs.
- We ensure that all warning signs are clear and in appropriate languages.
- We record the sickness of staff and their involvement in accidents. The records are reviewed termly to identify any issues that need to be addressed.

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- All cleaning chemicals used comply with BS EN 1276 or BS EN 13697.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff may wear protective gloves when using cleaning chemicals.

4.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- *We follow safer recruitment guidance when employing staff, including obtaining references and an enhanced disclosure through the Disclosure and Barring Service.*
- *Whenever children are on the premises at least two adults are present.*
- *We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.*

Supervision of children

- *We ensure all children are always supervised by adults.*
- *Adults do not normally supervise children on their own.*
- *During free flow, the child: adult ratio should be maintained, using the bell or intercom if needed to summon additional adults.*
- *Adults working 1:1 With a child do not normally also supervise other children, although they may sometimes additionally supervise a small number of children during free flow.*
- *When the penultimate adult leaves an area of the provision, they alert the final adult that they have sole responsibility for this area.*
- *The final adult checks the area is clear of all children before leaving and secures the area to prevent readmittance of children.*

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The full name and arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We usually only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- A CCTV System records activity in selected areas at all the times that we operate.
- We always keep front and back doors and gates locked.
- The personal possessions of staff and volunteers are securely stored away from children during sessions.

- Minimal petty cash is kept on the premises.

Procedure for Arrival and departure of children and adults, while children are present.

- The gate is to be staffed by a named person, who may only hand responsibility to a manager
- When staffing the gate, it is always to be locked when walking more than 1 metre from it.
- When children are arriving or being dismissed, any other children in the garden should be supervised by another adult.
- When dismissing a child, the following procedure should be followed
 - Identify the parent and make eye contact with them.
 - Speak to the child, pointing out their parent & waiting for their response, confirming that they can see them.
 - Watch the child until they are with their parent.
 - Only then, should the next child be seen to.

4.3 Maintaining staff:child ratios

Policy statement

Meeting staffing needs in many industries has become more challenging. We recognise the potential impact this may have on our provision and our ability to run the setting in its usual capacity.

Procedures

If we encounter severe staff shortages which we are unable to cover, the following procedure will be followed concerning staff:child ratios.

Taking account of our current timetable of children and staff, we would need to have the following minimum staffing numbers to safely run each session with full attendance of children:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club	2	2	2	2	2
Morning Session	4	4	4	4	4
Afternoon Session	4	4	4	4	4
Late Afternoon Session	NA	2	2	2	NA

- There must always be one member of the management team on site.
- In the case that both managers are unable to work, Clockhouse pre-school will be forced to close.
- Due to the layout of the spaces we operate in, no session will run with fewer than two members of staff. This must include at least one member of management team who can be included in staff:child ratios.
- We will not exceed the published EYFS (2025) staff:child ratio.
- In the case where we are forced to run a reduced provision due to minimal staffing, places will be offered to children based on the following criteria:
 - Children who have additional needs or are considered vulnerable.
 - 3- and 4-year-old children who are transitioning to Primary School in the following intake.

3. Children whose parents rely on our childcare to enable them to work away from their home.
 4. Children whose parents rely on our childcare to enable them to work from home.
 5. Children whose parents do not rely on us to provide childcare to enable them to work.
- In the first instance we will ask parents to volunteer to cancel or re-arrange their session.
 - If there are not enough willing volunteers, we will consider the above (and any other relevant) factors to prioritise places.
 - Consultation with parents will be sought in advance to determine each family's level of need should the occasion arise therefore minimising impact and disruption where possible.
 - Should we have to run a reduced provision, every effort will be made to communicate this to parents at the earliest opportunity via email or telephone. Staff will also communicate this verbally at the setting. Parents should remain vigilant to communications to keep abreast of any updates that may affect their child's attendance at Clockhouse.

