

# Under Fives Roundabout Health and Safety Policy

## Policy No: 3.1

**Last reviewed:** October 2024

**To be reviewed by:** October 2025

**Responsible members of staff:** Ana Woor

**Signed:** Ana Woor

**Date:** 04/10 /2024

**Responsible member of committee:**

**Signed:** \_\_\_\_\_ **Date:**  / /2024

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe 1.4. Health and well-being	2.2. Parents as partners 2.4. Key person	3.3. The learning environment 3.4. The wider context	

# Health and safety policy

## Statement of intent

Under Fives Roundabout believes that the health and safety of children is of paramount importance. We make our groups a safe and healthy place for children, parents, carers, staff and volunteers.

## Aim

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

## Methods

The member of the staff responsible for health and safety is Ana Woor. She is competent to carry out these responsibilities. She undertakes health and safety training if available and regularly updates her knowledge and understanding. Staff have up-to-date food hygiene certificates. We display the necessary health and safety poster in the lobby and in the adults' toilet.

## Risk assessment

Our risk assessment process covers both adults and children, and includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures.
- Deciding which areas need attention.
- Developing an action plan based on the risk assessments, which specifies the action required, the timescales for action, the person responsible for the action and any funding or resources required.

All our staff have training during their induction on how to write risk assessments and are expected to check as necessary.

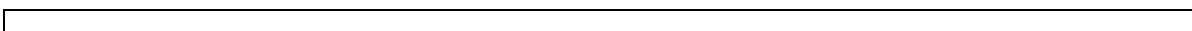
Staff also consider 'beneficial risks' as part of their planning (for example, natural items for climbing and scrambling over as part of play; the use of real tools rather than toys).

We maintain lists of health and safety issues which are checked daily before the session begins and during the day; and as necessary as staff become aware of changes within the setting (new play equipment, broken resources, etc).

## Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board at the gate and a copy is also displayed on the Toddler group noticeboard in the Community Room at Mayfield School.

## Awareness-raising



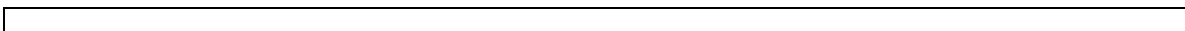
- 1) We induct all staff and regular volunteers in health and safety and explain health and safety issues clearly to staff and volunteers within their first week of working at Roundabout, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. We revisit this annually to ensure continued awareness. We cover matters of employee well-being, including safe lifting and the storage of potentially dangerous substances, as well as fire safety and evacuation procedures.
- 2) Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part and understood the content of the training. These are reviewed at the end of the probation period and at least annually thereafter.
- 3) Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Preschool.
- 4) As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed at staff meetings.
- 5) We have a no smoking & no vaping policy.
- 6) Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- 1) Only paid staff who have been checked for criminal records through the Disclosure and Barring Service (DBS), and have had the required background checks, have unsupervised access to the children. This includes helping them with toileting and personal care.
- 2) Staff wear ID badges.
- 3) All children are supervised by adults at all times.
- 4) Whenever children are on the premises, at least two adults are present.
- 5) 2 adults are present for any child's intimate care.
- 6) Volunteers are never left unsupervised with children.

### **Security**

- 1) Systems are in place for the safe arrival and departure of children.
- 2) Each child's arrival and departure times are recorded.
- 3) The arrival and departure times of volunteers and visitors – are recorded in our Visitor Book in the lobby, and adults visiting the groups are also added to the register of one of the rooms. Members of staff sign in and out in the staff signing in book when working or training in the building.
- 4) We have signed permission from parents regarding who will drop off and collect their child, including 'named others'. Unless permission is given specifically, we will check with the parent



by phone before allowing a child to leave with someone else, requesting proof of ID where appropriate or a previously agreed password.

- 5) Our systems prevent unauthorised access to our premises. Access is by a code known only to committee and staff. The code is changed half-termly. Visitors must press the buzzer and identify themselves. If the code is compromised (for example, if a child learns the code), we change the code immediately and we remind to let us know should one of their children learn the code.
- 6) Our systems prevent children from leaving our premises unnoticed.
- 7) The personal possessions (including mobile devices) of staff, visitors and volunteers are securely stored during Preschool sessions, by being locked in the main storage cupboards or in the office.

### **Windows**

- 1) All windows are made from safety glass.
- 2) Windows are protected from accidental breakage or vandalism from outside the building.
- 3) Windows are locked at the end of each day.
- 4) Children are supervised near the windows in the unlikely event that they may try to climb through.

### **Doors**

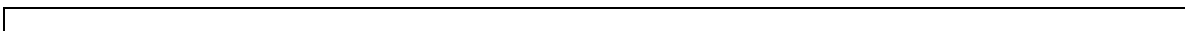
We take precautions to prevent children's fingers from being trapped in doors. All of the room doors are fitted with safety hinge-guards and finger-guards.

