



# The ARK Pre-School

## HEALTH & SAFETY POLICY

*Updated July 2011*

### 1. GENERAL STATEMENT OF INTENT

The Manager and staff of the Pre-school based at CityCoast Church, Portslade, believe that the health and safety of persons within the facilities is of paramount importance. It is our intent to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

It is the intent of the Manager, Pam Willemse, as the health and safety co-ordinator, to ensure that a safe and healthy workplace is provided and maintained for all the employees and the children we work with. This will include, safe systems of work, safe plant and equipment, and a safe access to and exit from the premises. We aim to ensure that adequate information, instruction, training and supervision is provided to enable the staff to carry out their work safely.

The Manager will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include children, visitors, parents\*, volunteers, students and contractors.

These responsibilities will be achieved by effective health and safety management within the facilities. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the cooperation of all staff and visitors to the facilities. We expect all staff to co-operate fully with this policy. In addition we will ensure that all staff, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

### 2. SAFETY ORGANISATION

The Pre-school Committee has overall responsibility for health and safety; with some day to day and monitoring responsibility being delegated. The Manager will be responsible for training, and ensuring the induction of new staff and will be responsible for obtaining specialist safety advice, and reporting of accidents and incidents to parents and the committee. The Operations Manager is also responsible for the security systems of the building, with the Centre Manager/Caretaker having day-to-day responsibilities for checking and ensuring general security. Each member of staff is responsible for ensuring that educational equipment is safe and that any volunteers or students

\* where parents are referred to in this and other policies, this also includes carers, child minders etc.)

working with them are informed of safety and emergency measures. All staff are responsible for reporting any defects or potential dangers observed on the premises. Other delegated responsibilities will be identified under the relevant sections.

### **3. MANAGEMENT OF HEALTH AND SAFETY**

The Pre-School Manager will co-ordinate the risk assessments. All members of the staff team are expected to identify risks and report these to the Manager and from this she will identify what needs to be done in order to ensure safety and monitor success.

Once informed of the need, staff, including expectant and new mothers, will be expected to identify themselves as requiring health surveillance.

Emergency procedures will be made clear to all members of staff, and reinforced by practising on a regular basis, at least every half term. The essential information will be placed at strategic positions in the building, e.g. emergency evacuation procedures, position of First Aid boxes.

Legislation and policy documents will be accessible to all staff. The Pre-school will have a copy of the policy, and the Manager will have the responsibility of ensuring that all staff working with her/him, are working to it. There will be a copy of the policy available to the Operations Manager also. All members of staff are responsible for ensuring that they are familiar with the policy.

### **4. FIRE AND EMERGENCY EVACUATION PRECAUTIONS**

The Pre-School has all the required fire equipment, which is regularly inspected by the fire service personnel; these are recorded. The Operations Manager is responsible for ensuring that there is a fire drill each half term. Instructions on emergency evacuation procedures are placed in prominent positions in all main areas of the building. All fire exits are clearly marked. We will take contact details, register and a mobile phone out with us on each fire drill. In the event of fire, bomb scar, etc. we will evacuate to the Belgrave Day Centre, Clarendon Place, North Street, BN41 1DG. Tel: 01273 295112. There is a large studio room available for our use.

### **5. ACCIDENTS, INCIDENTS AND FIRST AID**

#### **5.1 Accidents and incidents**

Certain accidents, diseases and dangerous occurrences are reportable by law to the Health and Safety Executive.

Minor accidents and incidents should be recorded by the person concerned in the book specified for that purpose. It is located the cupboard in the main room.

Any accidents or incidents resulting in significant injury or illness to a person will be recorded on the specified form. If a child is affected, the parents of the child will be contacted if possible. If not, provided written permission has been given, the child's general practitioner may be contacted, or the child may be taken to the surgery, or he/she may be taken to the local hospital, depending on the need and circumstance.

Minor injuries such as scratches, grazes and light bruising will only need to be recorded in the Pre-school's accident/incident book. In all cases, if the victim is a child, this will also need to be reported to parents/carers.