4.4 Supervision of children on outings and visits

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings as volunteers, may be included in the adults to child ratio and have children allocated to them. Volunteer parents included in the adult to child ratio are not left alone with children.
- A risk assessment is carried out before any outing. This is stored with the general risk assessments, and include:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The time of return.
 - The staff and children present.
- We take the setting mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water if appropriate. 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as accident forms and a copy of our Missing Child Policy.

4.5 Fire safety and emergency evacuation

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out in each area by a competent person using the five steps to fire safety risk assessment as follows:
 1. Identify fire hazards
 - Sources of ignition.
 - Sources of fuel.
 - Sources of oxygen (including oxygen tanks for disabled children).
 2. Identify people at risk
 - People in and around the premises.
 - People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.
 3. Evaluate, remove, reduce and protect from the risk
 - Evaluate the risk of the fire occurring.
 - Evaluate the risk to people from a fire starting on the premises.
 - Remove and reduce the hazards that may cause a fire.
 - Remove and reduce the risks to people from a fire.
 4. Record, plan, inform, instruct, train
 - Record significant findings and action taken.
 - Prepare an emergency plan.
 - Inform and instruct relevant people; inform and co-operate with others.
 - Provide training.
 5. Review
 - Keep assessment under review and revise when necessary.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals .
 - Means of escape.
 - Anything else identified.
- We rent premises, so we ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed, and easily opened from the inside.
- We ensure that firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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; and
- practised regularly, at least once every six weeks.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- Matches are kept securely in a drawer in the kitchen.

Emergency evacuation procedure

The member of staff who discovers the incident must raise the alarm using the bell, saying the words 'Stop and Listen'.

- The member of staff will inform the children as to which exit point to leave from. This will depend upon what or where the incident is. The main exit to be used is the rear entrance into the garden, as it is the quickest. If, however, this exit cannot be used fire doors at the bottom of the stairs or the top doors into Clockhouse Road should be used. Everyone should meet in the garden before moving to the carpark.
- The children should be reminded to leave on aprons, dressing up clothes, and not to worry about painted or sticky hands. Under no circumstances, or weather conditions, must coats be gathered.
- Children should be reminded not to hide from fires.
- The member of staff should inform the remainder of the staff as to their duties in the evacuation, ensuring staff working 1:1 are free to support their named child.
 - 1) To collect the Registration forms and Manager's mobile phone.
 - 2) To collect the iPad.
 - 3) To check the staff and child toilets and be last out of the building, shutting all internal doors.
- The children should be counted on the way out. One member of staff should be at the front of the line, at least one in the middle and one at the end of the line. On reaching the assembly point the register should be called out and the children counted again.
- The Emergency Services should be called if necessary.

If return to the Hall is not possible the children are to be taken to Balgowan Primary School in Balgowan Road. From here, parents are to be contacted, and arrangements made to collect the children from Balgowan School. If possible one member of staff should return to the setting to inform parents who could not be contacted. A notice may be left to inform parents where to collect their children if all members of staff are needed to stay with the children.

At all times children must be reassured but the objective must be to get out of the building as quickly as possible.

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Logbook:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

4.6 Lockdown and Incident response

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, parents, and staff in the event of a local threat or emergency which may result in our setting being placed into 'lockdown'.

Our designated persons responsible for co-ordinating action taken to protect children are Rosie White & Alan Kiernan. They (or a named deputy) will be responsible for invoking the following procedures.

Procedures

- In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. And ensure that emergency services can contain and handle the situation more effectively.

Before an incident

- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- We follow any additional advice issued by the local authority.
- Parents are made aware of our 'Lockdown and incident response policy when their child joins our setting. This advises them of the actions we will take in the event of a 'lockdown' and what they should do.
- All staff are aware of their role during 'lockdown' and we rehearse a lockdown situation with the children (in an age-appropriate way) each term.

