



## Health and safety

### Health and safety general standards

Twiggs Lane Preschool believes that the health and safety of children is of paramount importance. The policy sets out our commitment to manage risks, provide good standards of health and safety and to meet our legal duties.

We make our setting a safe and healthy place for children, families, staff, and volunteers.

- We aim to make children, families, and staff aware of health and safety issues and to minimise the hazards and risks enable the children to thrive in a healthy and safe environment.
- The staff members responsible for this are Becky Copland and Emma Gibbs who have completed the relevant Health and Safety training.
- They are competent to carry out responsibilities of all health and safety issues
- They have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety poster in Twiggs Lane Preschool

### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in Twiggs Lane Preschool in full view for everyone who attends the setting to be able to see it.

### Procedures

#### Raising awareness

- our induction training for staff and volunteers includes a clear explanation of health and safety issues, this is explained by the manager or deputy manager so that all adults can adhere to our policy and procedures, all staff/volunteers are given copies of the policies to read, as they need to understand that they have 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.
- 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. The manager will keep a copy for the settings records and a copy will be given to staff/volunteers for their records.
- Health and safety issues are explained to the parents of new children so that they understand their part played by these issues in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy including the use of e-cigarettes
- Children are made aware of health and safety issues through discussions, planned activities and routines.



## Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and building of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with correct equipment to do so
- All warning signs are clear and in English, as and when needed signs in additional languages will be provided
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- We keep all cleaning chemicals in their original containers, in a locked a secured cupboard out of children's reach.

## Windows

- Windows are secured so that children cannot climb through them

## Doors

- We take precautions to prevent children's fingers from being trapped in doors

## Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged

## Electrical/Gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly. This is arranged by the manager annually, certificate is kept on site in the filing cabinet.
- Electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled by the infant school, to prevent scalds
- Lighting and ventilation are adequate in all areas including storage areas

## Storage

- All resources and materials from which children select are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

## Outdoor area

- Our outdoor area is securely fenced
- Our outdoor area is checked for safety and cleared of rubbish before it is used
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides
- Where water can form a pool on equipment, it is emptied before children start playing outside
- Our outdoor sand pit is covered when not in use and is cleaned regularly
- All outdoor activities are always supervised
- Outside area is swept daily when acorns/leaves are on the ground



## Hygiene

- We regularly seek information from the environmental health department and the health authority to ensure that we keep up to date with the latest recommendations. This is accessed via the relevant website.
- Our daily routines encourage children to learn about personal hygiene
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishing. This is monitored regularly and cleaned when required.
- The toilet area has a high standard of hygiene including hand washing and drying facilities
- The nappy bin is collected twice weekly organised by the infant school.
- We implement good hygiene practices by:
  - Cleaning tables between activities
  - Cleaning toilets regularly
  - Wearing protective clothing – such as aprons and disposable gloves as appropriate
  - Providing sets of clean clothes
  - Providing tissues and wipes
- Most of the cleaning at the end of the day is provided by the cleaners of the infant school. Cleaning within the cabin is undertaken by staff members of the preschool.

## Activities and resources

- 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 setting.
- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic
- Sand is clean and suitable for children's play
- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Children who are sleeping are checked regularly (we provide sleep areas in the book corners of each room when the need arises, and children are never left).
- Children learn about health and safety and personal hygiene through activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded
- Large pieces of equipment are discarded with the consent of the manager.

## Legal framework

- Health and safety at work act (1974)
- Management of health and safety at work regulations 1992
- Electricity at work regulations 1989
- Control of substances hazardous to health regulations (COSHH) (2002)
- Manual handling operations regulations 1992 (as amended)
- Health and safety (display screen equipment) regulations 1992

Incorporated as a company limited by guarantee in England & Wales  
Registered Office: Twiggs Lane, Marchwood, Southampton, Hampshire, SO40 4ZE  
Company Registration No. 7512922 - Charity Registration No. 1141697





## Risk Assessment

Twiggs Lane Preschool believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, families, staff, and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. We use the guidance from the insurance company risk assessment that follows and looks at 5 key areas.

- Identification of risk: where is it and what is it?
- Who is at risk: childcare staff, children, parents, cleaners?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: what will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: how do you know if what you have said is working, or is it thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

The risk assessments are done annually and reviewed regularly; also, daily risk assessments are done and amended accordingly. These will include inside/outside of the premises.

## Procedures

- Our risk assessment process covers adults and children and includes:
  - Checking for and noting hazards and risks indoors and outside, and in our premises and for activities
  - Assessing the level of risk and who might be affected
  - Deciding which areas need attention and
  - Developing an action plan that specifies the action required, the time scales for action, the person responsible for the action and any funding requirements
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly
- We maintain lists of health and safety issues which are checked daily before the session begins
- All risk assessments are monitored very closely by the manager/deputy
- Any outings that are taken by the preschool will have a risk assessment before the outing taking place.
- Any additional risk assessments are completed as and when they are required, for example, young persons or maternity etc.

## Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

At Twiggs Lane Preschool we follow guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Safeguarding matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.



## Procedures

### Our accident book

- Is kept safely and accessibly
- Is accessible to all staff and volunteers, who know how to complete it
- Is reviewed and monitored to identify any potential or actual hazards.

Ofsted safeguarding team are notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, staff member, parent, volunteer, or visitor or where there is a death of a child or adult on the premises, we will make a report to the Health and Safety executive using the format for the RIDDOR

### Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety executive

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause accident but could have done such as a gas leak.
- Any dangerous occurrences are recorded in our incident book.

Information for reporting the incident to Health and Safety Officer is detailed in the preschool incident book which is stored in a cupboard alongside the accident book.

### Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we rent premises, we ensure we have access to the person responsible for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - A break in, burglary, theft of personal or the settings property
  - An intruder gaining unauthorised access to the premises
  - Fire, flood, gas leak or electrical failure
  - Attack on member of staff or parent on the premises or nearby
  - Any racist incident involving staff or family on the centre's premises
  - Death of a child
  - Critical incidents including terrorist attack, bomb threat or any incident which gives cause for lockdown procedure.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police and if so the crime number. Any follow up, or insurance claim made, should be recorded.
- In the unlikely event of a terrorist attack we follow our lockdown procedure, located inside the cupboard in the preschool room and found on the wall in the cabin. We will follow the procedure that the infant school use and advise will be taken from either the infant school or



the emergency services regarding evacuation, medical aid and contacting children's families. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. Ofsted, safeguarding team informed.

### **Legal framework**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Review date: September 2025

Signed Manager: R Copland.....