

# Health and Safety Policy

## Forest Kindergarten Sevenoaks

<b>Signed:</b>	<b>Date: May 2017</b>
<b>To be reviewed May 2018</b>	

### **Policy Statement:**

We believe that the health & safety of children is of paramount importance. We are committed to ensure, so far as is reasonably practicable, the health, safety & welfare of the children, parents, staff, volunteers and other visitors.

We will, in so far as is reasonably practicable, ensure that:

- We provide adequate control of health & safety risks
- Risk assessments are carried out and reviewed regularly
- Information, training and supervision is provided for staff
- We provide and maintain safe equipment
- We consult with our staff on matters affecting health & safety
- Procedures are in place for safe handling and use of substances
- Procedures are in place to ensure compliance with current fire regulations
- We maintain safe and healthy working conditions, and

We shall revise and review this policy as necessary at regular intervals.

### **Health & Safety Responsibilities:**

Overall responsibility for health & safety is that of the Management. A designated member of the management is responsible for reviewing health & safety policies and procedures, carrying out the risk assessments and bringing other health & safety issues to the attention of the management. In addition a designated member of staff has day to day responsibility for ensuring that the policy is put into practice and bringing health & safety concerns to the attention of the management member responsible for health & safety matters.

### **All staff, parents and visitors have a responsibility to:**

- Co-operate with the management and the designated member of staff responsible on health and safety matters
- Not interfere with anything provided to safeguard their health & safety
- Take reasonable care for their own health & safety
- Report all health & safety concerns to an appropriate person (member of staff)

### **Methods:**

#### **Risk assessment**

Our risk assessment process includes checking for hazards and risks on our site and in our activities and procedures.

We regularly discuss health and safety issues, which are checked daily before the session begins and termly - when the site risk assessment is reviewed.

#### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is available.

#### **Awareness**

Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy and understand health and safety issues so they are

able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of staff well-being, including safe lifting. As necessary, health and safety is discussed at staff meetings.

We have a NO SMOKING POLICY.

Children are made aware and encouraged to take responsibility for their own health and safety through discussions, safety routines, stories and their own activities.

Children are taught what to do in the event of an emergency, such as telling a member of staff.

All staff are aware of the settings emergencies procedures and know how to call the emergency services.

### **Children's safety**

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service and these are reviewed every 3 years. Where necessary referral to the Independent Safeguarding Authority (ISA) is made.

- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- We adhere to the child:adult ratios as required under EYFS: 1:8 for children aged 3 and over, and where possible work to higher ratios of 1:6.

### **Security:**

Systems are in place for the safe arrival and departure of children. Children are signed in and out in the attendance record app, Kinderlime on the setting phone.

The times and contact details of volunteers and visitors are recorded.

High supervision prevents unauthorised access to our premises.

High supervision prevents children from leaving our premises unnoticed.

Tools and dangerous materials are stored safely or out of children's reach.

When children take part in cooking activities, they:

- are supervised at all times;
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to the fire.

The temperature of hot water is controlled to prevent scalds.

### **Mobile Phones**

- we have a separate Mobile Phones and Image Use Policy

### **Storage**

All resources and materials, including those from which children select, are stored safely.

Staff are adequately informed, and experienced to perform their duties involving manual handling and are offered the opportunity to attend manual handling training if requested.

### **Site safety**

We ensure children are protected from any unauthorised access by maintaining a high ratio of adults to children, and by keeping a small group size of a maximum of 16 children, and through good adult supervision.

We risk assess the site daily for safety and on an ongoing basis with changes to the environment.

Adults and children are alerted to the dangers of poisonous plants, berries and fungi.  
The children are supervised at all times.

### Sun Safety

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- If we go in the direct sun for prolonged periods, we wear suncream and protective clothing.
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- All adults act as positive role models eg use sun cream, wear sun hats etc.
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- Parents are encouraged to ensure they have applied sun cream to their child before the start of each session their child attends.

### Hygiene

- We keep up to date with the latest recommendations of Environmental Health Department and the Health Authority through information shared and in response to training days attended.
- Our daily routines encourage the children to learn about personal hygiene e.g. hand washing, nose wiping and disposal of the tissue, the spread of infection through coughing and sneezing, going to the toilet etc.
- We take home any waste daily.
- Any soiled nappies or items of clothing are secured in a nappy sack, and removed at the end of each session by being given to the parent to take home and dispose of. .
- We clean the travel potty daily or after use if needed.

We implement good hygiene practices by:

- checking toilet regularly;
- providing sets of clean clothes;
- providing tissues and handwipes; and
- providing hand washing opportunities
- At least one member of staff is trained in Food Hygiene

### Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- We ensure the play environment allows adults and children to move safely and freely between activities.
- All tools and playing equipment are checked regularly and any dangerous items are repaired or discarded.
- All the children's materials are non-toxic.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### Food and drink

- Staff that supervise the preparation and/or prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not place hot drinks within reach of children.
- Snack time(s) is appropriately supervised and children do not walk about with food and drinks.

- Fresh drinking water is available to the children at all times.
- We ensure children do not have access to foods to which they are allergic.
- Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

### **Animals**

Animals visiting the setting are free from disease, vaccinated as appropriate and safe to be with children, and do not pose a health risk.

Children wash their hands after contact with animals.

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Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

### Fire safety and dealing with Emergencies

Please see our detailed risk assessment including fire safety.

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#### **Our emergency evacuation procedures are:**

- explained to new members of staff, volunteers and parents; and
- practised at the start of each half term and ensures all staff are involved.

All staff and parents are aware of the settings emergencies procedures including those where the setting may need to close (see Emergency procedures document). (See also policies on “Accidents and Incidents” and “Sickness, Medicines and Emergency Treatment”.)

**Dealing with Accidents and Incidents:** See “Accidents and Incident Policy”

### **Safety of adults**

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

No Smoking, alcohol or drugs Policy

All areas of the kindergarten are no smoking areas.

Alcohol and drugs are prohibited in all areas of the kindergarten during our hours of operation.

If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately.

If a member of staff believes a parent/carer is under the influence they should advise their Manager and the child protection officer who will then decide on the appropriate course of action according to the Safeguarding Children Policy.

### **Records**

In accordance with the Early Years Foundation Stage, we keep records of:

*Adults:*

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- Names and addresses of the owners or of all members of the management;
- All records relating to the staff's employment with the setting, including application forms,
- references, results of checks undertaken etc.

*Children:*

- Names, addresses and telephone numbers of parents and adults authorised to collect children from setting;

- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children;
- The times of attendance of children, staff, volunteers and visitors;
- Accidents, incident and medicine administration records;
- Consent for outings, administration of medication, emergency and operative treatment.