



Health and Safety Policy

Statement of intent

Toddington Childcare & Forest School believes that the Health and Safety of children is of paramount importance. We make our setting a safe and healthy place for babies, children, parents, staff, visitors and volunteers.

Aim

We aim to make all 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 have a designated Health and Safety Officer in the setting. Our Health and Safety Officer has undertaken relevant Health and Safety training, including Fire Risk Assessment training and will regularly update their knowledge and understanding using the Central Beds Learning Management System. We display the necessary Health and Safety poster on our notice boards as appropriate and ensure all staff/ volunteers are aware of who to report Health and Safety concerns too.

Risk Assessment

Our risk assessments are reviewed regularly and updated as necessary to ensure the safety of our equipment, resources, trips and day to day running of the setting. Our risk assessment process includes:

- Checking for hazards and risks indoors and outside and in our activities and procedures.
- Our assessment covers both adults and children;
- Deciding which areas need attention
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We carry out a variety of different checks;

- Daily Health and Safety Checks at the start of sessions.
- Weekly testing of our fire alarm warning system, actuated by a different manual call point each week on rotation.
- Weekly testing of our settings emergency door release systems.
- Weekly testing of each buildings emergency lighting systems on rotation.

- Weekly fire signage and firefighting equipment checks for each building on rotation.

Insurance Cover

We have Public Liability Insurance and Employers' Liability Insurance. The certificate is displayed on our Parent's Notice S safety issues are explained to the parents of new children so that they understand the part they play in the daily life of our setting.

- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at all staff meetings.
- We have a **no smoking policy** which applies to staff, volunteers, visitors, parents and carers.
- Children are made aware of health and safety issues through discussions, planned activities and routines such as taking part in fire-drills.

Children's Safety

- Only persons who have been checked for criminal records by an Enhanced Disclosure from the 'Disclosure and Barring' service and are registered with Ofsted as Childcarers have unsupervised access to babies and children e.g. changing nappies/ helping to toilet.
- Adults do not normally supervise children on their own.
- Children are supervised at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of visitors are recorded in a visitor's book by the reception desk
- We have a secure video intercom system in place to restrict unauthorised access- all parents/carers and visitors use this to enter the setting.
- We have a system in place to restrict children from leaving our premises unnoticed. We ask that the most senior staff member in the session is responsible for the letting in and out of the children at drop off and home time or a qualified Level 3 Early Years Educator.
- We ask parents/carers to inform us of anybody different picking up a child/children, either in person, on the telephone or through an email with the designated person's full name and a password.

Windows

- All windows and windows in doors are protected with safety glass.

Doors

- We have taken precautions to prevent fingers getting trapped in doors by installing protectors to all applicable door hinges. We also ask staff and volunteers to carefully close doors.

- All external doors feature a secure locking mechanism and some playrooms have a secure keypad door handle to restrict unauthorised access.

Floors

All surfaces are checked, before each session, to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and for food preparation/washing up
- Cleaning materials and other dangerous materials are stored out of children's reach / or kept in cupboards with a lock and key.
- When children take part in cooking activities, they:
 - Are supervised at all times;
 - Are kept away from hot water
 - Do not have unsupervised access to electrical equipment
 - If there are hot drinks made, we ask staff to place them at the back of the kitchen worktop
 - Color coding of chopping boards for different foods
 - All staff preparing snack and meals are required to complete Safer Food and Hygiene training and Allergy Awareness.

Electrical equipment

- All electrical equipment conforms to safety requirements and is checked regularly with Portable appliance testing carried out annually.
- Children learn about health, safety and personal hygiene through the activities we provide and the routine we follow.
- Staff/ volunteers are reminded not to use electrical appliances near sinks.

Animals

- Animals visiting the setting are free from disease, safe to be with children and do not pose a health risk.
- Children will not handle animals unless supervised by an adult
- Children are taught good hygiene practice when handling animals and always wash their hands after contact with them.
- We have a separate **Outings Policy** which covers visits to local nature walks, the Village pond and Community gardens etc.

Fire Safety

- Churches Fire Services carries out our settings Fire Risk Assessments and Inspections of the premises regularly, at least annually.
- Fire doors are clearly marked, never obstructed and easily opened from inside.

- Fire alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer regularly.
- Our Emergency Fire Evacuation Procedures are approved by the settings Health and Safety Officer, who will clearly display them on the premises. The Emergency Fire Evacuation Procedures are explained to all members of staff and volunteers and practiced regularly in line with school premises.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Fire drills are carried out termly on a variety of different days and times. Fire drills are scheduled in our yearly plan.

First aid and Medication

All of our staff, including administration staff hold full and relevant Paediatric First Aid Training Certificates. We use our Local Authority approved training provider KH First Aid Training or Bostock which complies with the guidance set out in the Early Years Foundation Stage Framework. Training is accessed via our Central Beds Learning Management System.

First Aid Boxes:

- Complies with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked by the First Aid Co-ordinators and are re-stocked as necessary.
- Are easily accessible to adults; and are kept out of reach of children. First Aid boxes are available in our Panda, Zebra, Giraffe rooms and medical cabinets in both the Zebra and Giraffe kitchens.

