

Health and Safety, Recording of Accidents and Incidents, Fire Safety and Evacuation Procedure

Little Pippins believes that the health and safety of young children is of paramount importance. We understand the importance of ensuring that systems are in place for checking that Little Pippins is a safe, healthy and secure place for children, parents, staff and other visitors. All staff, students, volunteers and children are made aware of the health and safety procedures and responsibilities set out in this policy.

Our Health and Safety co-ordinator is:

Name..... Brenda Pyke.....

They are competent to carry out these responsibilities, have undertaken health and safety training and regularly update their knowledge and understanding.

Our designated Officer (the Committee Chair) who oversees this work is:

Name.....Sara Rowley.....

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the lobby.

We display the necessary health and safety poster in the lobby

Physical Environment

Little Pippins is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

Little Pippins' premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of the setting are welcoming to children and offer access to the necessary facilities for a broad and varied play experience.

We are committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities (see the Equality and Diversity policy).

Our premises comply with all the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

During the opening hours, the premises are used by and solely available to Little Pippins, its staff and the children, as far as this is possible.

The Management Committee is responsible for ensuring that the premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily

safety checks and regular risk assessments are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration.

Little Pippins will do all it can to maintain an open room layout, allowing children to choose from a variety of play opportunities. All children will have adequate space to play and interact freely (a minimum of 2.3 square metres' space per child).

There is adequate space for storing Little Pippins's equipment and cleaning materials safely and securely.

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. We keep all cleaning chemicals in their original containers and they are stored safely away from the children.

Low-level windows are made from materials that prevent accidental damage and are secure so that children cannot climb through them.

We take precautions to prevent children's fingers from being trapped in doors. Floors coverings are non-slip and checked daily to ensure they are clean and not damaged

Play equipment is checked for cleanliness and safety before use and any dangerous items are repaired or discarded. All our materials including paint and glue are non-toxic.

We keep a full inventory of all items in the setting for audit and insurance purposes

Under normal circumstances, staff will ensure that there is one toilet and one wash basin with hot and cold water available for every 10 children.

No child will be allowed in the kitchen area.

We check children who are sleeping at regular intervals of at least every ten minutes. If children fall asleep in-situ, it may be necessary to move or wake them to make sure they are safe and comfortable. If children are asleep in the Red Room, the observation windows are kept open.

Members of staff will have access to a telephone on the premises at all times. We ensure that members of staff have guidance about working with display screen equipment as necessary.

Adults are provided with guidance about safe storage, movement and lifting of large items and with safe equipment to aid reaching stored equipment.

All electrical /gas equipment conforms to safety requirements and is checked regularly. The temperature of hot water is controlled to prevent scalds.

Environmental factors are taken into account when purchasing, using and disposing of equipment, resources and chemicals.

Outdoor Play

Our outdoor area is securely fenced and gates and fences are childproof and safe. Outdoor activities are supervised at all times particularly children on climbing equipment. Before any outdoor activities commence, the area is checked for safety and cleared of rubbish, animal dropping and any other unsafe items.

Outdoor play areas will be well maintained. The sandpit is covered when not in use. Ponds, drains and pools of water will be made safe or inaccessible to children, unless used as part of Little Pippins' activities. This will be risk assessed and supervised at all times.

We check that children are suitably attired for the weather conditions and type of activity.

The Forest School area is also checked for safety, and cleared of rubbish before use and the main gates to the car park are closed during forest school sessions. The appropriate safety equipment is used during Forest School as identified in a risk assessment.

Raising awareness

Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures and understand their 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.

We keep records of these induction training sessions and new staff volunteers are asked to sign the records to confirm that they have taken part.

We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.

Health and safety training is included in annual staff training plans as necessary, and health and safety is discussed regularly at our staff meetings.

We operate a no-smoking policy.

We make children aware of health and safety issues and personal hygiene through discussions, activities provided and routines we follow.

Risk Assessments

Our risk assessment procedures are part of a continuous process to assess and minimise the hazards and risks thus enabling the children to thrive in a healthy and safe environment.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, Little Pippins is required to undertake regular risk assessments and take any necessary action arising from these.