### **Floors**

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

### **Kitchen**

- 1) Children do not have unsupervised access to the kitchen.
- 2) All surfaces are clean and non-porous.
- 3) There are separate facilities for handwashing and for washing up.
- 4) Cleaning materials and other dangerous materials are stored out of children's reach.
- 5) When children take part in cooking activities, they:



- are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.
- 6) The children remain in the Hedgehogs room and cooking is facilitated through the kitchen hatchway, which was designed for this purpose. All the children and staff wear aprons for cooking activities. The aprons are washed frequently.

### **Electrical/gas equipment**

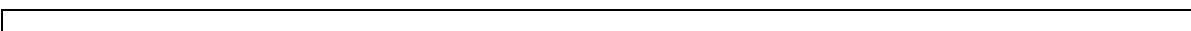
- 1) All electrical equipment conforms to safety requirements and is checked every two years, or as advised by the PAT testing company. We do not have gas on the premises.
- 2) Our boiler/electrical switchgear/meter cupboard is not accessible to the children. It is locked with a key which is hung out of the reach of any children.
- 3) Electrical sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- 4) The air conditioning/heating units are checked regularly to make sure they are clean and working well and are serviced yearly by a professional.
- 5) There are sufficient sockets to prevent overloading.
- 6) The temperature of hot water in all sinks in the rooms is blended to 41 degrees to prevent scalds.
- 7) Lighting and ventilation is adequate in all areas, including storage areas.

### **Storage**

- 1) All resources and materials which are available in the rooms for self-access by the children are stored safely.
- 2) All equipment and resources are stored or stacked safely in the main storage cupboards and elsewhere, to prevent them accidentally falling or collapsing.
- 3) Equipment is stored in such a way that it can be accessed without leaning and twisting in order to make manual handling safe for staff.

### **Outdoor area**

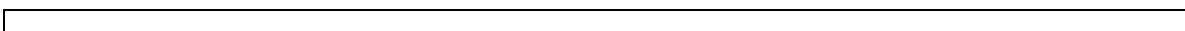
- 1) Our outdoor area is securely fenced with a self-closing front gate and locked side gate which staff carry spare key for in case of emergencies.



- 2) The back of the building has a locked gate to prevent unauthorized access by children.
- 3) Our outdoor area is checked for safety and cleared of litter and hazards before it is used.
- 4) Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- 5) Our garden is maintained to a safe standard and any risks are controlled. The outdoor area is checked twice a day for any potential hazards.
- 6) Where water has formed a pool on equipment, it is emptied before children start playing outside.
- 7) Our outdoor sandpit is covered when not in use to prevent soiling by animals, particularly cats. The sand is replenished or changed regularly.
- 8) The playhouse is only used when safely emptied of equipment etc.
- 9) Ride-on toys and other outdoor equipment is checked regularly and mended or disposed of as appropriate.
- 10) Staff position themselves in such a way that they can see all areas of the play area when the children are outside.
- 11) Children are discouraged from playing near the gate or bike racks, especially when bikes are parked there. All bikes are secured safely to the bike racks or removed if they can cause a dangerous situation.
- 12) All outdoor activities are always supervised.

### **Hygiene**

- 1) We regularly seek information from the Environmental Health Department at the City Council, the Health and Safety Executive, and other bodies, to ensure that we keep up to date with the latest recommendations.
- 2) Our daily routines encourage the children to learn about personal hygiene.
- 3) We have a cleaning routine for the Preschool which includes the Hedgehogs room, the Squirrels room, the kitchen and the toilets. We employ a cleaner five days a week and have the whole building deep-cleaned in the summer holidays.
- 4) Cleaning chemicals are kept to a minimum and are stored out of reach of the children. We keep a Safety Data Sheet (SDS) file which is updated as required and stored on a memory stick.
- 5) We clean resources and equipment, dressing up clothes and furnishings as necessary.
- 6) The toilet areas have a high standard of hygiene, including foam soap and paper towels.
- 7) Nappies can be changed on an available changing table in the Squirrels Room or on a clear area of floor in the toilet area using a clean changing mat. The Hedgehog Room uses a changing mat in the same way. The mat is cleaned thoroughly with antibacterial wipes or virucidal spray after



each use. The Squirrel and Hedgehog rooms dispose the dirty nappies into a nappy bag and straight away into the general waste bin outside.

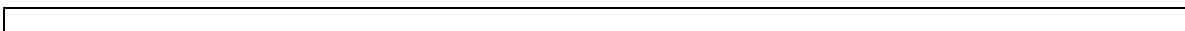
- 8) We implement good hygiene practices by:
- cleaning tables between activities;
  - using virucidal cleaner;
  - following a regular stringent cleaning system;
  - checking toilets regularly;
  - wearing protective clothing such as aprons and disposable gloves, as appropriate;
  - providing sets of clean clothes;
  - providing tissues and wipes;
  - providing paper towels;
  - washing tea towels and cloths after use.

