



Enchanted Wood Preschool Health and Safety at Work Policy

2024-2025

This document is provided by Enchanted Wood Preschool in pursuance of the Bexley Council Policy and the Health and Safety at Work Act 1974; Royal Society for the Prevention of Accidents (RoSPA), Institution of Occupational Safety and Health (IOSH) and the Chartered Institute of Environmental Health (CIEH).

A list of key documents and further information is available at www.bexley.gov.uk/saferschools.

The London Borough of Bexley Health and Safety advisors will provide information and health and safety advice.

The document acknowledges the preschool's legal responsibilities and outlines the objectives of the school for the health and safety of its staff, pupils and visitors.

The document is issued to all school staff who are to read, understand and comply with its requirements.

Management of Enchanted Wood Preschool accepts responsibility for all safety and environmental matters within the school including health and safety at work, environmental protection, and fire safety. Management is aware of the requirements of the Health and Safety at Work Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

Enchanted Wood Preschool is committed to achieving the highest standards in all aspects of safety and environmental protection within the preschool. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely. All staff should read and cooperate with the requirements contained within this document.

Organisation

The manager has overall responsibility for ensuring compliance with this Health and Safety Policy document. They are responsible for:

- ensuring a health and safety policy is in place.
- prioritising actions where resources are required.
- ensuring actions are taken.
- including health and safety is reviewed yearly and training is provided

The Health and Safety Officer has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors, or contractors. Specifically, she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and is regularly reviewed.
- ensuring that an emergency evacuation procedure is in place and is regularly tested.
- day-to-day management of all health and safety matters in the preschool in accordance with the health and safety policy.
- passing on information received on health and safety matters to appropriate people.
- arranging for any unsafe item of furniture, fitting or equipment to be removed, repaired, or replaced.
- identifying staff safety training needs.
- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);

First aiders are responsible for:

- the first aid boxes located in the kitchen.
- immediately informing the line manager and parents of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth, and bones, etc.
- completing an Accident Form for all accidents
- completing an Accident Form for all accidents which involve hospital treatment and passing this information on to Ofsted and RIDDOR. Completion must be within one day of the accident.

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

RIDDOR requires for work related accidents, diseases, and dangerous occurrences to be written up or reported on when they occur. It applies to all work activities but not all accidents. This is a legal requirement.

All reports can be made by telephoning the incident centre on 0845 3009923 and then following their instructions. The centre will send a



copy of the information that they have and when it is received it will need to be read and checked. If any information is incorrect the centre should be contacted and notified of any necessary amendment.

Additionally, any person must immediately inform the Manager of any incident and complete a RIDDOR form to keep on file.

Incidents on site that are to be reported are:

- Deaths
- Accidents resulting in over 3 days' injuries
- Major injuries
- Infectious diseases
- Dangerous occurrences
- Gas incidents

If there is any uncertainty of a reportable case, then you can either contact the incident centre or OFSTED for advice.

Infection Control Guidelines, to be followed with no exception:

- If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons which are supplied by the nursery.

- When cleaning up always use paper towels and disinfectant.

- Always wash any bedding and equipment that may have been used during this time separately and immediately after the child has left. Again, everywhere must be disinfected equipment, areas, and flooring.

- Always ensure that hands are washed frequently to stop the spread of infection

- The correct procedure for disposing of clinical waste must always be followed

If a series of accidents or occurrences were to take place, then risk assessments should be followed to address the situation and resolve why and how they have occurred.

COSHH (The Control of Substances Hazardous to Health Regulations)

From 6th April 2005 a new focus on good approach will help employees meet their duties under COSHH. COSHH records are there to allow all to be aware of the substances that are supplied within the setting to be used e.g. for cleaning, washing, disinfecting etc.

This information must be communicated, and all staff must be aware of the information of all substances used within the nursery and how they are used, the correct measures to be used, the protective clothing that might have to be worn and where it has to be stored.

If you fail to adequately control hazardous substances, your employees or others may become ill. Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death. It is important that the nursery follows through the COSHH requirements and always adheres to them.