During an incident

- The session leader will assess the likelihood of immediate danger and make the decision to place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive, we will always comply with their instructions.
- A Tapestry memo and an email will be sent to all parents of children at preschool. This text will state *'Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'*
- The session leader will ensure staff and children stay in their designated area. The designated area will be decided upon by the leader, dependent on the situation.
- All doors and windows will be secured. Staff and children will stay away from windows and doors as much as possible.
- We will attempt to stay low and keep calm; staff will lead a quiet group activity with the children as appropriate dependent on the situation.
- The session leader will access local news online for more information.
- We will NOT make non-essential calls on mobile phones or landlines.
- We will NOT open the door once it has been secured until we are officially advised 'all clear' or we are certain it is emergency services at the door.
- We will NOT call 999 again unless we have immediate concern for our safety, the safety of others, or feel you have critical information.

After an incident

- We will co-operate with the emergency services to help in an orderly evacuation, if requested, taking all necessary information with us.
- We will ensure any staff or children who have witnessed an attack or incident are available to tell the police what they saw.

- Once we have been given the 'all clear', an email and tapestry memo will be sent to all parents of children at preschool. This message will state *'We have now been given the all clear by emergency services.'* Along with further instructions about collecting your child as needed.

Recording and reporting

- The setting manager reports the lockdown to the trustees as soon as possible. In some situations, this may not be until after the event.
- We will document the details of the incident on an incident record form, which will be filed in our concerns and incidents folder.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

4.7 Notifiable Incidents

Policy statement

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection. A 'notifiable' incident could include fire or suspected arson, electric or Gas fault, burst pipe, severe leak or flooding, severe weather that has caused an incident or damage to property, a break-in with vandalism or theft, staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting, the outbreak of a notifiable disease, staff or parent threatened/assaulted on the premises by a parent or visitor, accidents due to any other faults (that are reportable under RIDDOR), lost child, any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer is Rosie White.

The designated health and safety officer has all emergency services numbers immediately to hand, has a list of contacts for maintenance and repair and ensures that members of staff know what to do in an emergency. They risk assess the situation and decide if the premises are safe to receive children before any children arrive or to offer a limited service

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will always act upon the advice of the emergency services.

Emergency Closure

The circumstances under which the setting may be closed due to an incident include:

- The trustees make the decision to close – thereby withdrawing the service.
- The emergency services make the decision for us to close

- A parent makes the decision for their child not to attend - If a parent makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The session leader ensures that the setting manager is informed.
- The setting manager completes and sends an incident record to the trustees, who, according to the severity of the incident notifies Ofsted or RIDDOR.
- On the incident form we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents' and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where no-one is injured but they could have been. (these are usually industrial incidents).

The setting manager informs the trustees and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The trustees review how the situation was managed, as above, to ensure that investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely the incident (such as fire, theft or flood) the insurance provider is notified immediately, and the setting does not admit liability

- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

4.8 Animals in the setting

Policy statement

Children learn about the natural world, its animals, and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals visiting the setting

- We take account of the views of parents and children when selecting an animal or creature to have as a visiting animal in the setting, as well as any allergies or issues that individual children may have any animals or creatures.
- A knowledgeable person carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- We provide suitable housing for the animal and ensure this is cleaned out regularly if necessary and kept safely.
- Our staff are knowledgeable of the pet's welfare and dietary needs and ensure that the correct food is offered, at the right times.
- We make sure all vaccinations and other regular health measures, such as de-worming, are up-to-date and recorded.
- We teach children the correct handling and care of the animal or creature and always supervise them.
- We ensure that children wash their hands after handling the animal and do not have contact with animal soil or soiled bedding.
- We wear disposable gloves when cleaning housing or handling soiled bedding.
- If animals are brought in by visitors to show the children, they are the responsibility of their owner.
- The owner of the animal along with our manager carries out a risk assessment, detailing how the animal is to be handled and how any safety or hygiene issues will be addressed.

Visits to farms

- Before a visit to a farm, we carry out a risk assessment - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- We contact the venue in advance of the visit to ensure that there has been no recent outbreak of E. coli or other infections. If there has been an outbreak, we will review the visit and may decide to postpone it.
- We follow our outings procedure.
- Children wash and dry their hands thoroughly after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris as soon as possible on departure and should not be worn indoors.
- We advise staff and volunteers who are, or may be, pregnant to avoid contact with ewes and to consult their GP before the visit.