### **Activities**

- 1) Before purchase or accepting donations, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the Preschool and/or Toddler Group.
- 2) The layout of play equipment allows adults and children to move safely and freely between activities.
- 3) All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- 4) All materials - including paint and glue - are non-toxic.
- 5) Sand is clean and suitable for children's play; outdoor sand is replenished or renewed at regular intervals
- 6) Raw flour/cornflour is cooked before using with the children
- 7) Physical play is constantly supervised.
- 8) Children are taught to handle and store tools safely.
- 9) Any sleeping children are checked every 5 minutes, a record is kept, and parents are informed.
- 10) Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

- 1) The staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- 2) All staff are trained in Level 1 Food Safety and Hygiene.



- 3) All food and drink are stored appropriately.
- 4) Open food stored in the fridge is labeled with the date when it opened. Staff lunches kept in the fridge are named and dated.
- 5) Adults carry hot drinks in safety cups through the play areas and do not place hot drinks within reach of children.
- 6) Snack and mealtimes are appropriately supervised, and children do not walk around with food and drinks.
- 7) Fruit and vegetables served for snacks are checked for freshness, washed and sliced.
- 8) Parents are encouraged to use cool packs in packed lunches because we are unable to store all lunchboxes in the fridge.
- 9) Fresh drinking water is available to the children at all times.
- 10) We operate systems to ensure that children do not have access to food or drinks to which they are allergic. In particular, all parents/carers are told not to include nuts in food brought to the setting.

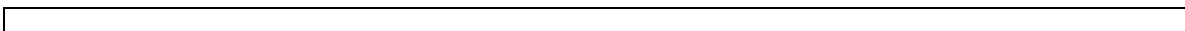
***Please see also our Food and Drink Policy and Sick Child Policy which incorporates medication, allergies & sickness.***

### **Outings and visits**

- 1) We have agreed procedures for the safe conduct of outings.
- 2) Procedures to be followed on outings are contained within our operational plan.
- 3) We ask for individual risk assessments for the locations that we visit throughout the year.
- 4) Parents always sign consent forms before major outings.
- 5) Our adult to child ratio is high: at least one adult to two children under 3, and one adult to four children over 3.
- 6) The children are appropriately supervised to ensure that no child gets lost and that there is no unauthorised access to children. ***Please see also our Lost Child Policy for procedures covering this eventuality.***
- 7) For those children remaining at Preschool, the adult to child ratio conforms to the requirements of the EYFS.

### **Animals**

- 1) We ensure that animals visiting the Preschool are free from disease, safe to be with children and do not pose a health risk.





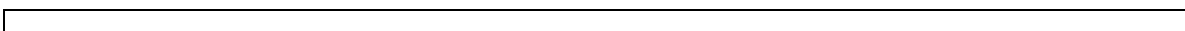
- 2) Children are supervised in washing their hands with soap and fresh water after touching any animal. Alcohol gel is used if there is a delay in accessing running water.

### **Fire safety**

- 1) Fire doors are clearly marked, never obstructed, and are easily opened from the inside. Our fire doors are the main doors from the Hedgehogs and Squirrels rooms.
- 2) Smoke detectors, fire alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and are checked, tested, and serviced as specified by the manufacturer.
- 3) Fire alarms are tested, with a different point tested each time on a strict rotation and serviced twice a year in accordance with British Standards recommendations.
- 4) Smoke detectors are tested and serviced twice a year by a private company.
- 5) Fire extinguishers are checked visually, to ensure that they are in the correct place, and are checked monthly to ensure that they have not been tampered with. They are serviced once a year.
- 6) Safety lighting is checked monthly and serviced annually.
- 7) All tests are recorded in the Fire Safety Logbook, which is kept in the lobby.
- 8) Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed on the premises.
  - explained to new members of staff, volunteers, and visitors
  - practiced regularly at least once every six weeks.
- 9) Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

- 1) All of our staff have up to date first aid training, with refresher training every three years.
- 2) Our first aid kits:
  - comply with the Health and Safety (First Aid) Regulations 1981;
  - are regularly checked by a member of staff and re-stocked half-termly or as necessary.
  - are easily accessible and visible to adults; and
  - are kept out of the reach of children.



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

### **Our Accident records**

The Accident records are accessible, and all staff know where they are kept and how to complete them. They are reviewed at least half termly to identify any potential or actual hazards.

