



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010 (9am-4pm)

Health and Safety - General Policy

Policy statement

At Rainbow Preschool we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the preschool for the benefit of all staff, children, parents and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the preschool including:

- The requirements of the Early Years Foundation Stage (EYFS) Statutory Framework
- The regulations of the Health and Safety at Work Act etc (1974) and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the preschool including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.

- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the preschool to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe preschool with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the preschool premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the preschool.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the preschool are accessible (wherever practicable).
- Provide a safe environment for students or trainees to learn in.
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response by the management.

To maintain the maximum protection for children, staff and parents we will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities (see Infection control policy).
- Prohibit smoking or vaping on the preschool premises.
- Prohibits any contractor from working on the premises without prior discussion with the manager.
- Encourage children to manage risks safely and prohibits running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the preschool.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Ensure staff wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g., nuts are not allowed in the preschool.

- Follow the allergies and allergic reactions policy for children who have allergies or have a reaction at the preschool.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the preschool.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are supervised at all times.
- Take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff paediatric first aid (PFA) certificates OR a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

Responsibilities

The designated Health and Safety Officer in the preschool is **Isabel Hogg**.

Gina Ireton will be responsible in her absence.

The employer has overall and final responsibility for this policy being carried out at:
Rainbow Preschool, Muswell Hill Baptist Church, Muswell Hill, London N10 2PT.

All employees have the responsibility to cooperate with the management to achieve a healthy and safe preschool and to take reasonable care of themselves and others. Neglect of health and safety regulations and duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the manager.

Daily contact and regular staff meetings provide consultation between management and employees. These include health and safety matters.

Health and safety training

The person responsible for arranging and monitoring health and safety training for staff is **Isabel Hogg**. Health and safety training is covered in all induction training for new staff.

At least one member of staff on the premises and available at times when children are present **MUST** hold a full paediatric first aid (PFA) certificate in the preschool and must accompany children on outings. The certificate must be for a full 12-hour course consistent with the criteria set out in Annex A of the EYFS. This must be renewed every three years.

In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work and ongoing in order to be included in the required staff: child ratios at level 2 or level 3. To continue to be included in the ratio requirement, the certificate must be renewed every three years. All our staff are required to take Paediatric First Aid training and renew it every 3 years.

Health and safety arrangements

- All staff are responsible for general health and safety in the preschool.
- Risk assessments will be conducted on all areas of the preschool, including rooms, activities, outdoor areas, resources, cleaning equipment, legionella and lone working.
- Risk assessments are reviewed at regular intervals and when arrangements change.
- All outings away from the preschool (however short) will include a prior risk assessment – more details are included in our Visits and outings policy.
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases, the manager will be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs e.g., easy to access toilet area and fresh drinking water
- We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of legionella¹, and manage these risks including avoiding stagnant water.
- All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children.
- We have a clear accidents and first aid policy to follow in the case of any person in the preschool suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the preschool. This is shared with all staff, students, parents and visitors to the preschool.
- We review accident and incident records to identify any patterns or hazardous areas.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen.
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion box or notifying a member of the management.

¹ <https://www.hse.gov.uk/legionnaires/>