Where appropriate, incidents recorded in the accident/incident book will be investigated by the

Pre-School Committee to ensure measures are introduced to prevent further occurrences. These investigations will be recorded.

If a serious incident or accident occurs, the member/s of staff must immediately make their own professional judgement on the first course of action. If life is threatened, whatever steps that can be taken by that/those person/s to preserve life, must be done immediately. This may be sending/calling for help or giving emergency treatment or evacuating a building with the children. In most cases there will be guidelines as to what to do, but in any severe emergency situation, whilst still having maximum regard for those, staff will be expected to use their discretion and common sense.

In a non-life threatening situation staff will be expected to follow the prescribed and agreed guidelines.

If an incident or accident occurs where the immediate environment is made unsafe for children or others, the most responsible member of staff must take charge of the situation. This will be done by removing any children from potential harm; verbally warn anyone at risk from the situation and taking what steps are necessary and possible to either render the area safe; and/or cordon it off from access to others until proper steps can be taken to put it right.

This should be reported to the Manager as soon as possible. In any case, if available, the caretaker will be responsible for either rendering the area safe, or for calling in the relevant service to do so, otherwise it will be the Manager.

## **5.2 First Aid**

At the present time there are a number of fully qualified First Aiders on the staff. All First Aiders are responsible for ensuring that their certificates are up to date.

The current First Aiders are:

<b>Slavka Balocka</b>	<b>Eve James</b>
<b>Nuria Salcedo</b>	<b>Helen Pope</b>
<b>Pam Willemse</b>	<b>Kelly Cottingham</b>

First Aid boxes are placed in a clearly marked prominent position in the kitchen and in bum bags for outdoor use.

Nuria Salcedo has delegated responsibility for checking and filling the first Aid boxes appropriately and ensuring that replacement materials are ordered promptly. All staff may use the First aid boxes for the most minor injuries, if in any doubt, a First Aider must be consulted or asked to provide treatment.

The Pre-school Manager will have responsibility for the overall monitoring of first aid systems, use of first aid equipment, time allocation to do the tasks, etc.

## **5.3 Dealing with violence**

Violence is purposeful or reactive behaviour that produces damaging or hurtful effects, physically or emotionally, on people.

Any act of violence towards an employee or visitor at the Pre-school must be reported to the Manager and Operations Manager without delay. If it is a minor situation involving a child's behaviour, it should be recorded in the child's notes. The Manager will offer as much support as is reasonably possible to the victim. All such situations will be discussed and investigated in order to reduce the

possibility of re-occurrence.

### **5.3.1 From children**

Any violent behaviour from a child is likely to be as a result of frustration caused by lack of understanding and/or ability to communicate and immature impulse and emotion control. Staff are expected to treat children with respect and to seek to retain the child's dignity in any dealings with them.

If a child's behaviour requires some form of restraint from adults, only enough to render the child, others or property safe should be used. After a period of loss of control, the child should be reassured and comforted as soon as possible as appropriate, in order to re-establish relationship.

Any such incidents should be discussed between the relevant staff members and, where necessary and appropriate, with parents, in order to assess what triggered off the behaviour and what strategies should be used in the future. This will enable the child to be managed consistently and with care and sensitivity. In the case of frequent outbursts, a behaviour management plan will be drawn up in partnership with the child's key person, parents and behaviour management representative.

### **5.3.2 From adults**

Staff will need to be made aware of situations and circumstances which are likely to give rise to violence and to recognise the ways in which their own behaviour might affect these situations.

An employee who has been caused actual bodily harm by an adult has the right to report the matter to the police, and to seek the prosecution of the offender.

## **5.4 Power cuts**

### **5.4.1 Power cuts that affect the opening of the Pre-school**

In the event of a power cut affecting the opening of the Pre-school, we will contact the parents concerned and notify them of our closure for the morning session. If and when the power returns we will notify the parents whose children are in for lunch and the afternoon session if it is feasible for their return.