There is an eight-step guide to follow to ensure that COSHH requirements are being followed:

- Assess the risks; what risks can any hazardous substances have to your health or the children when used in the nursery
- Decide what precautions are needed, whether the staff need to wear protective clothing and that they meet the requirements
- Prevent or adequately control exposure; prevent all staff and children being exposed to any hazardous substances, make sure staff read labels and understand what the substances are used for
- Ensure that control measures are used and maintained, make sure staff are aware of how much to use of cleaning substances or how much needs diluting
- Monitor the exposure, make sure the chemicals and cleaning equipment is being used properly
- Carry out appropriate health surveillance, carry out assessments and check all specific requirements and keep updated relevant information that may change within law
- Prepare plans and procedures to deal with accidents, incidents and emergencies, each policy and procedure is written for staff to read, and they are all available for the Parents/Guardians to read as well
- Ensure staff are properly informed, trained and supervised where necessary. The manager should provide all the staff with the correct relevant information instruction and training when required.

Employees

All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions.
- co-operating with the management and Bexley Council to ensure that statutory requirements are met.
- not interfering with or misusing anything provided in the interest of health, safety, or welfare.
- recording when medicines are given to any person.
- recording any accident and subsequent treatment on the appropriate accident form
- notifying parents of any case recorded on the accident forms.
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- checking equipment is safe before use.
- ensuring they are aware of safe procedures and that these are followed.
- ensuring protective equipment is used when needed.
- bringing problems to the attention of the Health and Safety Officer and line manager.



Risk assessments

The manager will ensure that suitable and enough risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards.
- Evaluate the risk that these hazards present and to whom.
- Identify suitable measures to reduce and control the risks (include lone working).
- Record the significant findings.
- Review the risk assessment on a regular basis.

Training

All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required.

A record of all training courses attended by staff should be maintained. In our preschool, this information is held in the Staff Training file.

First Aid

All staff are qualified to administer first aid in an emergency, and first aid boxes are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment on preschool premises.

Administration of medicine

Infrequent medicine will only be given to children when their parents have completed a 'Medical Form' and when the medicine has been prescribed by a doctor and has to be administered at specific times of the day, the medication will need to have the date issued/expiry date, child's full name.

Children with Epilepsy, diabetes, anaphylactic allergies etc will be accommodated in accordance with written Care Plan from the doctor and one from the preschool this will be displayed in the preschool room, so staff are aware of individual medical needs.

Medicines must not be in the possession of children, they must be handed to the preschool staff and kept securely.

Medicine must only be administered by an employee of the preschool. All medicine given must be noted on the Preschool's Medication Book, specifying date and time of dose, medicine name and dosage, witnessed and signed.

Children who suffer from asthma/Epi-Pen need to have access to their medication as quickly as possible. For this reason, their medication is kept in a clearly marked in First Aid cupboard. Staff are aware of the location and will assist children in the administration of their medication as and when required.

Accident reporting

All accidents, no matter how minor, that occur to members of staff, are to be reported using the Bexley Council proforma. The manager will arrange for a copy of the completed form is to be sent to the Council Health and Safety Team.

Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result in a visit to hospital need to be recorded and reported to Ofsted and RIDDOR.

Major accidents, i.e. any fatality, major injury, reportable disease, or dangerous occurrence, must be reported immediately by telephone to the Ofsted, Bexley Council Health and Safety Department, RIDDOR and PHE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Fire precautions/ Lockdown Procedures

Every employee must ensure that:

- they know what to do in the case of fire and lockdown.
- they are familiar with the sound of the alarm.
- all areas are vacated immediately on hearing the fire alarm, and a safe place is found for a lockdown that's not near windows or doors and everyone tries to remain as quiet as possible in a lockdown situation.
- they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm/lockdown or disregard any notice on fire prevention.
- NEVER smoke on preschool premises.
- NEVER be untidy and leave obstructions laying around.
- NEVER move or interfere with firefighting appliances.

In the event of a fire, children will be escorted from the building by the nearest exit, as quickly as possible, to the assembly point, which is the far end of garden.

All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. However, there is no expectation that staff should attempt to extinguish any fires. The fire alarm is tested weekly by the site manager. Fire drills/lock downs will take place half termly.



Smoking and fire hazards

Smoking/e-cigarettes are not allowed in preschool grounds. Cigarettes, matches and/or lighters should not be left where the children can have access to them. If teacher's light candles for any reason (e.g. birthday or other celebrations etc.) they should not be left unattended.

Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it. If there is a fault with any electrical equipment, the staff member who notices it must report to site manager straight away. If the appliance is dangerous, it must be removed, so that other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Computers - No adult or child should work with a computer for an extended period of time without a short break. The premises must have appropriate lighting for employees to work with computers.

