



## LITTLE ACORNS PRE-SCHOOL

### POLICIES

## HEALTH AND SAFETY POLICY

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

### AIMS

We aim to make everyone involved with Little Acorns aware of Health and Safety issues and to reduce the risks and hazards to enable all to thrive in a healthy and safe environment.

- Little Acorns recognises its legal and moral responsibilities to persons who may be affected by setting activities.
- The setting is committed to ensuring, by all reasonably practical means, the health, safety and welfare of all children, visitors, employees and contractors involved with the activities of the setting. Little Acorns will seek to ensure that its legal duties and policy objectives are complied with at all times.
- All foreseeable risks associated with the pre schools activities will be identified and removed or controlled through a process of risk assessments. (See also Policy No. 22 Risk Assessment)
- All employees will be given Health and Safety information and their training needs identified and facilitated so they can carry out their duties safely.
- Little Acorns will pass on information received on Health and Safety matters to the appropriate bodies.

- Little Acorns will carry out investigations.
- The manager will liaise with the Governors on policy issues and any problems in implementing the Health and Safety Policy.

## **Responsibilities**

It is recognised that individuals and groups have responsibilities for the health, safety and welfare of the setting. Those identified below are expected to have read and understood the settings policies and procedures for ensuring that their duties are carried out in accordance to the policies.

### **Pre-school Governors**

The Pre-school Governors are responsible for ensuring that the Health and Safety procedures are all up to date and in place. They will receive regular reports from the Manager informing them of any problems encountered by staff and to enable them to prioritise resources for Health and Safety.

### **Pre-school Manager**

The Pre-school Manager has responsibility for:

- The day-to-day management of all health and safety matters in the setting in accordance with the policy.
- Liaising with the Health and Safety coordinator regarding any concerns
- Ensuring regular inspections are carried out by the Health and Safety coordinator.
- Submitting inspection reports to the Pre-school Governors at meetings.
- Ensuring that appropriate action is taken with regards to the policy.

- Passing on information received on health and safety matters to the appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with the Pre-school Governors on policy issues and any problems in implementing the health and safety policy.

### Healthy and Safety Coordinator - Marie Heath.

#### **All Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do.

In particular, employees have responsibility for:

- Completing a daily check form to assess whether the playroom and work areas are safe.
- Ensuring that the equipment is safe and clean before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used, when needed.
- Completing an end of the day check list to ensure all outside equipment is safely stored until the next day.
- Participating in health and safety inspections with the Pre-school Governors.
- Bringing problems to the manager's / health and safety coordinator's attention.

In addition, all staff have a responsibility to co-operate with the employers on all matters related to health and safety.

## **Volunteers**

- Volunteers (parent helpers etc) have a responsibility to act in accordance with the pre-school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.
- Volunteers are also expected to act only under the supervision of a member of staff

(See also Volunteer Policy)

## **CHILDREN'S SAFETY**

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the DBS.

Adults do not normally supervise children on their own.

All children are supervised by adults at all times.

Whenever children are on the premises at least two adults must be present.

## **Ratios**

- Little Acorns will be open from 8.45am - 3.30pm on weekdays during term times. Between these times supervision will be provided.
- Supervision ratios & locations between setting opening and lesson start time:
  - Children under 2 - ratio is 1 :3
  - Children aged 2-3 - ratio is 1:4
  - Children aged 3-8 - ratio is 1:8

- Children are taken into the Pre -School by parents/ carers, the children are collected from the main Little Acorns building. A child will not be permitted to leave with anyone other than their parents/carers unless specific arrangements have been made in advance (See Collection of Children policy).

### **Indoor area**

- The play-room provides an indoor play area of 60m<sup>2</sup>. This meets the requirements of the EYFS:
  - 2 year olds: 2.5m<sup>2</sup> per child
  - 3-4 year olds: 2.3m<sup>2</sup> per child.
- A clean, private area for changing nappies is provided.
- The indoor area is accessed via a ramp.
- The temperature in the playroom is monitored each morning.

### **Outdoor area**

- Our outdoor area is securely fenced with a tall gate with locking system (See Collection of Children policy).
- We recognise the health value of outdoor play and work towards free-flow wherever possible.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults are mindful of the dangers of poisonous plants, herbicides and pesticides.
- The depth of the water outside is evaluated for safety.
- All outdoor activities are supervised at all times.

### **Records**

In accordance with the Safeguarding and Welfare Requirements of the EYFS we keep records of:

- A Single Central Record of adults:
  - Names and addresses of all staff employed by Little Acorns, including temporary staff who work with the children or who have substantial access to them.
  - Names and addresses of the Pre-school Governors.
  - All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc (See Recruitment policy).
  
- Children:
  - Names and addresses and telephone numbers of parents and adults authorised to collect children from Little Acorns.
  - The names, addresses and telephone numbers of emergency contacts in case of a child's illness or accident.
  - The allergies, dietary requirements and illnesses of individual children.
  - The times of attendance of children, staff, volunteers and visitors.
  - Accidents and medicine administration records.
  - Consents for outings, administration of medication, emergency treatment and incidents (See Outings policy and Administering Medicines policy).

## **Security**

- Systems are in place for the safe arrival and departure of children. The times of their arrival and departure are recorded.

- The arrival and departure times of adults - staff, volunteers and visitors are recorded and the identity of unknown adults is checked via photographic evidence.. (See Arrivals and Departures policy).
- The personal possessions of staff and volunteers are securely stored in lockers during sessions.

### **Windows**

- Windows are secured so that children cannot climb through them. All windows are locked unless in use.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors by means of finger shields that are fitted to doors.

### **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean.
- Cleaning materials and other dangerous materials are stored 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
  - do not have unsupervised access to electrical equipment

## Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the playroom, kitchen, office and toilets.
- 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
  - checking toilets regularly

## Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Little Acorns.
- The layout of the 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.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.

- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- All staff who prepare and handle food receive Food Hygiene Training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Daily fridge temperature checks are carried out.
- No hot drinks are consumed in the playroom or garden and staff pay due care and attention when transporting them. Proper screw topped lidded cups are used for transportation of drinks from the kitchen to the office.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.  
(See food and healthy eating policy)

### **No smoking/Alcohol**

- Smoking and the consumption of alcohol is prohibited anywhere within the grounds of Little Acorns.

### **Outings and visits**

See Outings policy.

This policy was adopted at a Committee meeting of Little Acorns on:  
10.01.2011

Signed .....

UPDATED: MAY 2013

REVIEW DATE: MAY 2015

UPDATED: FEBRUARY 2015

REVIEWED: OCTOBER 2017

REVIEW DATE: OCTOBER 2019