### **5.4.2 Power cuts occurring within Pre-school hours**

In the event of a power cut on the premises within Pre-school hours we will notify parents to pick up their child immediately.

## **5.5 Severe weather conditions**

In the event of severe weather, e.g. snow, we will assess the situation and where possible remain open. If we need to close, we will contact families to inform them. Where possible we will offer catch-up sessions for sessions missed, therefore there will remain a charge.

## **6. HOUSEKEEPING AND PREMISES**

### **6.1 Cleaning specification**

Cleaning of the premises is to be carried out according to the church administration guidelines with regard to materials used, dilution of liquids, and the specific systems to be used when cleaning toilets, wash basins, floors and surfaces.

The monitoring of the method and quality of cleaning will be the day to day responsibility of the Manager.

There are no specific hazardous areas identified which require specialised cleaning procedures.

## **6.2 Waste disposal**

Soiled nappies and other clinical waste is placed in specified bins lined with yellow bags. The yellow sacks are collected every week by a clinical waste disposal contractor.

Regular waste is placed in bins lined with plastic sacks which are placed in the dustbins at the side of the building each night.

## **6.3 Storage facilities**

The storage area for cleaning products and equipment is kept locked when not in use. Dangerous substances such as bleach are kept in locked cupboards which are out of reach of the children but are accessible to adults.

The Operations Manager will have responsibility for monitoring and checking the use and storage of cleaning and other essential materials used at the Centre by staff involved with the children, and for those used by the cleaner.

There will be guidelines devised on the correct storage of potentially hazardous materials.

## **6.4 Security and exits**

There are two main exits from the Pre-school room, which lead either into the car park or onto East Street.

At the main entrance door visitors gain entry by ringing the buzzer. Once identified the door catch is released and the person enters. The side door is kept shut at all times unless actually in use. It is not possible to gain entry from the outside without a key. Exit doors are kept clear at all times. All exits are clearly signed. The Operations Manager has overall responsibility for security and exits, with the Pre-school Manager and staff having day-to-day responsibility.

## **6.5 Smoking**

There is a no smoking policy in operation. No smoking is allowed on the premises at any time. Those who wish to smoke do so outside of the building. We ask please for no smoking around the entrance to the building at drop off and pick up times.

## **6.6 Hazards on floors and stairs**

Toys, including dressing up clothes and shoes being left on the Pre-school or hallway floors by children, and water and sand being spilt on the classroom floor, as well as food spilt on the kitchen or Pre-school floors can all be potential hazards as people can trip over or slip up on any of these.

Reasonable care will be taken to ensure that toys and other materials are not left lying around the main pedestrian areas, and that spilt water, sand or food will be cleaned up as soon as possible.

No objects are allowed to be left on stairs or in doorways.

The Manager will have delegated day-to-day responsibility for ensuring that passage ways, exits and floors are kept as clear as reasonably practical.

## **6.7 Ventilation, heating and lighting**

Staff will all need to be aware of when ventilation needs be increased or decreased in the building according to changing conditions.

Pre-school staff will be responsible for ensuring that the lighting in the room is adequate to the situation. Bulbs that have ceased working should be reported to the Operations Manager who will

replace them.

### **6.8 Eating, washing and toilet facilities**

The kitchen is next to the main room, where refreshments can be prepared.

There are toilet facilities on each main floor of the building. It is the responsibility of the centre cleaner to ensure that toilet rolls and paper towels are supplied in each washroom.

The general cleanliness of the washing and toilet facilities for the children are the responsibility of the Pre-school staff during the day. The Centre Cleaner will be at the end of each day.

### **6.9 Maintenance repairs**

Minor works of maintenance or repair are reported to the Operations Manager.

Larger works will be investigated by the Operations Manager and contracted out to appropriate companies.

### **6.10 Outside areas**

Every morning Pre-school staff check the grounds for debris such as glass, cans and branches and clear them away. The centre cleaner will also keep the grounds tidy and free from general rubbish, leaves, etc. He will carry out minor repairs to doors, gates, etc, and report major needs. A risk assessment is carried out and recorded on a daily basis.

