

# **WINSTON HOUSE PREPARATORY KINDERGARTEN**

## **HEALTH AND SAFETY/ RISK ASSESSMENT POLICY**

Author: SLT  
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# Health and Safety/ Risk Assessment Policy

## STATEMENT OF INTENT & POLICY OBJECTIVES

### Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent regulations.

The success of this policy depends on the active support of all employees and users of the site to achieve its objectives

### Policy Statement

The aim of the proprietor is to provide a safe and healthy working and learning environment for the staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This setting attaches great importance to the health, safety and welfare at work of all its employees and other users.

This policy is intended to provide a framework for the best practise in health and safety at the setting and to ensure as far as is reasonably practical that there is adequate protection for pupils, staff and visitors.

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain all areas of the School in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities

(See also Risk Assessment policy and fire evacuation)

## Principles

### General Health and Safety

Regulation 3 (1) of the *Management of Health and Safety at Work Regulations, 1992* requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work, therefore:

- The proprietor will endeavor to ensure that there is a safe working environment and safe working practices for all those who use the setting.

### The Safety and Welfare of Pupils

Teachers have a particular duty of care as they act in *loco parentis*. Under the Children Act (2004), “any person who has care of a child has to do all that is reasonable in all circumstances to safeguard or promote the child’s welfare”. Therefore:

- It is the responsibility of ALL members of staff to ensure that every pupil is in a safe environment.

Supervision is part of the teacher’s common law duty of care and is a statutory duty. Teachers must maintain good order and discipline amongst pupils in order to safeguard their health and safety. Therefore:

- Teachers must take all reasonable steps to ensure that pupils under their control are not exposed to unacceptable risks.

### Meeting pupils’ health needs

- The roles and responsibilities of staff in relation to pupils with medical needs should be clearly understood and agreed by all those involved including parents and other professionals.

### Aims

This Health and Safety Policy Document aims:

- To minimise so far as is reasonably practicable ALL accidents through a process of *risk assessment* which ensures that:
  - hazards are identify and eliminated wherever possible
  - risks are assessed
  - appropriate action is agreed
  - precautions are put in place
  - action is checked and risks are re-assessed periodically

- To create a culture in which all are fully aware of their responsibility to report hazards and to participate fully in controlling risks.
- To ensure the safety and welfare of pupils is always paramount.
- To ensure that pupils' medical needs are appropriately identified and met.

## **Monitoring**

Monitoring of the Health and Safety within the setting is both proactive and reactive, and is carried out by senior management and all staff. It is intended that this ongoing process, in conjunction with an annual audit, will promote improvements in the operation of the policy.

The setting is also able to call on the advice and support of the Local Authority's Health and Safety Officer(s) and from the medical professionals in the local Health Trust.

The operation of this policy and the specific procedures which spring from it will be regularly reviewed by the leadership team and modified in response to the experience of its operation supplemented by any new information and/or legislation.

## **Responsibility of the Head**

It should be noted that responsibility for Health and Safety is written into every job description in the school, and that this responsibility is regularly brought to the attention of the staff.

The Proprietor with the assistance of the Head and appointed Staff are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information.
- Inform Staff and make available to them the First Aid and other Policies.
- Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken. (Health & Safety team will inspect all school premises and property once a term).
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
- The Proprietor will deal with all aspects of maintenance which are under their control and respond to any other situation identified as being unsafe or hazardous.
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Proprietor and Head in the management of health and safety at the setting. Such delegated responsibility must be defined as appropriate.

## **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person shall:

- Assist the Head in the implementation, monitoring and development of the Health and Safety policy within the setting.
- Monitor general advice on safety matters given by relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working practices within the setting.
- Investigate any specific health and safety problem identified within the setting and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Proprietor and Head.
- Assist in carrying out regular safety inspections of the setting and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

The *Health and Safety at Work Act, 1974* established a range of duties for the employer and employees

The Health and Safety Officer will ensure that the following are effectively carried out:

- Regular safety checks in the setting and site and a formal annual safety inspection to ensure that potential hazards are identified and minimized;
- Regular formal inspections of specialized equipment, portable electrical and fire equipment;
- The investigation of accidents and dangerous occurrences in the workplace and actions to avoid their recurrence;
- Maintenance of accurate and comprehensive risk assessments and actions taken to address identified risks;
- The investigation of complaints about health and safety by employees or site users;
- A programme of health and safety training to meet all identified needs;

## **Responsibilities of Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices and to personally set a good example Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.

- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

### **Responsibilities of all Employees**

All employees have a responsibility under the Health and Safety at Work etc. Act 1974 to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with the Proprietor and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head.
- Ensure that tools and equipment are in good condition and report any defects to the Head.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Head.

Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. This will be addressed during the induction process of employment.

- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Observe all the safety rules of the setting and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Proprietor and Head will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **Visitors**

All visitors must sign in the visitors register in the office and wear a visitor's badge.

Regular visitors and other users of the premises (e.g. contractors and delivery personnel) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Fire and Emergency Evacuation Procedures**

- The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall and classrooms.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

- First aid is available in the School Office and additional First Aid boxes are on each floor.
- The name of the qualified First Aider/ appointed person will be displayed in the School Office.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Office. The accident report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee or member of the School are to be found in the School Office.
- Most Staff Hold Certificates in Paediatric First Aid with Epi-pen Training

- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

## **Security**

See: Risk Assessment and policy

## **Contractors**

Outside contractors are employed directly by the setting and must comply with the health and safety precautions whilst on the school premises.

## **Hazardous Substances**

Information about potentially hazardous substances is recorded on data sheets which are displayed in appropriate places.

## **Personal Protective Equipment**

Protective clothing and safety equipment will be provided where there is a statutory requirement, for instance in the school kitchen. Disposable gloves are provided for all toileting procedures.

## **Occupational Health and Welfare**

Staff will be provided with a number for a counseling service to which staff can self-refer.



## **Arrangements for Ensuring the Safety and Welfare of Pupils**

### **Child Protection and Safeguarding**

The setting has a specific Child Protection and Safeguarding Policy (see separate policy).

### **Use of Reasonable Force**

There are occasions where it may be necessary to control or restrain an individual pupil to ensure their health and welfare or to avoid them injuring themselves or others. (see appendix 8; Safeguarding Children and Child protection policy).

### **Arrangement for Meeting Pupil's Health Needs**

#### **Individual Health Care Plans**

The Department for Education document *Supporting Pupils at School with Medical Conditions, 2014* (see link below) provides the framework within which the setting plans for the medical needs of pupils. All aspects of health care planning are managed collaboratively between parents, other health care professionals and the Head. The Head takes the lead in health care planning and in providing (or arranging) training in relation to medical needs.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

#### **Managing medication**

The setting follows guidance in the Department for Education document *Supporting Pupils at School with Medical Conditions, 2014* in relation to access to medication. The Head teacher assisted by the Operations Manager take the lead in managing, administering and recording medication in the school and for ensuring safe storage and transit of medication.

It should be noted that parents/carers have prime responsibility for their child's health and we rely on them to provide the setting with accurate and timely information about their child's medical condition, needs and medication

#### **Training for the Medical Needs of Pupils**

First Aid trained staff are also trained in the use of epi-pens. Additional members of staff maybe trained to deal with a variety of medical conditions as needed.

## **Safety Policy**

### **Safeguarding and promoting children's welfare** **Suitable premises, environment and equipment**

The setting believe that the welfare and safety of the children, staff, and visitors is of paramount importance at all times.

The Health and Safety Co-ordinator, Manager/Deputy take responsibility for ensuring that the Kindergarten follows the set policies and procedures which cover health and safety. The Director takes overall responsibility for the Kindergarten. The policies and procedures are as follows:

#### **Risk Assessments**

Provisions in the setting complies with the *Health and Safety (Young Persons) Regulations, 1997* and the *Children's (Protection at Work) Regulations, 1998* which require that adequate risk assessments should be carried out for every activity to be undertaken.

The risk assessment format used is based on that recommended by the Royal Society for the Prevention of Accidents (RoSPA). This records for any specific case the hazards identified, those at risk from them and any existing or proposed (additional) controls to minimise them.

Risk assessments are carried out on all aspects of the building and facility, before a trip a risk assessment is carried out to the place of visit i.e. How many road crossings are there? What are the potential hazards? etc

The Kindergarten is responsible for carrying out risk assessments on all areas of concern that could be potentially harmful to employees, visitors and children. These risk assessment forms are kept in the HSE file used for reference and reviewed and checked regularly.

The stages of a risk assessment are as follows:

- Recognition-identifying the hazards that are present.
- Evaluation – decide who might be harmed.
- The risks – evaluating the extent of the risk involved.
- Control- Introduce the measures to combat/ reduce the identified risks.
- Record any significant findings.
- Monitor and review the situation.

