



Allsorts Health and Safety Policy and Procedure

Purpose

Allsorts promotes a high standard of health and safety.

This policy outlines the ways in which Allsorts ensures the high standards are maintained.

Risk Assessments

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors, and in our activities and procedures. Our assessment covers both children and adults.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the time scales for the action, the person responsible for the action and any funding required.

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

- Daily before each session.
 - As equipment is prepared.
 - Annually – when a full risk assessment is carried out (or more often if necessary).
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Insurance Cover

We have Public Liability and Employer's Liability insurance; the certificate is displayed in each setting.

Awareness Raising

- Our induction training for all staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
 - Records are kept of these induction processes and staff and volunteers are asked to sign to confirm that they have taken part.
 - As necessary health and safety training is included in the annual training plans of staff and is discussed at staff meetings where necessary.
 - We have a no smoking policy.
 - Children are made aware of health and safety issues through discussions, planned activities and routines.
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Children's Safety

- All people who have unsupervised access to children will have had an enhanced DBS check.
 - Adults do not normally supervise children on their own.
 - All children are supervised by adults at all times.
 - Whenever children are on the premises at least two adults are present.
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Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals are recorded by staff. On departure a member of staff will record the children's departure.
- If a child leaves early staff will record that time.
- Children will only be allowed to leave the preschool with adults who are authorised by the child's parents to collect their child or an adult identified through written note or telephone call from the parents. A password system is also in place.
- The arrival and departure times of adults - staff, students, volunteers and visitors will be recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children leaving the premises unnoticed.

Doors

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

Floors

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

Kitchen/Food

- Children do not have unsupervised access to the kitchen, but may use the kitchen to eat their meals or to do cooking activities with staff.
- All surfaces are clean and non-porous.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Food items are stored hygienically and appropriately.
- Food items are rotated for use by date.
- Use by dates are checked and adhered to.
- Basic food hygiene is adhered to.
- Adults keep hot drinks out of reach of children and do not carry them through areas the children are playing. Hot drinks should also be in travel mugs/cup with a secure lid.
- Snack and meal times are appropriately supervised and children remain seated at these times.
- Fresh drinking water is available to all children at all times.
- We operate systems to ensure that children do not have access to food and drinks to which they are allergic or intolerant.
- We ensure that waste is disposed of appropriately.
- We frequently do a variety of cooking and tasting to enable the children to explore different foods from around the world.

Electrical Equipment

- All electrical equipment conforms to the safety requirements and is checked regularly.
 - Heaters, electrical 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 to prevent scalds.
 - Lighting and ventilation is adequate in all areas.
 - Equipment is PAT tested as necessary.
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Storage

- All resources and materials which the children use are stored appropriately and safely.
 - All equipment and resources are stored or stacked safely to prevent accidental collapse.
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Outdoor Areas

- The outdoor area is checked daily.
 - Gates are checked before taking children outside.
 - Sand and digging areas are covered to prevent contamination and checked before use.
 - Water is emptied at the end of each day and is supervised at all times.
 - The outdoor area is checked regularly for poisonous plants.
 - All equipment used is checked daily.
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Animals

Animals visiting the preschool will be free from disease, safe to be with children and not pose a health risk as far as we can ascertain.

Hygiene

We regularly seek information from relevant health professionals to ensure we keep up to date with the latest recommendations and our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning system and all areas are cleaned to a high standard. We keep a file of COSHH requirements. We clean resources and equipment as is required.

The toilet area has a high standard of hygiene including hand washing and drying facilities.

We implement good hygiene by:

- Cleaning tables between activities.
 - Checking toilets regularly.
 - Wearing protective clothing such as disposable gloves and aprons as appropriate.
 - Providing wipes and tissues.
 - Encouraging regular and correct hand washing.
 - Encouraging covering mouths when sneezing and coughing.
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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 preschool.
- 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 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.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Outings and visits

- A risk assessment is carried out before an outing takes place.
 - Parents always complete consent forms before major outings.
 - Our adult to child ratio meets Ofsted statutory requirements.
 - We encourage parents and carers to come with their children on some outings.
 - The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to the children.
 - If the outing requires coach travel, we will only use a reputable coach company and check to ensure the use of seatbelts.
 - Where possible the venues will be checked by a member of staff prior to the outing to ensure suitability.
 - If food and drink is offered on outings checks will be made for allergies and other dietary requirements.
 - A first aid kit will be taken on all outings.
 - Any particular medical and health information about the children will also be taken.
 - Emergency contact numbers will be taken on all outings and Allsorts' mobile phone.
 - If children are left at the setting, we ensure the appropriate staffing levels are met.
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Headlice

- If a child has headlice, we will inform the parents and give advice and guidance on treatment.
 - We will not send the child home and we will treat the matter with confidentiality.
 - We will inform parents via Family that there is an outbreak in the setting and ask all parents to check their child's hair.
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Fire Safety (see separate policy)

First Aid and Medication (see separate policy)

Sickness (see separate policy)

Appropriate clothing and footwear for children

- Children should be dressed for their time at Allsorts in a way that allows them to move and play freely.
 - Very long skirts or dresses or clothing that is restrictive should not be worn.
 - We strongly advise that children wear soft, closed toe trainers, plimsolls or other similar shoe with a closed toe in all weathers.
 - We ask that children do not come to Allsorts wearing sandals, flip flops, open toed shoes or boots.
 - Shoes with laces are not recommended as laces can come undone and become a tripping hazard.
 - Shoes should be easy for children to take on and off themselves and ideally have velcro fastening.
 - Allsorts cannot accept responsibility for accidents that happen due to children wearing inappropriate footwear or clothing.
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Safety of Adults

- Adults are provided with guidance about safe storage, movement and lifting of equipment at induction and regularly throughout their employment.
 - Adults are provided with safe equipment with which to reach up high.
 - All warning signs will be in appropriate languages.
 - Adults do not remain in the building alone.
 - The sickness of staff and their accidents will be recorded and records reviewed to identify any issues which need to be addressed.
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Records

We keep records of:

- Adults authorised to collect children.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accidents.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents and incidents.