All staff are responsible for reporting any potentially or actually dangerous equipment to the Manager. All staff are responsible for checking and reporting any faults in the play equipment and for ensuring that children are not put at risk by this means.

When there is ice on the walkways and steps, the Manager will be responsible for putting salt or other suitable material on the areas to maximise safety.

## **7. HAZARDOUS SUBSTANCES**

All substances used at the Pre-school are subject to the COSHH regulations. All hazardous substances are identified by means of the regular risk assessments and reviews. The health and safety co-ordinator will be responsible for monitoring and ensuring the regulations are implemented with regard to substances used by the staff involved with the children. The day-to-day responsibility for the use, management and storage of hazardous substances used for general cleaning, including that of the kitchen is given to the Pre-school Manager.

All staff will need to be made aware of and where necessary trained, in the use, care and storage of hazardous substances. The Manager will be responsible for carrying out COSHH risk assessments, and will monitor the proper storage of all substances, and keep records of assessments and monitoring.

## **8. HYGIENE AND MEDICATION**

### **8.1 Medication**

Only medication prescribed by a doctor will be administered to children by the staff once written consent and instructions have been provided by parents/carers. Children who are sick enough to require antibiotics will be expected to remain at home until they have completed their course and/or are fit. Training will be sought through the NHS and SEN service as and when it may be necessary.

A list of essential medicines for which consent forms have been signed, with required dosage and instructions for administration, will be compiled by the Manager and placed in a first aid box on the wall for use by Pre-school staff. Consent forms will be kept in the child's file.

Any medication administered must be recorded in the designated book. The books can be thrown away after the children have left.

The kitchen next to the classroom has a designated lockable cabinet to store essential medicines/materials.

We operate a 24 hour clear policy for all sick children before returning to the setting. This is also the case for children who have been sent home from the setting.

## **8.2 Hygiene**

All staff are expected to wash their hands after visiting the toilet, after changing children and before handling food. They will be responsible for ensuring that children wash their hands after visiting the toilet and before meal times.

When changing nappies and/or cleaning soiled children, staff must wear the disposable rubber gloves provided.

Disposable towels or wipes should be used for cleaning a child's soiled nappy area and disposable towels for drying children's and adult's hands.

All soiled nappies, paper towels, used gloves and aprons should be placed in the yellow bags in the bins provided.

Potties should be rinsed out after use and disinfected with the appropriate substance at the end of the day.

All spills should be wiped up immediately and the area disinfected. Depending on the circumstances, either the member of staff responsible for the child should do this, or the caretaker.

The Pre-school staff will be responsible for ensuring that all kitchen surfaces, equipment, eating utensils and crockery are kept in a clean and hygienic condition.

## **HIV/AIDS**

Universal hygiene precautions are appropriate to ensure against all infections. Each member of staff is responsible for taking these precautions when dealing with blood or other body products. Any child or adult on the premises known to be suffering from HIV or AIDS is entitled to confidentiality and this information will only be disclosed on a need to know basis as advised by the medical services.

The Manager will be proactive in informing parents and staff as a matter of routine when any infectious disease such as chickenpox is reported at the Pre-school.

## **HEAD LICE**

We will notify the parents when head lice has been detected and put a notice up to inform of a present case.

## **9. MANUAL HANDLING**

Manual handling tasks are identified through risk assessments. The main handling needs at the Pre-school are of lifting and carrying children, toys, furniture and equipment.

Staff have been advised in manual handling.

The staff are trained to keep the lifting and carrying to a minimum, and are responsible for ensuring that lifting and carrying is carried out according to the current guidelines. Staff observing others at the Centre lifting incorrectly will be expected to alert them to the fact that they are not complying and to remind them of the correct measures to take.

Any new activities will be assessed by the Manager and they will monitor current and new activities, updating and reinforcing training and safety measures when necessary.