#### **Daily Room Assessment Log**

Visual checks are made by all staff inside and outside the premises; when carrying out these checks it is important to consider the following: Is the garden free of foreign objects i.e. needles, rubbish, are the gates safe, signage visible etc. Internally take into account room temperatures, cleanliness, staff ratios, broken items etc.

#### **Monthly**

It is important to ensure that all the risks are assessed on a regular basis. These daily Risk Assessment logs are to be filed monthly in the HSE folder. If there is an urgent item then the Director must be notified immediately.

#### **Annual**

Annual Health and Safety Audits are carried out and certificated. These certificates are to be made available if required by OFSTED or HSE.

The checks include:

- Portable Appliance Testing (PAT testing is carried out on all small electrical equipment i.e. computers, kettles etc.)

- Gas checks Electricity check (this is carried out every 5 years and checks all the electrical circuits within the setting)

### **Audits on under 18's**

Students or work experience staff who are under 18 have a safety audit carried out on them. This form notes down equipment that the minor might come in contact with and the training or exposure details. These are logged individually in the HSE file and with the student's details.

### **Electrical appliances**

- Any faults must be reported to the Kindergarten Manager immediately. If in doubt, switch off the appliance, do not use it, remove and put in the office.
- Please ensure that electrical leads do not trail in such a way as to be dangerous.
- Unplug radios, kettles, washing machines etc, when not in use.
- Never place anything containing water on top of electrical appliances.

### **Car parking - Staff cars are to be kept in the designated area.**

- It is essential that great care be exercised when moving cars.
- Please look all around you before moving off.
- Only the front entrance door to Setting is to be used to access the Kindergarten at all times.

### **Hazardous Plants**

Children need access to plants but it is important to ensure that the plants being used are non hazardous to help in this Winston House Preparatory School & Kindergarten refer to Poisonous Plants & Fungi – an illustrated guide (ISBN 011242718 9).

### **Fire Safety**

The children and staff have regular fire practices, which are logged in the fire practice book. In each home base a fire procedure explaining what to do in the event of an emergency is on the wall. All staff is encouraged to make themselves and others aware of the exits and procedures. All fire equipment is tested annually. All fire practices are logged in the fire practice book.

### **Registers**

- Registers must be kept accurately, marking the children in and out of the Kindergarten.
- Registers must remain with your group at all times in case of a fire.
- The children are counted out and in when going into the garden.

### **Insurance**

The Company's Employers Public Liability Certificate is displayed in the Office and on the notice board in the Reception area of the setting

### **Accident Reporting and Investigation**

All accidents relating to the settings personnel or visiting professionals, pupils or other visitors are recorded on the appropriate Accident Report Forms. Recording is the responsibility of all adults involved. Copies of all Accident Report Forms are kept in the setting and are monitored and signed by the Head who ensures that identified hazards are addressed promptly to minimise the possibility of accidents being repeated.

Under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*, some accidents must be reported to the Health and Safety Executive (HSE), including those where anyone has been unable to work for three days or more.

## **Health Policy**

### **Safeguarding and promoting children's welfare** **Suitable premises, environment and equipment**

In the Kindergarten the following areas are also to be considered when looking at health and safety in the setting:

#### **Cleaning the Environment**

Germs can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and in faeces and their persistence on surfaces for hours and days are common. Environmental hygiene is, therefore, a vital part of good infection control.

#### **Cleanliness/Hygiene**

In order to promote good health and cleanliness as a benefit to all, it is important that all staff maintain good Hygiene practices in the setting.

When considering Hygiene it is important to instil good hygiene practices for both the staff and children for example always ensure that you:

- Wash hands after going to the toilet
- Wear protective clothing - gloves and aprons are provided
- Be especially careful when handling bodily fluids
- Clean all nappy areas and kitchens after every use
- Encourage children to be independent in toileting but ensure they wash their hands
- Wipe children's noses when needed and teach them to get their own tissues and dispose of them in the bins.
- In all areas where there are cleaning products a COSHH list is kept.

All areas are cleaned regularly as part of a documented cleaning policy and rota. Toilets and frequent hand contact surfaces are cleaned as frequently as is practical.

#### **Staff Health**

Children and staff are at risk of contracting infections from each other. In the context of infection control we have appropriate policies for the protection of staff through immunisation, training and compliance with health and safety legislation. Such policies should apply to all agency/locum staff and to those on short term contracts - See Communicable Diseases Policy.