Personal safety

All staff will be given a copy of the Staff Induction Booklet and the Health and Safety policy at the commencement of their contract.

Hot drinks are to be carried in lidded cups when in the preschool or in the garden.

Child safety

No child is to be left unattended anywhere in the school buildings and should be escorted in an orderly fashion around the grounds – no running.

No child is to carry glass and are to be reminded to take care when using scissors and sharp tools.

Lone working

Lone working may occur in the case of a member of staff working late in the evening or during a school holiday or where staff are required to work during a weekend or school holiday.

Wherever possible, suitable communications systems are to be put in place to minimise the risk by informing another staff member that you are on the premises and having a mobile phone close to hand.

Knowledge of first aid procedures and safeguarding procedures are essential.

Safeguarding – Access to school

Parents and carers are requested to deliver their children to preschool door on arrival and collection. All children have an allocated key person who, where possible, will be available to speak with parents shortly before or after a preschool session giving all parents the opportunity to pass on brief messages.

Access to the preschool during the day is via the main front door which is to be opened by preschool staff only. All visitors will be asked to sign the Visitor's Book and given a visitor's lanyard to wear whilst on the premises. Staff are aware that anyone without a badge should be approached advised to obtain one.

All staff, both teaching and support, have an Enhanced DBS check before they begin work in the preschool. Staff are aware that the onus is on them to immediately report any change in circumstances in the intervening period to the manager.

Safeguarding – Collection of children

Parents who wish to collect their children during the preschool day are requested to come to the front door. If any member of staff is unsure as to whether an adult has the legal right to collect a child, they should check with the site manager. Parents must provide the preschool emergency contact numbers of emergency contacts who are authorised to collect their child. This information is detailed on the child's Registration Form and must be filled in before starting with EWPS. If, for any reason, parents wish for an adult, who is not listed as an emergency contact, to collect their child, they must telephone the school with the name, number, and brief description of said adult, providing a password that the adult will use to confirm their identity.

Safety on school visits

The staff member in charge of an outing is responsible for all aspects of health and safety when off the preschool premises. A specific risk assessment must be completed for each outing.

When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted, and contact maintained between groups when travelling.

Cash handling

The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the preschool cash tin and recorded on NIB. This should be banked on a regular basis, by office manager.

Manual handling

All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.



Those staff working with children with additional needs will receive training for manual handling of the child in their care and equipment needed separately.

Tree safety

All trees in the garden must be checked to guard against falling branches. Similarly, all low-level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

Asbestos

The manager should be familiar with the location of asbestos within the premises. All staff must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.

Hirers, contractors and others

When the premises are used for purposes not under the direction of the manager then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. Immediately prior to use ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by manager. All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises.

Emergency Planning

The manager will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by all staff and regularly reviewed. Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan. Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the preschool not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

Monitoring

The Policy is put into practice and monitored daily, and the results of any monitoring carried out will be reported to managers. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the manager and Health and Safety Officer. All actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

Codes of safe working practice

This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy. The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the preschool.

Large playground equipment

Staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

Staff and pupil safety

Staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- Children are not allowed to bring snacks or sweets to school. They could be shared, unknowingly to staff, with a child who has an allergy; is in a special diet for medical reasons or whose religion or culture prohibits certain foods



- Children should walk not run indoors.
- If children bring toys into preschool, they should be put in their book bag. Some toys could be a potential hazard as we do not know where they were bought. Comforter that helps a child feel secure or one that could be shared with the group under adult supervision.
- Children should not walk about with scissors; sewing; craft or woodworking tools. If they are tidying up or taking scissors to another activity area, they should be carried points down in the palm of the hand.
- Children are not allowed to climb holding anything in their hands or if they are wearing inappropriate dressing up clothes.
- Children should be encouraged to return toys and equipment to the proper place.
- Children are not allowed in the toy shed.
- Tyres must be used with particular care e.g. in imaginative play as part of a vehicle, and not rolled by the children, or climbed into, milk crates must be used with similar care.
- Any child behaving in a way that supervising staff deem to be unsafe, should be stopped, helped to understand, and redirected if necessary.

Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

Staff and workplace safety

In order that the preschool can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. The following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment
- Staff should wear uniform so parents and outside agencies can identify them and they should be clean.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must co-operate with each other
- staff must report any perceived health and safety failings and any defective equipment to the manager immediately