



Laurel Farm
Steiner
Kindergarten

Health and Safety Policy

Updated Oct 2016 by Agnes Javor
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Updated Nov 2019 by Dominika Baran (Advisory Teacher)
Updated Nov 2020 by Claude Lebaleur
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Updated Nov 2022 by Kasamira Czanik

STATEMENT OF INTENT

Laurel Farm Kindergarten believes that the health and safety of children and practitioners is a matter of paramount importance. LFK has developed procedures and safe practices to ensure children's health and safety is maintained, promoted and prevent the spread of infection.

LFK staff are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children access nursery facilities safely. We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Overall and final responsibility for health and safety:

Claude Lebaleur (teacher/manager), Jessie Kazak (administrator).

All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Procedure

In order to ensure the kindergarten maintains a high standard of health and safety, LFK has developed the following procedures that all staff follow:

- Fire evacuation procedure
- Medication policy and procedures
- Lost child procedure

These policies and procedures can be found in detail on our website.

This procedure covers:

- Supervision of children
- Risk assessments
- Recording accidents
- Food
- Allergies
- Fire safety
- Manual handling
- Contractors on the site
- Premises security and security of children
- On site vehicle movement
- Control of hazardous substances
- Smoking
- Electrical appliances/ toys, resources and equipment
- Staff training

Supervision of children

LFK staff ensure all children are supervised at all times.

The manager must ensure staff to child ratios and required space per child is maintained at all times. It is essential that there are always two practitioners present when children are on the premises.

In the event of children leaving for an outing, an adult to child ratio of 2 children to 1 adult must be maintained and a risk assessment must be carried out prior to the outing. Practitioners must take emergency contact numbers for parents on outings, along with a first aid kit and a mobile phone. Practitioners must seek written permission from parents to take children out of the kindergarten.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes Disclosure and Barring Service (DBS) checks, health checks, identification checks and references.

The kindergarten has visitors and students visiting. In order for kindergarten to be able to ensure all visitors are accounted for the kindergarten maintains a visitor's book that all visitors must sign themselves in and out of and provided details of the purpose of their visit.

Students are asked to complete a student placement form which provides the kindergarten with contact details of the college or university they attend and their personal details. Students must document the date and hours they attended the kindergarten.

All visitors and students must be accompanied by our practitioner. Children must never be left unsupervised with a student or visitor that has not been cleared of all relevant checks.

Risk assessments

The concept of risk assessment is fundamental to the management of health and safety and its importance cannot be overstated. The Management of

Health & Safety at Work Regulations 1999 require that an employer is required to make a suitable and suitable assessment of the risks to the health and safety of employees, and to those persons not in his employment arising out of or in connection with the organisation. This includes pupils, parents, visitors, volunteers and contractors.

LFK practitioners identify and manage risks to children and adults through carrying out risks assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. All risks are dealt with promptly by the LFK Teacher.

Room is checked at the beginning of the day for hazards, in accordance with risk assessment. These assessments are reviewed once a year. In the event that a risk is identified throughout the day or when opening the kindergarten, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

The garden and Arc area is checked for hazards before children go out for outdoor play. This check is carried out in accordance with the kindergarten outdoor play risk assessment that is reviewed once a year. A risk assessment must be carried out prior to practitioners taking children on outings.

Recording accidents

The kindergarten maintains an accident book that must be completed in the event that a child sustains an injury at the kindergarten. Details of the nature of the injury, the treatment that was given, when and where the accident happened, must be recorded signed and dated. Parents are given a copy of the aforementioned details.

In the event that a child sustains an accident at home, parents are asked to inform the nursery and complete a pre-existing form. Details of the nature of the injury and when the accident happened must be recorded, signed and dated. This is to assist the kindergarten to ensure all injuries are accounted for. The filled pre-existing injury forms are kept in the safeguarding folder.

In the event that a member of staff or parent sustains an injury at kindergarten, an accident/dangerous occurrences form must be completed and returned to the Safety, Health and Environment office.

The kindergarten will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed.

It is essential that staff clean up bodily fluids such as urine, faeces, blood, vomit, and eye discharge immediately, wearing disposable gloves and an apron. The bodily fluid should be absorbed with Sanitaria emergency clean-up powder. Traces of the contaminated clean-up powder should be removed and disposed of immediately in the yellow clinical waste bag along with gloves and aprons then disposed through the medical unit. The area should be cleaned with detergent.