#### **Protective Clothing**

- The company provides protective clothing for staff in the form of aprons and gloves, we advise you to wear these items as required.
- We ensure that at every nappy change staff wear an apron, gloves, and after changing the child they thoroughly clean the area and wash their hands before going onto the next change.
- Aprons are worn when feeding the babies solids.
- Any person entering the kitchen is advised by the cook to adhere to the requirements of wearing head protection and an apron.
- The oral polio vaccine is used in the routine childhood vaccination schedule and is excreted in the child's stool afterwards. It may occasionally revert to 'wild type polio' as it passes through the gut and become capable of causing disease in others. For this reason all staff working with children aged less than five years are fully immunised against polio.

#### **Animals**

Any Animals that Winston House Preparatory School & Kindergarten may have on the premises will have their own care arrangements, there will be designated staff that will care for the animals and if children are handling them they will be supervised and encouraged to practice good hygiene practices. All animal food will be kept in an airtight container away from domestic food.

### **Sandpits**

Regular inspection of the sandpit/ sand trays is carried out and logged on the daily check form. The sand is sieved regularly and frequently.

### **Food and Kitchen Hygiene**

A high standard of hygienic practices in the preparation and storage of food, together with the use and maintenance of clean kitchen areas and equipment, are vital for ensuring the safe delivery of food to children in the setting.

More detailed guidance on food hygiene training can be found in 'An Industry Guide to Good Hygiene Practice: Catering Guide' (Printed in 1997 by Chadwick House Group). In addition, we have the following in place:

- We ensure that staff involved in toileting children or nappy changing are not involved in food handling
- We determine how many people will be preparing foods so as to establish levels of food hygiene training required by staff
- We establish clear routines, rotas and staff responsibilities, including the cleaning and disinfection of equipment
- We ensure adequate, dedicated hand washing facilities are in place
- We provide a separate area for sterilising baby feeding equipment and preparing babies feeds e.g. a 'milk kitchen'
- We ensure that monitoring and reviewing of food handling procedures occurs, including temperature control monitoring (chill, cook and hot holding)
- We ensure the safe storage of both raw and ready to eat foods
- We ensure separate equipment is used for raw and ready to eat foods
- We ensure the safe and hygienic transportation of food
- We determine whether children will have access to the kitchen for supervised activities.

All food contact surfaces (including tables and high chairs in the Kindergarten area) are cleaned with detergent and hot water and a disposable cloth and then disinfected and wiped dry immediately. We are aware that wiping surfaces with a cloth and a cleaning product does not decontaminate surfaces.

### **Medicine**

- We know it is of vital importance that all children's files and health details are kept up to date. Allergies are made known to all staff.
- Senior Staff only have permission to administer prescribed medication to any child, and only if there is written authorisation from the child's parent/guardian. This is witnessed by a member of staff and recorded in a medicine file.
- All medicines are to be clearly labelled and safely stored in a locked cupboard at all times.
- Gloves are available and are always worn when dealing with bodily fluids.

### **First Aid**

The Kindergarten has a first aid box situated in the Office and smaller ones in the Kitchen and Nappy Changing Rooms. A person qualified in first aid must be in the Kindergarten at all times, and in attendance if an accident happens. All accidents are noted on an Accident form and parents are notified.

### **Smoking and Drugs**

Winston House Preparatory School & Kindergarten has a strict Drug, smoking and alcohol policy. No smoking is allowed on the premises. If a member of staff is suspected of/found guilty of being in possession/consuming drugs or alcohol during the working day they will be suspended and disciplined immediately for gross misconduct.

## **Toys**

Toys are important in the social and educational development of children. The sharing of toys between children can, however, be classed as a potential source of infection as they can become contaminated with germs from unwashed hands, spills of body fluids, or by children putting their mouths to them. Germs can survive on the surface of toys in sufficient numbers to present a risk of infection. Indeed, contaminated hands and objects such as toys have been implicated as important in the transmission of germs within units or during outbreaks of infection. We ensure that all toys are regularly cleaned appropriately.

### **In General:**

All people responsible for Health and safety must have knowledge of the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (information for employees) Regulations 1989
- Health and Safety (first aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 1988 (COSHH control)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)
- The Electricity at Work regulations 1989
- Food Hygiene Regulations 1985
- Food Safety (temperature control) Regulations 1995

From this legislation the Kindergarten sets up the formal procedure for risk assessments.