Our Senior Practice Manager ensures that we carry out risk assessments for work practice including:

- Changing children;
- Preparation and serving of food/drink for children;
- Children with allergies;
- Cooking activities with children;
- Supervising outdoor play and indoor/outdoor climbing equipment;
- Assessment, use and storage of equipment for disabled children;
- The use and storage of substances which may be hazardous to health, such as cleaning chemicals;
- Visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
- Following any incidents involving threats against staff or volunteers.

Our manager ensures that staff carry out risk assessments for off-site activities if required, including:

- Children's outings (including use of public transport)
- Forest school
- Home visits.

We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease)

The Management Committee is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to our premises, or when the particular needs of a child or other visitor necessitates this.

The Management Committee is further responsible for conducting any necessary reviews or making changes to our policies or procedures in consultation with the Health and Safety Co-ordinator in the light of any potential risks that they or other members of staff discover.

Any health and safety issue relating to newly registered children will be reported to the Health and Safety Co-ordinator and noted in the Health & Safety Records file. The Senior Practice Manager will be notified. This will be reported at the next Management Committee meeting.

Daily checks

A visual inspection of both the equipment and the entire premises – both indoor and outdoors – will be carried out daily. This will, ordinarily, be carried out by a

designated member of staff on arrival at Little Pippins and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Senior Practice Manager/Health and Safety Co-ordinator and complete a Hazard Form to ensure that a record is made in the Health and Safety Records File.

The Manager, in conjunction with the Management Committee, are then responsible for ensuring that any necessary action is taken.

This will be reported at the monthly Management Committee meeting.

Site Security

Little Pippins is committed to providing care and play for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the setting.

The arrival and departure times of children are recorded in accordance with the Arrivals and Departures policy

The arrival and departure times of all staff, volunteers and visitors are recorded.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the premises during the session.

These messages will be reinforced by both the Management Committee and staff.

Safety and security procedures will be regularly reviewed by the Management Committee, in consultation with staff and parents/carers.

The main entrance door will be locked at all times and exit is by thumb turn and security chain. Children will not be allowed into the lobby area unaccompanied. The doors from the lobby to the red room and main play area will be locked at all times. Entry is by number key pad and exit by high level thumb turn. The gates to the garden will be locked at all times with a padlock and all staff carry a key to the padlocks.

Supervision

Children will not be left unsupervised at any time during sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ratios set out in the Staffing policy.

The Senior Practice Manager or her deputy will ensure that children, staff and volunteers register on arrival, and that times of arrival and departure from the setting are recorded.

Visitors

Little Pippins has a Visitors' Book in which visitors must sign on arrival, as well as giving the following information:

- Their name.
- Signature.
- The date and time of their arrival.
- Organisation (or reason for visit)
- Their departure time
- Their signature on leaving.

All visitors to the setting must wear a visitor's badge and will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who is not wearing a badge or who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for their being on the premises. If the visitor has no suitable reason to be on the premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents on an Incident Form and kept in the Health and Safety Record File, and the Management Committee will be immediately notified.

Ofsted will be informed of any significant changes or events (Ofsted telephone number 0300 123 1231).

Reporting Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded on an Incident, Accident or Hazard Form on the same day the event took place and filed in the Health and Safety Record File. Records will be used to inform or change practice to ensure accidents and incidents in the setting are minimised.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people affected and involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event and any witnesses.
- A countersignature by the parents/carers of the child or children involved.
- If the incident was reported to the police, and if so the crime number
- If an insurance claim was made

Staff should inform the parents/carers of any child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

Our Accident and Incident Records are:

- Kept in a safe and secure place;
- Accessible to staff and volunteers, who all know how to complete them; and
- Reviewed at least half termly to identify any potential or actual hazards.

The incident forms are not for recording issues of concern involving a child. This is recorded in the child's own file.

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- Food poisoning affecting two or more children looked after on our premises
- A serious accident or injury to, or serious illness of, a child in our care and the action we take in response
- The death of a child in our care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

These agencies will be informed as soon as possible, but at least within 14 days of the incident occurring. Little Pippins will act on any advice from these agencies.

(Ofsted telephone number 0300 123 1231).

