



Health and Safety Policy

Statement of intent

This kindergarten believes that the health and safety of children is of paramount importance. We make our kindergarten a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for health and safety is Jayne Butland. She is competent to carry out these responsibilities. She has undertaken health and safety training through her ongoing level 3 Forest School Leader training and inhouse training for her care work and regularly updates her knowledge and understanding.

Risk assessment

Our risk assessment process includes:

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

We maintain lists of health and safety issues which are checked:

- daily before the session begins;
- weekly; and
- termly - when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance, Forest School Leader insurance and employers' liability insurance. The certificate is displayed within kindergarten.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- We have recently updated our weather policy and regularly discuss procedures for adverse weather conditions at staff meetings.

- As necessary, health and safety training are included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked by the DBS have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are always supervised by adults.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded, and daily registers are taken.
- The arrival and departure staff and volunteers are recorded and visitors sign in and out with times of arrival and departure.
- Our systems prevent unauthorised access to our kindergarten premises with two gates, one padlocked.
- Our systems prevent kindergarten children from leaving our premises unnoticed as we register who is present so we know how many children we have and regularly do a head count.
- The personal possessions of kindergarten staff and volunteers are securely stored in the kitchen during kindergarten sessions behind a child proof stair gate.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
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Mirror

- Mirrors are securely attached. We teach the children not to kick or throw anything hard at the mirror.

Floors

All surfaces are checked daily to ensure they are not uneven or damaged. Being an outdoor setting there is mud on the floor which swept periodically.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- We cook with the children outdoors and they:
 - are always supervised;
 - are kept away from hot surfaces and hot water;
- are taught how to behave around the fire

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.
- Lighting and ventilation are adequate in all areas including storage areas.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Our outdoor sand pit is covered when not in use.
- All outdoor activities are always supervised.
- All our outdoor area is checked for dead animals or faeces.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene. Including hand washing, coughing into your elbow and catch it, bin it, kill it to reduce spreading of germs.
- We have a daily cleaning routine for the kindergarten which is displayed in the kitchen.
- We have a schedule for cleaning resources and equipment. (see appendix 1)
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning the picnic table between activities;
 - checking and cleaning the toilets regularly after each use and at the end of the day;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues for faces.

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 the kindergarten.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked (as per our schedule) 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 food and drink are stored appropriately.
- Healthy snack and meal times are appropriately supervised, and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children on request.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. Before children start we ask parents to fill out a consent form to identify if their children have any allergies or intolerances. We ask parents to update if the situation changes. Allergies and intolerances are noted and are displayed in the kitchen for all staff to see.

- Ofsted will be notified of food poisoning affecting two or more children looked after on the premises.

Oral health

- We provide parents with information on preventing tooth decay.
- We provide water for the children to drink.
- We have regular discussions and activities with the children about dental hygiene and visits to the dentist.
- We provide a home for the tooth fairies.
- We promote healthy eating by providing a range of cooking activities, encouraging children to try healthy foods and drinks.
- Staff model healthy eating.

Smoking

- The children are educated in a smoke-free environment.

Outings and visits

We have agreed procedures for the safe conduct of outings.

- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. Only drivers who have been successfully checked with the Criminal Records Bureau can be designated drivers.

Animals

- Animals visiting the kindergarten are free from disease, safe to be with children and do not pose a health risk.
- Our kindergarten pets are free from disease, safe to be with children and do not pose a health risk.

Fire safety

- Fire assembly points are clearly marked, never obstructed.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

-clearly displayed in the premises;

-explained to new members of staff, volunteers and parents; and

practised regularly at least once every term.

- Records are kept of fire drills and the servicing of fire safety equipment within Wyld Thyngz Forest School Kindergarten.
- We also have a bucket of water by the fire.
- Fire extinguishers are held on a contract and are checked annually by the company that supply them.
- We have mobile phones ready to call the fire brigade in an emergency.

First aid and medication

Members of staff hold Paediatric and Outdoor first aid certificates displayed in the kitchen.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is checked termly by Jayne and re-stocked as necessary;
- is easily accessible kept on a hook by the door in the kitchen.

At the time of admission to the kindergarten, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

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

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at kindergarten.

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

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the EYFS Welfare requirements, we keep records of:

- adults authorised to collect children from kindergarten;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents;

In addition, the following policies and documentation in relation to health and safety are in place.

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.

National Standard 7: Health

- Administration of medication.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

Accidents and Emergencies

Most children will have occasional falls and minor accidents at some point during their time in the kindergarten. Whilst staff will take all reasonable steps to ensure that hazards to children - both indoors and outdoors - are kept to a minimum, we recognize that children need to explore and test their own developing physical abilities and will therefore occasionally injure themselves. When such an accident occurs staff will:

- Comfort the Child and provide any necessary first aid treatment.
- Record details of what happened in the accident book including any treatment given.
- Sign the accident book and ensure that whoever collects the child also signs it.
- Bring the accident to the notice of the leader who will consider any changes which need to be made to kindergarten equipment or routines etc. in order to prevent the same accident happening to another child.

In the extremely rare event that a child needs hospital treatment we will contact parents/carers immediately and the child will be transported by ambulance to hospital.

We will notify Ofsted and the local child protection agency as soon as possible and in any case within 14 days, of any serious accident or injury to, or serious illness of any child whilst in our care and act on any advice given.

Session leaders have a current paediatric and or outdoor first aid certificates.

7th November 2018

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Reviewed 12th December 2020

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