### **Daily Health and Safety Procedures**

- Ensuring that we follow the advice given regarding manual handling.
- Check all areas are tidy and floors dry and clean.
- All toys are safe and age appropriate.
- All messes/accidents are cleaned up as they happen.
- We keep all cleaning fluids out of harms reach i.e. in a locked cupboard or on a high shelf.
- All cleaning fluids have a COSHH list with them.
- We are aware of our environment at all times and where a group of children are.
- We wear the protective clothing supplied whenever needed.
- We always use stepladders when going up high and do not stand on stools.
- We are aware of emergency service details and where to find them.
- We know which staff are qualified to carry out first aid within the Kindergarten.
- We are aware of where the first aid kit is kept.
- We check the garden daily for rubbish and dangerous items before taking children out.
- We empty all water trays daily and ensure there is no standing water anywhere that children are playing and never leave children unattended when playing in water.
- We ensure we follow the cleaning routines in the setting.
- We wash up all tea, snack, bottles, drinks etc as soon as they are finished with.
- We ensure all children look well cared for i.e. no dirty noses, faces clothes.
- We take care on the stairs and in the lift and adhere to the policy.
- We never leave children unattended.
- We log all accidents.
- We get parental consent for application of medicines.
- We ensure you are aware of the ratios within the setting
- We notify the HSO/manager of any broken items.
- We challenge strangers and do not let them in to the building until you know who they are.
- All visitors are asked to sign the visitors' book.

These points are set out as reminders to help ensure that safety and well-being is paramount.

# Winston House Preparatory Kindergarten

## **Fire Prevention and Precautions Policy**

### Safeguarding and promoting children's welfare

It is essential that all employees know what to do in the event of a fire.

All staff will:

- Prevent any possible cause of fire;
- Be familiar with the action to be taken in the event of a fire;
- Know the location of extinguishers, fire alarm points and all fire exits;
- Know how to use all relevant fire fighting apparatus;
- We ensure that fire exits are free from obstruction and available for use at all times;
- We ensure that all fire compartment doors are kept in the closed position.

Winston House Preparatory School and Kindergarten has a clearly marked document outlining the escape route in the event of fire and all relevant procedures. Fire drills must be carried out half termly and recorded.

**During the probationary period all employees of Winston House Preparatory School and Kindergarten are assessed on their competence in this area.**

### **Fire Precautions**

The setting aims to ensure that all staff, volunteers, pupils, visitors and other professionals working in the school are aware of the importance of taking adequate precautions against fire. Staff are made aware through induction, and are reminded regularly, of the location of alarms and of safe exit routes, together with specific action to be taken in the event of fire. The entire site, including all buildings, is designated as a 'no-smoking' area and smoke detectors are in situ.

Fire drills are undertaken each term under the supervision of the Head and the Operations Manager and involve all on the setting premises, (including staff, pupils and visiting professionals). Records of these drills are kept in the Fire Logbook. Emergency procedures are reviewed annually and revised as necessary (as part of the annual Health and Safety audit).

A record is kept of those in the building, and all visitors are required to sign in and out.

The appropriate types of fire extinguishers are sited throughout the setting, particularly where electrical appliances are used. Fire equipment is checked annually and maintained in good order. These checks are recorded in the Fire Logbook.

# Winston House Preparatory Kindergarten

## **FIRE DRILL PROCEDURES**

### **On Discovering a Fire**

- Raise the Alarm and dial 999
- Give the operator your telephone number **0208 506 9595 (Kindergarten)** and ask for **FIRE**.
- When Fire Brigade replies give message clearly:

***FIRE AT***  
**WINSTON HOUSE PREPARATORY KINDERGARTEN**  
**Blackberry Court, Queen Mary's Gate**  
**Queen Mary is Avenue**  
**South Woodford**  
**E18 2QS**

- DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE.
- Do not take any personal risks
- Calmly walk the children out of the nearest exit and take the room register.
- Do not stop to collect personal belongings.



## ● The Assembly Points are:

**The Car Park** >> at the front of the Kindergarten. Access to the garden/ Car park via the main entrance or side gate

## ● The Exits are:

**<< The Main Front Door or through Safari Rooms door to the garden and out to the side gate. In an Emergency (e.g. fire in lobby) Safari and Sealife can exit into the garden and proceed round to the side gate>>**

- Do head count and then check the children against the registers.
- Account for all Staff and Visitors
- Advise neighbours
- **DO NOT RE-ENTER THE BUILDING**
- Administer First Aid where necessary

### **Manager/Deputy**

- Collect emergency contact numbers register
- Check all rooms, toilets etc
- Where possible close windows and doors

**Staff security procedure**  
**Safeguarding and promoting children's welfare**  
**Premises and Security**

To ensure the safety of all children at our setting it is very important that the following procedures are adhered to at all times.