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.

(see www.hse.gov.uk/riddor)

Common Inspection Framework

As required under the *Common Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Fire safety

Little Pippins understands the importance of vigilance to fire safety hazards. We have an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff, students, volunteers, parents and children are aware of the fire safety and evacuation procedures set out in this policy

All staff are aware of the location of all fire extinguishers, fire exits, break glass points, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation (refer to website www.hse.gov.uk).

Children will be made aware of the fire safety procedures, the sound of the alarm, the fire exits and assembly point during their settling in period and on regular occasions from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire exits are kept closed at all times and can be locked but are easily unlocked via a thumb turn. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Senior Practice Manager is the Designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place 3 times per year and staff may or may not be informed when these will occur.

A minimum of twice a year, we will hold a fire drill without prior warning.

All fire drills, fire risk assessments, fire incidents and action taken and equipment checks will be recorded in the Fire Safety folder.

Fire Prevention

Little Pippins will take all steps possible to prevent fires occurring. As such, the Management Committee, Senior Practice Manager and the staff team are responsible for:

- Ensuring that fire doors are clearly marked, never obstructed and clearly opened from the inside
- Ensure that smoke detectors, alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

- Ensuring that there are sufficient power points are these are not overloaded with adaptors.
- Ensuring that our Smoking, Alcohol and Drugs policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Ensuring all electrical items are PAT tested annually. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Hard wiring is tested every 5 years

The Senior Practice Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

A Fire Risk Assessment will be carried out annually and regular maintenance checks will be carried out as identified in the risk assessment and recorded in the Fire Safety folder.

Evacuation Policy and Procedure

Little Pippins will follow the procedures for evacuating the building in the event of a fire alarm being sounded, or other emergency situation arising in a way that ensures that all children are safely led away from the building and adults do not take any undue risks.

Aims

- No child or adult will take unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- Staff will follow day to day procedures to reduce the risk of fire
- Advice will be sought by the fire brigade.

Methods

- We will follow the advice of the fire brigade on any matters arising from their visit
- We will have fire procedures displayed on the wall in each room.
- We will have fire drills bi-termly over the course of a week ensuring all children and adults have been included and a record will be made.
- We will inform each member of staff of their role when carrying out our fire drill
- We will ensure all staff receive training on fire procedures
- The Fire Assembly point in the car park is clearly signed.
- All staff will carry a fire whistle at all times
- We will perform a formal risk management assessment at least once a year, and will monitor risks each day. (Bi-termly Premises Risk assessment and daily safety checks)
- We will keep registers of children, staff and visitors to the pre-school for each session.
- We will keep a register of emergency contacts offsite at Harwell Primary School Office

- We will keep a fully charged mobile phone on standby at all times programmed with emergency contacts

Evacuation Procedure

If for any reason the designated Fire Safety Officer is absent at the time of an incident, the Practice Manager or Deputy will assume responsibility or nominate a replacement member of staff.

In the event of a fire or other emergency situation occurring, a member of staff will activate the fire alarm to alert everyone and gain their attention.

If the fire alarm has been activated but everyone is outside it may not be heard. In this event, as soon as a member of staff hears the alarm, they will blow their fire whistle to gain everyone's attention.

The evacuation procedure to follow is:

- The Fire Safety Officer or nominated deputy will call the emergency services at the earliest possible opportunity.
- All children will immediately be escorted by staff out of the building and from the garden areas to the assembly point in the car park using the nearest marked exit and gate away from the fire. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- For safe evacuation (assuming three staff available), one member of staff will be at fire exit door, one staff member will pick up the register book, mobile phone, first aid kit and, if it is safe to do so any medication, and usher the children out to car park assembly point.
- If there are children in the garden when the alarm sounds, a member of staff will usher the children via the side gates to the car park.
- The Fire Safety Officer or nominated deputy will check the entire premises and will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.
- If it is safe to do so, the Fire Safety Officer or nominated person will collect the visitors book and go to the assembly point.
- At the assembly point, the register will be taken and all children, visitors and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register or emergency mobile phone is not to hand, the Senior Practice Manager or deputy should access the emergency contacts list that is kept off the premises.
- Nobody will be permitted to return to the building until the all clear is given by the fire brigade or other appropriate emergency service.
- In the event we cannot return to Pre- school we will supervise children to the designated refuge point which is located at Harwell Primary School main assembly hall.
- When safely at the refuge point, parents will be contacted and asked to collect their child.
- Fire log books will be updated.