Medication:

Toddington Childcare and Forest School believe that it is important to be aware of all medical conditions and cater for them wherever possible, see **Medication Administration Policy**. It is a fact that some children and young people suffer from known medical conditions such as diabetes, asthma or allergies.

At the time of admission to Toddington Childcare and Forest School, we will gather information of Health, as well as any medical needs and details of allergies from our initial Home Visit and complete necessary medical information documentation or obtain copies of care plans as necessary from parents/carers to ensure we're meeting each child's individual health needs. .

Written permission for emergency medical advice or treatment is sought from parents and carers and we ask parents/carers to complete, sign and date a medical form for their child when supplying medical equipment; e.g. Inhalers/Epi-pens or any other medical items for babies and children that may need administering. We accept only prescribed medicines and will sign to inform parents/carers. If the administering of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

We ask that only qualified staff administer medicines and that they inform our Setting Manager.

Injury/Behaviour Support Books:

- Is kept safely and is accessible
- All staff and volunteers know where it is kept and how to complete it; Injury forms are reviewed half termly to identify any potential or actual hazards. Behaviour Support forms are reviewed termly to help us evaluate how we can maintain the best strategies in regards to supporting behavior.
- We ask staff/ volunteers to inform **Rachel Turner** (Setting Manager) when an Injury/Behaviour Support form has been completed for a child.

Maintenance

Our boiler/electrical switchgear/meter cupboard are all out of the children's reach.

- Heaters, electric sockets, wires and leads are safe and the children are taught not to touch them.
- Portable electric appliances are PAT tested annually to ensure their safety.
- Electrical installations are EICR tested every 5 years to ensure their safety.
- New electrical installations or repairs are carried out by qualified and accredited electricians to ensure their safety.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

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 areas

- Our outdoor areas are securely fenced.
- Our outdoor area is checked daily for safety and cleared of rubbish before it is used.
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene. Hand washing on entry and exit of sessions is encouraged and more additional hand washing throughout the day, to help reduce the risk of infections and viruses such as Covid 19.
- We have daily routines including Health and Safety Checklists, which includes all play rooms, kitchens, toilets and gardens to ensure they are kept clean, safe and tidy.
- Resources and equipment, dressing up clothes, cushion covers and other furnishings are washed and cleaned, when necessary, but at least every half term. Bedding sheets are washed daily to maintain high standards of cleanliness.

- We provide a high standard of hygiene in our children's and accessible toilet/changing areas by providing hand washing and drying facilities and a bin for the disposal of nappies and other bodily fluids safely. Anti-bacterial spray is available to regularly wipe down changing areas after each nappy change and sink and toilet areas.
 - Staff clean down the children's hand washing basins and toileting areas at the end of each session in line with our Health and Safety checklist expectations.
 - **We implement good hygiene practices by:**
 - Cleaning (with anti-bacterial spray) tables between activities;
 - Checking and cleaning toilets regularly;
 - Washing lunch trays in hot, soapy water
 - Ensuring children's plates, cups, cutlery, bottles are washed in the dishwasher on a hottest setting, approximately 85 degrees C.
 - Wearing protective clothing - **Blue aprons and disposable gloves** for nappy changing and **white aprons and hair tied back** for food preparation
 - Asking staff and volunteers to ensure that long hair is tied back
 - Ensuring staff and volunteers wear only simple jewellery, such as stud earrings and up to one small chain necklace
 - Providing sets of clean clothing;
 - Providing tissues and wipes;
 - Different coloured cleaning cloths are used for kitchen and play areas.
- Red-** Playroom
Blue- Toilet/bathroom
Yellow- kitchen
Green- For spilt milk

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children's development in each room.
 - 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 and safe for children to use.
 - Sand is clean and suitable for children's play and from an approved seller.
 - Physical play is constantly supervised.
- Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
 - Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

- 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 local office of the Health and Safety Executive:
- Any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- Any dangerous occurrences (i.e. event which does not cause an accident but could have done).

Sickness

Our policy for sickness and diarrhea is 48 hour's exclusion. Exclusion of ill or infectious children is discussed with parents and outlined in the Settings' Sickness and Administering Medicines Policies and procedures. This includes procedures for contacting parents, if a child becomes ill whilst attending a session.

Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safety of 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 a step ladder to do so.
- The sickness of staff and their involvement in accidents is recorded.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage we keep records of:

- Adults authorised to collect children from our 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, and visitors and staff accidents/ incidents.

In addition, the following policies and documentation in relation to Health and Safety are in place:

Suitable people, premises, environment and equipment;

- Risk assessments
- Records of visitors
- Fire Safety Management Policy

- Fire safety, lockdown and emergency evacuation procedures
- Fire safety lockdown and emergency evacuation records
- Health and Safety and Fire Safety certificates
- Operational procedures for outings.

Health;

- Administration of Medicine
- Prior Parental Consent to Administer Medicine
- Record of Administration of Medicine
- Prior Parental Consent for Emergency Treatment
- Accident Record
- Sick Children
- No Smoking

This policy was accepted at a Committee Meeting of Toddington Childcare held in July 2022.

This policy was last reviewed during January 2026.

Signed on behalf of Toddington Childcare & Forest School

Sarah Malcolm

Chair of the Toddington Childcare & Forest School Committee