**Admitting people into the building:**

Only regular parents/carers have access to the Setting; and Parents/carers authorised to collect the children

from our care. Therefore any other persons wishing to collect children must ring the bell, which will be answered

promptly. A password previously agreed by the parent/carer must be given.

If members of staff you do not recognise a person, ask them their full name and who they have come to collect. Ask the room leader or Manager to check the information; **do not** leave the person unattended in the Kindergarten.

**Be vigilant at all times and report any suspicious person within the Setting grounds immediately. NEVER ASSUME that they have permission to be there.**

**Outside security:**

Before you take the children out into the garden we ensure the gates are locked and bolted, check for animal faeces, broken glass, dead animals, wild mushrooms, stinging nettles, sharp stones, berries, etc. Once outside the children must be under constant supervision. Staff must place themselves around the play area to be able to closely observe the children from all angles. Do not sit on children's equipment; interact by playing and talking to the children in your care. Escort the children to the toilet; do not allow them to go into the building unsupervised.

**Visitors Policy**  
**Safeguarding and promoting children's welfare**  
**Premises and Security**

**All visitors must report to the Setting reception and be accompanied at all times.**

Prospective Parents are responsible for their children and equipment whilst on the kindergarten premises. The setting will not accept liability for accident, damage or loss.

For the children and the staff's safety any person carrying out work within the setting grounds must act responsibly and be aware that any tools and equipment are not left within reach or in a hazardous position. We shall deem the tradesman liable for any accident or incident caused by their negligence and proceedings will be taken.

Any visitors, contract or unchecked staff will have had to have signed into the main kindergarten reception in compliance with visitor policies, and will therefore have a visitor badge on arrival at setting. Such a visitor will have been announced in advance and will remain in the company of a member of the setting staff or a member of the settings maintenance team throughout their visit.

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

**Be vigilant at all times and report any  
suspicious person within the Setting**

**Emergency Intruder Procedure**  
**Safeguarding and promoting children's welfare**  
**Premises and Security**

**If a person gets into the School who should not be there, please follow the procedure below:-**

- DON'T PANIC
- BE CALM
- ASK WHO THEY ARE AND GET SOMEONE TO INFORM THE MANAGER/HEAD IF HE/SHE IS NOT ALREADY THERE
- **DO NOT** LEAVE THE INTRUDER ALONE
- WHEN THE MANAGER/HEAD ARRIVES STAY WITH THEM
- THE MANAGER/HEAD WILL SPEAK TO THE PERSON AND ASK THEM WHAT THE NATURE OF THEIR CALL IS. AT ALL TIMES DO NOT BE AGGRESSIVE. YOUR AIM IS TO STAY CALM AND TO GET THE INTRUDER OUT.
- IF THE PERSON BECOMES SLIGHTLY AGGRESSIVE AND YOU CAN SEE THAT HE/SHE IS MAKING NO ATTEMPT TO MOVE THEN PHONE THE POLICE IMMEDIATELY.

## **Dial 999 ask for POLICE**

**A sign is decided between the Manager/Head and all staff that will mean**

## **CALL THE POLICE IMMEDIATELY**

### **Risk Assessment Policy**

Risk assessment will be carried out in the school to determine the risks associated with working operations. The assessment is required to identify risks both to employees, pupils and to any other persons who may be affected.

Risk Assessments are updated annually and the responsibility for administering the completion of these lies with the Health & Safety officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained. General assessments of risk are best carried out by staff in the curriculum areas concerned.

## **Risk Assessment Procedure**

### **Introduction**

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance "Five Steps to Risk Assessment".

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

### **What is a Risk Assessment?**

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

## **CONDUCTING RISK ASSESSMENTS**

Assessments are conducted by the Head, or delegated to teachers, or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The SLT formally assesses the school for potential risks once a year.

Risk Assessments are approved by the Head and kept in the relevant school office.

## WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate policies cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including grounds and class rooms.

### Child Protection

The School's Child Protection Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. With this regime and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### Access by Pupils and Supervision

The School has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff. ('EDUCATIONAL VISITS POLICY')

### Generic Risk Assessments

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix may help to determine the risk rating.