Ofsted will be notified about any significant changes or events (Ofsted telephone number 0300 123 1231).

For fire drills, the above procedure will be followed except that the Senior Practice Manager or her deputy will give the all clear.

Lockdown Procedure

In the event of a serious threat from an intruder (e.g. a gunman) on Little Pippins' premises or within the vicinity of the premises, or when there are severe weather conditions, staff will ensure the safety and security of the children in the setting by keeping them indoors in a safe location. The lockdown procedure is as follows:

- The Senior Practice Manager or her deputy will give the signal for commencing lockdown procedures
- The Senior Practice Manager or her deputy will call Emergency Services **999**
- If a gun is involved, staff will move children into safe areas such under tables or to an inner area away from windows e.g. the cloakroom or Red Room
- If the intruder is within the building, a quick assessment will be made as to whether it is safer to keep the children within the building or to evacuate and disperse them
- External doors and windows will be closed and locked and internal doors will be locked where possible
- Turn off lights if possible
- Children will be seated away from doors and windows
- Signal for an 'all clear' will be given
- In event of a toxic release, any extractor fans will be switched off
- Try and keep pupils engaged in a quiet activity or game. Do not allow anyone out of the building during a lockdown procedure in any circumstances.
- Staff should remain with the children at all times.
- Parents will not be allowed to collect their children during a lockdown procedure

If some children are outside an assessment will be made whether to bring them inside or to take them away from the building if this ensures their safety

Critical Incident Emergency Management Plan

Some incidents can be of a critical or overwhelming nature and not every such incident can be planned for. However, there are some procedures and practices that are essential to provide a framework that helps to ensure the pre-school's reaction to a crisis is effective and efficient.

We have ready access to telephone numbers for emergency services, including the local police. We have contact numbers for the gas and electricity emergency services, and a carpenter and plumber.

We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.

If an incident occurs before any children arrive, the Senior Practice manager risk assesses this situation and decides if the premises are safe to receive children. The Senior Practice Manager may decide to offer a limited service or to close the setting.

Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.

If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.

We keep a Health and Safety Record file for records of all major incidents, including some of those that are reportable to the Health and Safety Executive as above. These incidents include:

- A break in, burglary, or theft of personal or our setting's property
- An intruder gaining unauthorised access to the premises
- A fire, flood, gas leak or electrical failure
- An attack on an adult or child on our premises or nearby
- Any racist incident involving families or our staff on the premises
- A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises
- The death of a child or adult
- A terrorist attack, or threat of one

In the event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our Fire Safety and Evacuation Policies will be followed. The incident is recorded when the threat is averted.

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

The Chair will be informed immediately it is safe to do so.

The Senior Practice Manager or her deputy will gather information on the incident – what it was, where and when did it happen, which persons were involved and why it possibly happened.

Staff will not contact or speak to the press about any accident or incident at Little Pippins. All media enquires should be passed in the first instance to the Management Committee

The return to pre-school of staff or children directly affected by the incident will need to be managed carefully and with sensitivity but the re-establishment of routine is an important stage in emotional recovery.

We will encourage the children to talk about the incident and their feelings, using outside agencies if appropriate. Staff will need briefing about ways to help the children affected by the incident, and how to identify patterns of behaviour etc.

The staff involved will be monitored and on-going support will be provided for handling the reactions and feelings of people affected by the incident.

Policies and procedures will be reviewed

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 9th January 2017

Signed on behalf of the Management Committee : *Sara Rowley*

Role of signatory: Chair

Review date: November 2018

Related Policies and Documentation

Health, Illness and Emergency

Hygiene

Smoking Alcohol and Drugs

Lost or Uncollected Child

Sun Safe Policy

Equipment and Resources

Visits, Outings and Emergency Procedures

Documentation and Information Policy

Fire Safety Folder

Risk Assessments