Where an accident involves a child, the parent is informed at pick-up, or earlier if appropriate. The parent is given a copy of this record if a head injury occurs along with what to look for with head injuries. Where more than one child is involved, every effort is made to maintain confidentiality.

In the accident book we record:

- Full name and date of birth of casualty
- Date, time & location of accident
- First aider who dealt with the accident
- Name of witness/es
- Circumstances of accident
- Treatment given
- Further action needed
- Signature of parent/carer

Ofsted is notified of any injury to a child requiring treatment by a General Practitioner or hospital; and of any death of a child or adult. We also inform Ofsted of any incident of food poisoning because of food given by the preschool.

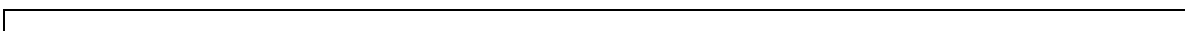
We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

We report to the local office of the Health and Safety Executive:

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

### **Our Incident Record**

We keep incident records for recording incidents that happen during a session at Preschool or Toddler group. The Incident records are accessible to staff, and all staff know how to complete them. They are reviewed at least half termly to identify any potential or actual hazards or repeated occurrences of issues.



Where the incident involves a child, the parent/carer is informed at pick-up, or earlier if appropriate, and is asked to sign a record of the incident. Where more than one child is involved, every effort will be made to maintain confidentiality.

Some incidents are reportable to Ofsted and/or the Health and Safety Executive including:

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorized access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on a member of staff or parent on the premises or nearby;
- any racist incident involving a staff or family member on the setting's premises;
- a death;
- a terrorist attack or threat of one.

In the incident book we record:

- the date and time of the incident
- name of person involved
- name of person reporting
- description of incident
- action taken
- signature of person reporting
- signature of parent/carer

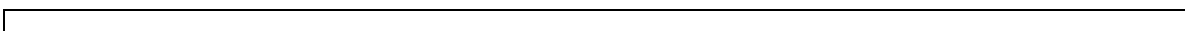
If an incident has to be reported to the police, the crime number and any follow-up or insurance claims are entered on to the incident form.

In the unlikely event of a terrorist attack or bomb threat, we will follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our Evacuation Policy will be followed and staff in Preschool will take charge of all children and follow police advice. The incident will be recorded after the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services will be called and the advice of these services followed.

**The incident book is not for recording issues of concern involving a child.** Such issues are recorded on a 'Logging a Concern Form', which is kept in the Child Protection file, and stored in a secure place by the Designated Child Protection Officer (Sam Capes or Dana Harrison) in the office.

### **Safety of adults**



- 1) Adults are provided with guidance about the safe storage, movement, lifting and carrying of large pieces of equipment.
- 2) When adults need to reach up to store equipment, clean heaters or to change light bulbs, they are provided with safe equipment to do so and are advised only to do so with another adult present.
- 3) All warning signs are clear and visible.
- 4) 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.
- 5) We write an individual risk assessment for all pregnant staff and adjust their responsibilities accordingly.

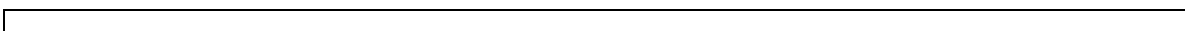
### **Record-keeping**

In accordance with the EYFS guidelines, we keep records of:

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of all the members of the management committee;
- all records relating to staff members' employment with the setting, including application forms, references, results of checks undertaken, the date of issue and disclosure number of enhanced criminal records bureau checks, copies of qualification certificates, etc;
- adults who are authorised to collect children from Preschool;
- 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;
- any medicines administered, including consent and acknowledgement;
- the times of attendance of children, staff, volunteers and visitors;
- accidents;
- incidents.
- Existing injuries
- Children's vaccination records.

We also keep a list of emergency contact details for children, staff and volunteers in case of accident or sudden illness.

**Covid 19** – please see appendix for following Covid 19 guidelines



**Useful contact details**

**Emergency services:** 999

**Non emergency services:** 101

**Roundabout Office:** 01223 309066

**Ofsted:** 0300 1231231

**RIDDOR Incident Contact Centre:** 0345 300 9923 (8:30am – 5pm Monday-Friday)

<http://www.hse.gov.uk/riddor/riddor.htm>

[www.riddor.co.uk](http://www.riddor.co.uk)

**Alarm Maintenance** (Servicing for Fire Alarm, Smoke Alarms, Emergency Lighting, Access Control of gate and door, CCTV):

01223 263222

[alarm@alarmmaintenanceltd.co.uk](mailto:alarm@alarmmaintenanceltd.co.uk)

**Fire Extinguisher Service** - Three Counties Fire Protection

<http://www.threecountiesfire.co.uk/>

email: [Customer.Service@Threecountiesfire.com](mailto:Customer.Service@Threecountiesfire.com)

01954 781115