## **10. ELECTRICITY APPLIANCES AND EQUIPMENT**

There is a refrigerator, combination microwave and an electric kettle in the kitchen. Only adults have access to the kitchen normally. Very occasionally when children do cooking a small group might be taken into the kitchen by a staff member.

There is a music centre, 1 computer and a printer/copier.

All staff are responsible for using electrical equipment appropriately and according to the manufacturer's guidelines and instructions, also for reporting any fault or potential danger they observe concerning any electrical or other appliances.

The Operations Manager will have delegated responsibility for monitoring the correct use of equipment and for ensuring that the safety checks (PAT) are carried out.

## **11. MACHINERY AND EQUIPMENT**

The Operations Manager has responsibility for the safe operation of the boilers. Any defect is reported to a contractor for any necessary repairs or adjustments.

## **12. OUTINGS AND VISITS**

Children are taken out occasionally from the Pre-school as part of their educational programme. They will be taken out on foot, in buggies and/or on a regular bus or in the church minibus. There is always at least one qualified staff member with another adult volunteer to up to five or six children depending on their dependency needs. The staff responsible will ensure that names of all those going out are written, the name of their destination, the date, and expected time of return which will be left at the Pre-school or, in the event of all staff and children leaving, at the centre's reception

When children are being taken out on foot, those who need a high level of supervision or who have mobility difficulties will be restrained in buggies, apart from times when the staff are teaching safety, physical and/or social skills specifically. All other children will be held by the hand by a member of staff, or those judged more mature and independent by the staff, may hold on to the buggy handle, or the hand of another child. When travelling by regular bus, children will be expected to sit still next to a member of staff or another child.

## **13. VISITORS TO THE ESTABLISHMENT**

The Manager will be responsible for ensuring that new staff are properly inducted into all health and safety matters. All visitors are referred to the Manager on arrival and sign the visitors book.

#### **14. CONTRACTORS WORKING ON SITE**

The Operations Manager has day to day responsibility for contacting, receiving and supervising contractors. He will also ensure that the contractors have carried out risk assessments appropriately and that they have a Health and Safety Policy in operation, particularly as this pertains to the Pre-school.

As much work as possible will be carried out during the holidays or outside school hours to minimise any risks to staff and children. The Manager will ensure that any essential work carried out where there is potential danger to children or adults and that such areas will be cordoned off if necessary and staff warned of the situation. The Manager will be alerted to any hazardous substances to be used (or created in the case of dust, etc,) and what will be done to insure their safe use, and disposal.

#### **15. VISUAL DISPLAY UNITS (VDUs)**

The design of the workstations enable staff to vary their position regularly.

The workstations have space to take the documents that are being worked on and there are document holders available.

The desks and workstations are positioned so that bright lights are not reflected on the screen, which has adjustable brightness and contrast controls. They are not directly facing the window.

#### **16. RECORD KEEPING**

Minor accidents/incidents are recorded in a book which is kept in the Pre-school lockable cupboard so that it is easily accessible. Details of date, time, circumstance and context as well as description of the incident/accident are recorded as well as what action was taken, including the informing of parents/guardians.

Risk assessments, including manual handling and COSSH assessments, will be recorded and filed in the Manager's office, along with all updates.

Records of electrical, fire alarm, burglar alarm tests and maintenance of equipment are filed in the Operations Manager's office.

Training in health and safety matters are kept in the staff training file in the office.

Monitoring and review reports will be kept in the policy file in the office.

#### **17. STAFF INFORMATION AND TRAINING**

Training needs are identified through risk assessments and annual review.

Supervision of untrained staff, volunteers and students will be the responsibility of the relevant member of trained staff.

All staff will be made aware of where information on Health and Safety matters is kept by the Manager.

## **18. MONITORING OF HEALTH AND SAFETY STANDARDS**

The Pre-school Manager and Committee will collectively be responsible for the monitoring of health and safety standards, with the Operations Manager being overall responsible, and the others for their delegated areas.

Each member of staff also has a responsibility for day to day monitoring of health and safety standards and for reporting to the Manager any infringements which continue after they have been pointed out to the person/s concerned.