

LITTLE FROGS PRE SCHOOL - HEALTH & SAFETY POLICY

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STATEMENT OF INTENT

Little Frogs Pre School recognises that as an employer the provision has a responsibility to ensure the health, safety and welfare at work of the provision's employees, whether paid or voluntary. The provision also recognises that it has a responsibility to any other people who may be affected by its activities.

In accordance with the Health and Safety at Work Act, Little Frogs Pre School maintains safe working conditions and ensures that all employees, paid or voluntary, are sufficiently aware of and practise safe systems of working.

We also take all necessary steps to keep children safe and well. We follow the requirements in the EYFS on what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures. This policy was adopted by *Little Frogs Pre School* on **5 April 2022**

HEALTH AND SAFETY POLICY

Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within the Provision rests with the members of the Management Committee.

The Senior Supervisor will generally advise the Management Committee in the implementation of its Policy and Practices. Members of the Management Committee will be responsible for areas/activities in which they are involved:

1.
 - By ensuring that the Health and Safety Policy is satisfactorily implemented;
 - By ensuring that all new employees, whether paid or voluntary, are aware of and observe the Policy;
 - By conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions.

As such, they should familiarise themselves with the Health and Safety Policy of Little Frogs Pre School and the safe practices appropriate to their place of work.

Staff Responsibilities

- Ensuring all electrical appliances are checked on an annual basis by a competent person;
- Checking, reporting monthly and keeping stocked the First Aid Box;
- Routinely checking that all electrical appliances in the Provision are usable and reporting any defects to the Management Committee.
- Daily building checks
- Weekly Fire Drills/Alarm testing
- Lock Down drills termly
- Monthly Water testing
- Ensuring cleanliness of building throughout the day

ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management Committee. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the Provision and for the reporting of any faults or hazards to their supervisor or the Management Committee.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;
- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.

Please note: This list is not exhaustive!

In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Management Committee.

Accident Logs

All accidents resulting in personal injury must be recorded in the relevant accident logs.

Our accident records:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least termly to identify any potential or actual hazards.

Dealing with incidents

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 Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident records. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's *Accident Record* publication.

Our incident records

- We have ready access to telephone numbers for emergency services, including local police. We have contact numbers for electricity emergency services, carpenter and plumber.
- We keep an incident record for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining un-authorised access to the premises;
 - fire, flood, or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident record 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, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, lockdown, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident record is not for recording issues of concern involving a child. This is recorded in the Safeguarding File.

Risk Assessments

Little Frogs Pre School believes 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.

The basis of this policy is risk assessment. The risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of 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, in order 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.

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and for 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 time-scales for action, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and annual basis when a full risk assessment is carried out.

Risk Assessments are carried out in cases of outbreak and pandemics such as COVID-19.

Legal framework

Management of Health and Safety at Work Regulations 1992

Further guidance

Five Steps to Risk Assessment (HSE 2006) www.hse.gov.uk/pubns/indg163.pdf

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR).

Certain work-related incidents will be reported to the Health and Safety Executive at the Incident Contact Centre – telephone 0845 300 9923.

(They can advise you if you do need to report specific incidents and about what records you should keep).

Reports of the following that happens to a member of the public, including a parent or child, or an employee on your premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

Remember: *We are* also required to report such incidents, as well as various other events, to Ofsted.

First Aid Boxes

These are kept in the same place as the accident logs. It is the responsibility of the Management Committee to ensure directly, or by delegation, that the box is properly stocked.

Contents

The contents of the First Aid box will be checked monthly and documented by the nominated person. The contents will be in accordance with current legislation.

CLEANLINESS OF PREMISES

Little Frogs Pre School recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.
- Additional cleaning measures implemented as identified in Risk Assessment for COVID-19 prevention

COSHH (The Control of Substances Hazardous to Health Regulations)

- Staff implement the current guidelines of the Control of Substances Hazardous to Health 2004 (COSHH) Regulations.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Hazardous substances are stored safely away from the children.
- Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
- Risk assessment is done for all chemicals used in the setting.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Bleach is not used in the setting.
- Anti-bacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
- Members of staff wear rubber gloves when using cleaning chemicals.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

DRIVING SAFETY

Little Frogs Pre-School has a responsibility to ensure that where any of our services arrange transport for their users, those people who do the driving are aware of the Driving Safety Policy.

All persons driving on behalf of the Little Frogs have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others. They also have a responsibility to adhere to the principles laid out in this Policy.