In the event that a child bites another child or adult and draws blood both parties should seek medical attention. An accident report form must be completed to reflect this.

The manager or person in charge must notify OFSTED and the office of any serious injury that the child sustains at kindergarten. These injuries include; dislocations, broken bones, cuts or bumps that require medical attention.

Please refer to the Incident, Accident and Emergency Policy, Procedures and Reporting.

Food

In order to ensure the food children are offered has been stored, prepared and served safely practitioners attend training in Food Hygiene and/or ensure they follow hand washing and food handling procedures. Please refer to Food Hygiene Policy.

In the event of a member of staff having suffered from food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food.

Allergies

In the event that a child suffers from an allergy the kindergarten will refer to its Medication Policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Fire safety

Practitioners ensure all children evacuate the building safely and promptly by following the fire evacuation procedure, and practices this evacuation at least three times a year.

All fire extinguishers and blankets are checked annually in accordance with the health and safety and kindergarten procedure.

Named fire wardens: Claude Lebaleur (teacher/manager), Kasamira Czanik (teaching assistant).

Manual handling

As it is impossible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risk of injury.

When lifting or moving items follow good practice. This includes:

- Plan the lift (do you need help, clear any obstructions)
- Place the feet apart with leading leg forward
- Get a firm grip, keep arms inside boundary formed by legs
- Don't jerk
- Move the feet, don't twist the body
- Keep close to the load
- Put down and adjust.

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling.

Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the task and deciding what the risk associated with them are, and how these can be removed or reduced by adding control measures.

Contractors on the site

Wherever possible all work carried out by contractors will occur when children and operations are not taking place i.e., out of hours or during holidays.

On the occasion that urgent works and repairs are needed staff will carry out a risk assessment and ensure that children are kept separate from the work areas, and vehicle movements, use of machinery. Children and staff will not be present in any rooms where work is being carried out.

Contractors and other work people will be chosen after assessment of their capabilities, it is desired that work is carried out to the highest standard, by those with the necessary legal qualifications.

Premises security and security of children

This is included in the Leaving and Collecting Children Policies, in the risk assessments for each operation, and in the Security Procedures for each operation.

On site vehicle movement

Vehicles are not allowed or able to come near the kindergarten garden. Vehicles are permitted access along track and into car park. Arriving and leaving, parents and carers are required to closely supervise their children.

Other users of Laurel Farm premises to be informed of kindergarten group movements. This planning and communication are essential. Ross Thompson (landlord) will from time to time drive compact tractor over fields and track. This will be done at times to avoid children's presence, according to planning mentioned. When it has to be done at times when children are present, especial care will be taken.

Vehicles will be required to enter and leave via the track. Users will be required to take every precaution to consider pedestrians both in the area outside crossing the entrance and within the grounds.

If any other driving and parking is to occur the necessary risk assessment and identified safe operating procedure is to be carried out, for example when Festivals are taking place.

Control of hazardous substances

Ensure all cleaning materials are placed out of the reach of children and kept in their original containers. If hazardous substances are required for a particular task, a risk assessment should be carried out to ensure correct use,

storage, and safety measures. The safety data sheet should be obtained and consulted. Research should be done to investigate safer alternatives.

Smoking

The kindergarten recognises that many people in our society smoke. We are aware that smoking is lawful and a matter of choice for adults.

However, we recognise that smoking is an activity disapproved of by many parents and to which they do not wish their children to be exposed. We recognise also that our employees have a right to expect to be able to work and have periods of rest from work in a smoke free environment.

No one is permitted to smoke at any time on kindergarten premises. Further, any staffs who wish to smoke are also prohibited from doing so in the kindergarten grounds, including the car park, thus reducing the chance of any child seeing a member of staff smoking.

Electrical appliances/ toys, resources and equipment

Appropriate risk assessments are in place to assess the risks surrounding electrical appliances/toys/equipment, etc. Safety coverings are over all plug sockets, and any electrical equipment used is either out of reach when children present or highly supervised.

Staff training

Staff are given health and safety induction and appropriate training. Any protective equipment required will be provided. Staff will have regular training updates in all required areas.