4.9 No-smoking

Policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

Procedures

- All staff; parents and volunteers are made aware of our No-smoking Policy.

- No-smoking signs are displayed prominently.
- The No-smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a uniform.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks do so far away from the premises.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

4.10 Risk assessment

Policy statement

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Staff, children, parents, cleaners etc?
- Assessment as to whether the level of a risk is high, medium, low. This considers both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our manager or deputy undertake training and ensure our staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:
 - determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors.
 - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
 - assessing the level of risk and who might be affected.
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- The risk assessment is written and is reviewed annually.
- We maintain records of health and safety issues, which are checked daily before the session begins.
- Electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Risk assessments are carried out for
 - relevant aspects of fire safety,
 - food safety,
 - all areas of the premises
 - certain activities with children, such as cooking or woodwork.
 - use and storage of equipment for disabled children.
 - visitors to the setting as part of children's learning experiences.
 - children's outings
 - home visits and other off-site duties such as meetings
 - following any incidents involving threats against staff or volunteers.

Fire			
Hazards	Who is at risk?	Level of risk	What training, planning, practice is already in place? Further assessment, review and/or action, When & by whom?
Fire prevention			
Risk assessment	The manager has received training in fire safety sufficient to be competent to carry out the risk assessment		
Co-operate with other professionals	Advice is gained from LFB and other professionals and is added to this risk assessment and our procedures.		
Inform and instruct	All staff; students and volunteers are trained in fire safety and evacuation and receive our fire safety policy, procedure and emergency plan.		
Sources of ignition			
Electrical sockets and equipment	All	L	All electrical points are checked before use. PAT testing is carried out annually. All electrical work is carried out by a professional and signed off as up to current code.
Cookers	All	L	No items are stored on cooker tops. All cooking is done by a responsible and competent person
Gas boilers	All	L	All gas equipment is checked each day and any remedial action needed is carried out by a professional gas safe engineer.
Smoking	All	L	No smoking or vaping is allowed on site
Arson	All	L	No combustible material is left accessible. CCTV is in operation and signage is prevalent of such as a deterrent
Sources of fuel			
Cookers	All	L	Cookers are turned off at the wall unless in use
Matches	All	L	Matches are stored securely in a drawer away from sources of ignition
Flammable materials	All	L	Flammable materials, such as wood, paper and material are stored away from sources of ignition
Flammable chemicals	All	L	Flammable chemicals are stored in a cupboard away from sources of ignition
Sources of oxygen (including oxygen tanks for disabled children).	All	L	Oxygen tanks are stored only in the designated area, away from sources of ignition. All staff are aware of this location and how to handle oxygen safely. Signage is in place to indicate the storage location to the emergency services. Internal doors are kept closed when appropriate to prevent oxygen flow and spread of any fire.
Emergency Evacuation			
Raising the alarm	All	L	Smoke detectors are fitted in the kitchen and are audible from the playroom
Fire exits	All	L	Fire exits are clearly signed, never obstructed and are easily opened from the inside
Emergency evacuation planning	All	L	Our emergency evacuation plan is approved by the Fire Safety Officer. It is displayed in the premises and new members of staff & volunteers receive training in the procedure.
Emergency evacuation changes	All	L	Emergency evacuation procedures are practised every half term, recording significant findings and action taken and updating and sharing new procedures as needed.
Evacuating less ambulant children	All	L	Named staff working 1:1 is responsible only for their named child in the event of an evacuation.
Firefighting & alarm equipment			
Faulty fire extinguishers	All	L	firefighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
Faulty smoke detectors	All	L	Smoke detectors are tested every half term