#### Risk Matrix:

<b>Severity</b> <b>Likelihood</b>	<b>Slightly harmful</b> (e.g. Superficial injury or temporary discomfort or distress)	<b>Harmful</b> (e.g. Sprains, minor fractures, ill health leading to disability)	<b>Extremely harmful</b> (e.g. major fractures, amputations, fatality, life shortening illnesses)
<b>Highly unlikely</b>	LOW (L)	LOW (L)	MEDIUM (M)
<b>Unlikely</b>	LOW (L)	MEDIUM (M)	HIGH (H)
<b>Likely</b>	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

**Table 1:**

Risk Rating	Action required	
	<u>Initial risk rating</u>	<u>Residual risk rating</u>
<b>Very High (VH)</b>	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.
<b>High (H)</b>	May only take place if good control measures can be implemented.	Seek further advice
<b>Medium (M)</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
<b>Low (L)</b>	No further action required.	

The completed generic assessments will be signed off by the Health and Safety officer completing the assessment and monitored by the Head. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

### **Records**

The assessments are recorded on the standard Risk Assessment Form and should be kept in a visible/accessible folder identified for this purpose in the work area in question. The form also acts as an improvement action plan and should be used for tracking implementation of control measures. The findings should be made known to the staff it affects and information/training must be given.

### **Review**

A risk assessment must be reviewed if there is any significant change to the area/ job/task or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place. All members of staff are responsible for reporting any risks or defects to the Health and Safety Officer.

### **ACCIDENT REPORTING**

The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the SLT with a view to assessing whether any measures need to be taken to prevent recurrence.

## **Environmental Policy**

**Safeguarding and promoting children's welfare**  
**Suitable premises, environment and equipment**

## **Children**

In a World where our way of life increasingly isolates us from the natural environment, we feel it is important and beneficial, in so many ways, for our children to have as much contact as possible with the wonders of the natural world. This not only benefits our children directly by exposing them to the stimulation which the natural world can offer, but, as they mature into citizens, it will help them to acknowledge the importance of protecting the world's ecosystems.

In our playing and learning activities, therefore, our children will be brought into contact with trees and plants, animals, insects and other elements of the natural environment such as sand, soil, rocks, wood and water.

They will be aware of the rhythms of seasons and the elements of climate; wind, clouds, sunshine, rain, hail, snow, frost, fog and dew. They will marvel at the wonders of the sky; clouds, the sun, moon and stars and will consider the notions of time and direction.

Our children will begin to become aware of our responsibilities towards the environment - not to drop litter, looking after plants and animals, nurturing resources such as water and heat, recycling waste materials.

All these elements not only help children to learn about their environment but they help their educational development too. By relating to their environment, children stimulate all their senses - touch, sight, smell, hearing and taste and develop notions of relative size, different textures and colours and so on. Of course, the variety of stimuli does wonders for the development of speech.

## **Diet**

It is important for children to learn where food comes from and for their food to be as natural as possible. In our playing and learning activities, therefore, we have the source of the different foods we eat as a continuing theme - fruit from trees and shrubs, crops from the fields, seafood. We look at the geography of food and the wonderful colours and textures of food. Each year we hold a harvest festival to emphasise the fact that our food comes to us as a gift from nature. In the food we give our children to eat we ensure that there are no artificial additives and we do not use processed foodstuffs.

## **Buildings**

We work to ensure that our Kindergarten buildings have a high standard of thermal efficiency and that we minimise our consumption of electricity, gas and water. We avoid the use of tropical hardwoods in our fixtures and fittings.

Outside we work to create a variety of environments for our children to experience; areas of grass, shrubs, vegetables and herbs, trees, ponds, sand pits, as well as more formal play areas.

## **Suppliers**

We select the suppliers of material to our Kindergarten to ensure that materials are environmentally friendly. This is important with things as varied as washing up liquid and toys. We use recycled paper wherever possible.

## **Managing Resources**

We switch off lights and avoid wastage of materials. We ensure heating is an even temperature - heat not going out of windows. We monitor water usage.

## **Sun Protection Policy** **Safeguarding and promoting children's welfare** **Suitable premises, environment and equipment**



At our setting, we recognise the importance of outdoor play to a child's overall health and wellbeing. We appreciate the dangers of being in the sun, and plan to reduce the risk to the children in the following ways:

- We provide shade in the garden during the summer months
- Children spend more time outside during the cooler periods of the day – i.e. before 11am and after 3pm
- We actively encourage children to wear a hat when playing outside.
- We have supplies of spare head cover for children who forget to bring their own.
- Staff are encouraged to wear a hat outside to provide good role models.
- All parents are asked to sign a sun cream authorisation form to enable staff to apply sun cream, or supervise children applying their own.
- All parents are asked to provide sunscreen for their child's use.
- There is a stock of Kindergarten sunscreen to be applied should parents forget to supply their own.