If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

Principles of Safe Driving

- All drivers must hold a current and relevant licence;

- All drivers must read and observe the Highway Code;
- Speed limits must be observed;
- Seat belts must be worn at all times and appropriate car seats must be used when transporting toddlers and young children;
- The authorised number of passengers must not be exceeded;
- Passengers must not be allowed to alight until it is safe for them to do so;
- Vehicles must not be left with the engine running when parked or being refuelled;
- Drivers must not be under the influence of alcohol during the Provision's business;
- Drivers are reminded that smoking or other distracting actions whilst driving is not safe practice;
- The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected;
- Drivers may need to be aware that they may need to notify their insurance companies to ensure that they are adequately covered;
- Mobile phones must not be used.

ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained on a routine basis.

ENVIRONMENT AND THE WORKPLACE

The Provision is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Noise at work Regulations 1989

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

Space

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

Heating

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in every room in which people are employed to work.

Ventilation

Must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air. Follow guidance from HPA regarding the circulation of air in prevention of COVID-19

VDUs

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

DEALING WITH EMERGENCY SITUATIONS

In light of recent emergencies and possible security threats, the guidelines here are to consider how best to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in your setting being placed into 'lockdown'.

Most of our existing procedures for handling an emergency situation will involve evacuation of the premises and will be focused on an event happening in your building.

However, in some situations, it is likely you will be advised to stay put (lockdown) rather than evacuate the premises.

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.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

Lockdown procedures

If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

Upon alert to lockdown

Stay calm.

Ensure staff and children stay in their designated areas. Move children and staff into the disabled toilet and plant room or toy cupboards. Stay in the room you are working in, secure all doors and windows and await further instructions.  Close curtains and blinds where possible. 

Stay away from windows and doors. [L] [SEP]

Stay low and keep calm. [L] [SEP] Lock-down will be rehearsed and recorded termly.

Do NOT make non-essential calls on mobile phones or landlines. [L] [SEP]

If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

Be alert

Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way. [L] [SEP]

Do NOT travel down long corridors. [L] [SEP]

Do NOT assemble in large open areas. [L] [SEP]

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation. [L] [SEP]

Ensure you have the Register and children's details with you. [L] [SEP]

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning. [L] [SEP]

Managing parents [L] [SEP]

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, until the emergency services give the all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times. [L] [SEP]

With regard to getting information to parents during 'lockdown', you will attempt to send a message, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear. [L] [SEP]

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but ^{SEP}not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

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 calls to the police, call 101.

FIRE PRECAUTIONS

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

The Management Committee are responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in buildings and educating employees, whether paid or voluntary, in safe practices.

It is the duty of all employees, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Management Committee any instances where the property procedures are not being implemented eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment.

Within the premises, the Provision operates a Policy of No Smoking. It is the responsibility of each individual smoker to ensure that they only smoke outside the building and ensure that their cigarette is properly extinguished.

In the event of a fire: **Don't Panic – follow the Fire Procedure**

Do not tackle the fire unless:

- You have been trained to do so;
- You feel able to do so;
- You do not put yourself at risk;
- The fire is small.

Remember: The important thing is to save lives, not property.

Fire Procedure

If you discover a fire

- 1) Immediately raise the alarm
- 2) If in charge of children, pass their care to the nearest member of staff
- 3) Leave the building, assisting with the evacuation of the children.
- 4) Tackle the fire if possible with the appliances provided, but **WITHOUT TAKING PERSONAL RISK.**

On hearing the fire alarm

1. Play Leader to evacuate the building by using the nearest available exit and **KEEP THE CHILDREN TOGETHER**
2. Proceed to the assembly point at the Front Gate in Gas Lane
3. The Person in Charge will take a roll call to ensure that no-one has been left in the building.
4. Play leader will call the Fire Service immediately
5. Dial 999 and ask for the Fire Service
6. Wait for the Fire Service to answer
7. Give the full address clearly

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told to do so by the Fire Service

SMOKING AND VAPING

We do not allow smoking in or on the premises when children are present or about to be present. Staff should not vape or use e-cigarettes when children are present and providers should consider Public Health England advice on their use in public places and workplaces.

FOOD HANDLING

The Provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Adhere to the Provision's Health and Safety Policy;
- Report shortcomings to the appropriate person, eg faulty or damaged storage, preparation and service equipment.

Principles of Safely Handling Food

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

Keep it Clean – Keep it Cool – Keep it Covered

- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Saucepan handles should not overhang stove or worktop edges;
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- Signs of any type of pest infection must be reported immediately.

Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.

Food for play and cooking activities

Some parents and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or who are vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents' views should be sought on this. In some cases, it is not appropriate to use food for play at all, particularly in times of austerity.

- Food for play may include dough, corn flour, pasta, rice, food colourings/flavourings.
- Jelly (including jelly cubes) is not used for play.
- Food for play is risk assessed against the 14 allergens referred and is included in the written risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Pulses are not recommended as they can be poisonous when raw or may choke.
- The use of raw vegetables for printing is discouraged.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.
- Cornflower and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.

Children's cooking activities

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.

- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned; a plastic tablecloth is advised.
- Children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is put in a paper food bag and refrigerated until home time.
- Food play activities are suspended during outbreaks of illness.

HEALTH AND HYGIENE

Our provision is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. They meet all statutory requirements for promoting health and hygiene and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

We promote health through:

- ensuring emergency and first aid treatment is given where necessary
- ensuring that medicine necessary to maintain health is given correctly and in accordance with legal requirements
- identifying allergies and preventing contact with the allergenic substance
- identifying food ingredients that contain recognised allergens and displaying this information for parents
- promoting health through taking necessary steps to prevent the spread of infection and taking appropriate action when children are ill
- promoting healthy lifestyle choices through diet and exercise
- supporting parents right to choose complementary therapies
- recognising the benefits of baby and child massage, by parents or staff carrying out massage under conditions that maintain the personal safety of children
- pandemic flu planning or illness outbreak management as per DfE and World Health Organisation (WHO) guidance

Legal references

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health (COSHH) Regulations (2002)

Health and Safety (First Aid) Regulations 1981

Food Information Regulations 2014

Little Frogs Pre School recognises that hygiene is a basic part of any health and safety programme. As such, the Management Committee is responsible for ensuring that the premises are cleaned regularly

and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained.

Any shortcomings should be reported immediately to the Management Committee who will ensure that the necessary action is undertaken.

The Provision's premises are designated as No Smoking.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.

INDUCTION AND TRAINING

All employees, paid or voluntary, read through this policy as part of their induction programme. The Management committee has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person.

LIFTING AND MANUAL HANDLING

The Provision has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

WATER AND ELECTRICITY POINTS

The location of the stop cock is in the BOILER ROOM. The location of the electricity meter and fuse board is in the cupboard outside at the front of the building.

Staff personal safety

General

- Members of staff who are in the building early in the morning or late in the evening, ensure that doors and windows are locked.
- Where possible, the last two members of staff in the building leave together after dark and arrange to arrive together in the morning.

- Visitors are allowed access only with prior appointments and once identifications are verified.
- When taking cash to the bank, members of staff are aware of personal safety. The setting manager carries out a risk assessment and develops an agreed procedure appropriate to the setting, staff, and location.
- Staff make a note in the shared diary of meetings they are attending and when they are expected back.
- The setting managers liaises with local police for advice on any issues or concerns.

Home visits

Home visits are done at the setting manager's discretion under the following health and safety considerations:

- Staff normally do home visits in pairs; usually manager or deputy and key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert a contact person in the setting when they are leaving to do the home visit and what time they are expected to return
- If there is reason for staff to feel concerned about entering premises on a visit, they do not do so, for example, if a parent appears drunk or under the influence of drugs.
- Members of staff carry work issued mobile phone when going out on a home visit.
- If staff do not return from the home visit at the expected time the contact person attempts to phone them and continues to do so until they make contact

If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

Dealing with agitated parents/visitors in the setting

- If a parent or visitor appears to be angry, mentally agitated, or possibly hostile, two members of staff will lead them away from the children to an area less open but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Staff will try to empathise, for example: 'I can see that you are feeling angry at this time'.
- Staff offer to discuss the issue of concern and show they recognise the concern.
- Staff will ensure that the language they use can be easily understood
- Staff will make it clear that they want to hear issues and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, avoiding expressions like 'calm down' or 'be reasonable'.
- If threats continue, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of the children.
- Procedure 01.12 Threats and abuse towards staff and volunteers is implemented where staff feel threatened or intimidated.
- After the event, it is recorded in the child's file together with any decisions made with the parents to rectify the situation.
- Any situation involving threats to members of staff are reported to the line manager, following procedure 01.12 Threats and abuse towards staff and volunteers.

Copies of correspondence regarding the incident will be kept in the relevant child's file.

REVIEWING THE POLICY

The Policy will be reviewed every two years unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.