Hazards	Who is at risk?	Level of risk	What training, planning, practice is already in place? Further assessment, review and/or action, When & by whom?
Main Cupboard/Office			
Falling objects	All	M	Children are not allowed in the cupboard. All staff and volunteers are inducted in safe moving and handling techniques. Two staff are to move any large or heavy objects. All staff to be vigilant and remove any hazards daily.
Trip hazards	Adults	M	Adults warned to take care and instructed how to put equipment away carefully and safely being observant to any risks.
Back Injury	Adults	M	Staff inducted in safe lifting techniques and told to ask for assistance.
Toilets			
Ingesting chemicals	Children	L	No chemicals are left in the toilet area.
Trapped fingers	Children	L	Main door to toilets to be left open. Cubicle doors have safe finger gap
Getting locked in	Children	L	The key is kept outside the cubicles out of children's' reach.
Slipping on the wet floor	All	L	Non-slip flooring is in place. Wet patches to be mopped up. A wet floor sign displayed.
Infection	All	M	Children are taught to wash hands properly. Children and adults with D & V are excluded. Toilets, taps and doors are cleaned daily with anti-bacterial cleaner.
Scalds from hot water	Children	L	Adults to supervise hand washing. Thermostatic controls fitted
Safe disposal of hazardous material	All	L	Parents/carers take soiled nappies home with them in nappy bags, which are double bagged to prevent leakage.
Kitchen			
Burns from the cooker	All	L	Children are not allowed in kitchen. Cooker to be used with care. Kitchen door to be shut.
Fire	All	L	Items are not left on cooker tops
Scalding from hot water	All	L	Kettle and hot drinks to be kept on back of worktop and the kettle is switched off at the wall. Kitchen door to be shut.
Falls on wet floor	All	L	Non-slip flooring is in place and wet patches are mopped up. A wet floor sign is displayed when needed.
Infection	All	M/L	Surfaces wiped with anti-bacterial spray daily. Staff wash hands regularly.
Safe storage of food and drink	All	L	The fridge and freezer temperatures are recorded daily. Staff are trained that all produce is stored and used in date order rotation.
Safe storage of medicines	All	L	Medicines are stored in an out of reach cupboard and all administration is recorded and witnessed by 2 members of staff.
Audit of First Aid Box and supplies	All	L	The first aid box is audited by a named member of staff quarterly. First aiders bring to the attention of the Manager the need for any stock to be ordered between Audits.
Hall / Playroom			
Steps	All	L	A soft mat is kept below the steps.
Swallowing foreign objects	Children	L	Care to be taken in selecting equipment and adult supervision. Any donations or toys brought by children to be checked and agreed by a manager before being used.
Scalds from hot food / drinks.	All	L	Adults only have cold drinks in the hall. Children's flasks are checked before serving
Heavy objects	Adults	L	Adults to be inducted in safe lifting techniques. Adults to ask for assistance if needed.
Visitors	Children	L	Staff to open the door ensuring that children are not loitering

			around the entrance. All visitors are supervised and signed in.
Prams	All	L	Parents/Carers to leave prams outside the gate when we are open.
Greenhouse			
Scalds from hot water	Children	L	Thermostatic controls fitted
Falling objects	Children	L	Children are not allowed to climb on resources or equipment in the greenhouse. Adults check storage for falling hazards each morning
Garden			
Children escaping	Children	L	Fencing is secure and gate to be kept locked while open. A CCTV System records activity in selected areas at all times. One person to be responsible for manning the gate
Poisonous plants	Children	L	All plants to be chosen to be planted must be non-poisonous. Adults are always present to supervise children and be observant.
Animal excrement	Children infection	L	Garden is checked daily at the start of the session.
Falls	Children	L	Adults are vigilant to hazards.
Strangers	Children	L	Adult is always present and alert to the arrival of parents and strangers.
Slips	Children	L	Sand is swept regularly during use.
Equipment			
Broken toys and equipment	All	L	All toys and equipment that are identified as broken or hazardous are taken out of use.
Infection control	All	L	Toys are disinfected by using anti-bacterial spray and wipes as required on a termly basis.
Start/end of the day			
Lone working	Staff	M	2 members of staff are on the premises before any children are admitted. When staff are working alone when the setting is closed, another adult is aware and checks in.
Not meeting Ratio if a staff member is late/unwell	All	L	Several members of back up staff are usually available at short notice
Eating			
Allergies	All	H	Allergy information is available on the iPad to all staff.
First Aid	All	H	All staff hold a first aid certificate within 6 months of joining. At least one first aider is present when children are eating. Staff are positioned to always see the face of all children eating.
Food Hygiene	All	H	All staff hold food hygiene certificate before preparing or serving snack, lunch or breakfast, or carrying out a cooking activity.
Sleeping			
Sudden Infant Death Syndrome	Children	L	Sleeping policy is followed -Child is lying flat to sleep -Child is regularly checked while asleep – noted on sleep chart -Clothing/blankets are adapted to ensure the child remains at a safe temperature.
Being hurt by another child	Children	M	Sleeping children are always closely supervised.