**EYFS Room Temperature Policy**  
**Safeguarding and promoting children's welfare**  
**Suitable premises, environment and equipment**

The environment where care is provided should be warm welcoming, safe, light and stimulating. There should be a minimum temperature of 65° F/17° C, as per local authority guidelines. There should be adequate ventilation and provision of natural light.

The temperature of each room should be checked twice a day, once during the morning and once during the afternoon. Thermometers must be positioned in every home base.

Particular care is given to the babies, as they cannot let you know if they are too hot or too cold. If you find the room too hot, there are some things that you can do to help get the rooms cooler:

- Switch off all radiators.
- Open windows (as long as it is safe to do), consult your Manager first.
- Do not cover the babies in blankets whilst sleeping.
- Take some layers of clothing off the children.
- Offer plenty of drinks such as water.
- Calm activities to be provided for example stories, quiet games, and table top activities.
- If you have any circulation space within your Kindergarten, which is cool, use it by taking equipment (such as musical activities) and children with you.

**If there are persistent problems in maintaining the appropriate temperature in the Kindergarten, please make recommendations to the Director**

## **EYFS Operational procedure for outings** **Safeguarding and promoting children's welfare**

### **Outings**

- Staffing ratios must be 1:3 or higher if possible. Additionally, where possible parents are encouraged to join in as they can be responsible for their own children and allow staff to concentrate on the other children.
- For all outings the following procedures must be followed:
- Written permission must be obtained from all parents prior to the outing.
- A first aider must be present and a suitable first aid box must be taken. A complete record of contact names and numbers, together with allergies is taken.
- At least one member of staff must take a mobile phone, more if the group is intending to split into sub-groups.
- Insurance cover needs to be checked.
- Transport must be fully insured, drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- The children must be counted before setting off (on the bus/coach/car if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Food and drinks must be provided at similar times to those in the Kindergarten and additional drinks is offered if the weather is warm or if energetic exercise is part of the day. Toilet facilities must be provided for the children at regular intervals. All children should have spare clothing.
- A label must be attached to all children showing the name of the Kindergarten and telephone number of the Kindergarten. Additionally it should also show the mobile telephone number of one of the staff members on the outing. This label must be displayed on the child in a manner that is visible and is not easily removed by the child.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- At the conclusion of each outing the designated person in charge will complete a review of the outing, noting the following:
  - Any particular problems with transport, venue, children, educational benefits and parental comments.
  - Recommendations for future visits.
- A log book should also be kept of each outing, listing all children, staff and Parents who attended. Also destination, date, time, driver and vehicle details.
- The designated person in charge of the outing will refer back to the reviews and take account of comments when preparing for the next outing.
- Please see Educational Visit Policy

## **Manual Handling Policy**

All staff must comply with any advice, procedures or systems introduced in order to reduce or eliminate risks identified as part of the assessment to avoid putting themselves at risk.

All staff should feel free to ask any of the Manual Handling trainers for help, advice or assistance.

Staff are required to approach any Manual Handling activity through assessment, planning, utilising aids, getting help where necessary and reporting any difficulties to the Schools Health and Safety Officer.

All staff should be aware of using the proper Manual Handling procedures when taking children out on the bus and when assisting them on and off County transport.

When going out on trips, enquiries should be made as to the suitability of wheelchair access /steps, to avoid any risk to children or staff.

All children requiring assistance to move i.e. toileting, using equipment, or getting up from the floor MUST have a 2 person Manual Handle. AT ALL TIMES.

When Manual Handling aids are provided, staff must use those aids in accordance with the instructions and training given and also the child's personal Manual Handling assessment.

All staff are required to undergo some form of Manual Handling Training.

In order to reduce the risk of back problems in particular, staff are encouraged to maintain a reasonable standard of fitness and to report to the Head any personal conditions which might be affected by Manual Handling activities.

Clothing which restricts the range of movement and high heeled shoes should be avoided for Manual Handling activities.

All staff shall report injuries & incidents, which arise as a result of Manual Handling IMMEDIATELY to the Head Teacher. Staff will ensure that an entry is made in the workplace accident book (B1510) immediately after the incident & that part "A" of the employers accident form is completed and handed back to the Head.

The Head and the Setting Health and Safety Officer will ensure that all staff have sufficient skill and knowledge to minimise injury and stress exposure, providing basic training in Manual Handling techniques and refresher training as necessary. The Head Teacher will give special consideration to the training needs of newly appointed staff.

Anyone, who is not employed by the setting, should not, under any circumstances assist with a Manual Handle. All staff/visitors should comply with the Health and Safety and the Law poster displayed in the foyer.