Activity Risk/ Benefits Analysis

Woodwork					
Note: All children MUST be signed off on their 'Introduction to woodwork' before they use the equipment.					
What is being assessed	What hazards may be present	What degree of injury could be reasonably expected	What precautions have been put in place to reduce the risk of injury	What likelihood is there of risk still occurring	What is the risk rating
Saw	Cuts Impact injury to another child	Medium	Instruction on how to use saw and supervised 1:1 at all times. Sawing – Ensure no children are watching from in front of the sawing area – practitioner to stand in this area to prevent children getting close to saw. Child sawing with Japanese saw or pull saw to hold the saw with two hands or with western saw – with one hand and other hand holding bench well away from wood being cut. After being used – saw to immediately be put out of reach. Wood always clamped in vice when being sawn. Practitioner to check held firm in vice before sawing commences.	Low	Low
Hand drill	Injury to body	Low	Ensure work is clamped in the vice before drilling	Low	Low
Dust	Dust - inhaled or in eyes	Low	Any significant amounts of cutting/ sanding to be done outdoors. Eye protection – goggles if lot of dust. Dust mask to be worn if high levels of dust Children not to cut MDF	low	Low
Nails/ screws	Pierce skin Swallow	Low	Any protruding nails to be made safe (hammered over) or removed All nails/ screws to be collected off floor after session (magnet) Do not hold nails/ screws in mouth. Many builders do this. Do not model this habit!	Low	Low
Misc Tools – wrench, spanners, screwdrivers, hand drills, nail puller.	Impact injuries – cuts, bruises etc.	Medium	Children to be given clear instruction for safe use of any new tool. Emphasise tools are not toys. Children initially to be supervised at least 1:3 dependent on developmental level of the child. Nail puller to be used as a lever and only used closely monitored 1:1	Low	Low
Plywood	Splinters	medium	Care with plywood. It is hard for young children to work with and plywood splinters badly	Low	Low
Hard wood	Injury	Medium	Avoid using as hard wood is very difficult for children to work with. More chance of nail rebounding. Children have to hammer extremely hard increasing the risk.		

MDF	Dust	Medium	Caution with MDF. Do not cut MDF in school due to excessive levels of irritating dust. MDF is hard so to be drilled first when joining.	Low	Low
Battery screwdriver	Injury to fingers	Low	Clear instructions for safe use and then only used with close adult supervision. Eliminate distractions. Material being drilled to be clamped.	Low	Low
Children with SEN	General injury	Medium	Higher supervision ratio. I:I if necessary.	Low	Low
First aid response	Delayed treatment	Low	First aid kit is nearby and First aider in attendance.	Low	Low
Paddling Pool					
Water	Child drowning	High	A shallow paddling pool has been chosen and will be filled to a safe level each time it is used. One member of staff to remain by the pool AT ALL TIMES. The rest of the outdoor space is to be supervised by at least one other member of staff.	Low	Low
Hard/sharp objects	Injury	Low	The pool will be always staffed by a first aider.	Medium	Low
Bacteria	Infection	Low	The pool will be filled with fresh water and will be emptied into the drain regularly. It will be emptied whenever the garden is not in use and between sessions.	Low	Low