



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Health and Safety Policy and Procedures

Policy statement

Laura Green Trust believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. We aim to make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The members of staff responsible for health and safety will take positive steps to promote Training and regularly update their knowledge and understanding, making them competent to carry out these responsibilities.

Insurance cover

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

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- Deciding which areas need attention; and developing an action plan, which specifies the action, required, the timescales for action, the person responsible for the action and any funding required.
- A manager or senior member of staff will attend risk assessment training.
- We maintain lists of health and safety issues which are checked:
 - Daily tick list risk assessment take place before and after the session begins
 - Weekly
 - Termly
 - Annually

Awareness raising

- Our induction training for staff 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 well-being, including safe lifting and the storage of potentially dangerous substances. Records are kept of these induction training sessions and new staff and students are asked to sign the records to confirm that they have taken part.

- Health and safety issues are explained to the parents/carers of new children so that they understand the part they play in the daily life at Greenshoots.
- Staff are trained in health and safety issues where necessary and health and safety issues are discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Parent/carers and visitors are made aware of any health and safety issues.
- We operate a non smoking policy. [Refer to No Smoking Policy](#)

Children's safety

- Only persons who have been checked for criminal records by obtaining an enhanced disclosure through the Disclosure and Barring Service, will have unsupervised contact with the children.
- All children are supervised by adults at all times.
- Whenever children are on the premises for the breakfast and after school clubs at least two adults are present. [Refer to Covid -19 risk assessment and Collection of WAC children](#)
- Adult to child ratios are maintained at all times for wrap around care session and pre-school.
- If an adult wants to collect a child but we are unaware of who they are we will not let them take the child. We will make every effort to contact a parent/carer of the child to confirm that this person is allowed to collect the child.
- When we have a new child it is explained to the parent/carer that if someone different is going to collect their child they will need to provide us with a password and the person's name. This person is then expected to give the password on arrival before taking the child.
- We will not let children leave the premises if we feel that a parent/carer is under the influence of alcohol or drugs.
- If a child is uncollected at least 2 members of staff will remain in the building with the child until arrangements have been made for collection. If parent/carers fail to make an arrangement for collection then the manager/senior person will contact the Plymouth Children's Gateway Service. The child will remain in the care of the Greenshoots staff until a secure handover is made with either parent/carers or the Children, Young People and Families Department. [Refer to Uncollected Child Policy](#)

Security

- Systems are in place for the safe arrival and departure of children. A register of both adults and children is completed on arrival, so that a complete record of all those present is available in the event of an emergency.
- All employed staff will have a key fob which enables them to let people in and out of the building. Doors can only be opened with these key fobs.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- The times of any children arriving or leaving out of normal hours will be noted on the register.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- [Parents cannot enter the setting at present so gate system are in place for children to arrive and be collected at Greenshoots - Refer to covid-19 risk assessment](#)
- [Refer to Security Policy](#)

In the event that a child was lost or not collected then we would follow these procedures-

1. The person in charge will carry out a thorough search of the building and garden.
2. The register is checked to make sure no other child has also gone astray.

3. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
4. Person in charge talks to staff to establish what happened.
5. If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
2. The person in charge is informed, if she/he is not on the outing, they will make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
3. Staff will take the remaining children back to the setting.
4. The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
5. The staff will contact the venue's security who will handle the search and contact the police if the child is not found.
6. The staff will contact the police using the mobile phone and report the child as missing.
7. The person in charge will contact the chairperson of the Laira Green Trust to inform them of the events, so that an investigation of the incident can take place. **Refer to Lost Child Policy**

Doors

We take precautions to prevent children's fingers from being trapped in doors. We have door stoppers so that children are unable to open and close the doors. If the children are moving into different areas of the pre-school an adult will supervise the opening and closing of the doors. Some of the doors in the pre-school will be fully open at free flow time so these will be securely opened to avoid trapped fingers.

Extra handles will be put in on doors if deemed unsafe for children to use.

Floors

- All floors are checked frequently to ensure they are clean and not uneven or damaged. - **Risk assessments carried out for floor by bathroom area.**
- Wet spillages on the floor from the water tray or at snack time will be mopped up and dried immediately.
- Wet floor signs will be displayed if the floor is wet.
- The bathroom floor will be checked throughout the day for over spills of water from the sink and staff will attend to any wet or slippery patches immediately.
- Other items such as sand can make the floor slippery so staff will continuously sweep up to avoid slipping hazards.

Kitchen

- Children do not have access to the school kitchen.
- Greenshoots has its own small kitchen area. Children do not have access to any of the utensils, hot appliances or the cupboards. There are safety clips on the drawers and cupboards.

- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up (where appropriate).
- Cleaning materials and other dangerous materials are stored out of children's reach.

When children take part in cooking activities, they:

- are supervised at all times;
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

Food and Drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults are not allowed hot drinks in the pre-school area. Hot drinks are made in the office away from the children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times both indoors and outdoors.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. Allergies lists are discreetly displayed for all members of staff to refer to for both wrap around care and pre-school children. **Refer to Food and Drink Policy**

Electrical / gas equipment

- All electrical / gas equipment conform to safety requirements and are serviced/certificated regularly. PAT testing is carried out annually by the caretaker of Laira Green Primary School.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds. The temperature is regularly checked by the caretaker at Laira Green Primary School.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outside area

- Our outside area is securely fenced and has a secure gate for safety.
- Our outside area is checked for safety and cleared of rubbish before it is used.
- All outside activities are supervised at all times and water activities closely supervised at all times.
- Digging areas and sandpits are kept free of contamination and checked regularly.
- Where water can form a pool on equipment and is seen as a hazard, it is emptied before children start playing outside.
- Any maintenance work that is required outside is addressed immediately and appropriate people will be contacted in order to fix the problem.

- If any of the Greenshoots children are taken out onto the school playground staff will ensure that all gates are closed and the equipment is suitable for play.
- Staff will assess if the decking or the equipment presents a hazard, such as being too slippery for the children to play outside.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine which includes play room(s), toilets and equipment.
- Greenshoots employs a cleaner to maintain good cleaning standards.
- A member of staff cleans the toilets and sinks at lunch time every day and records it on the bathroom cleaning checklist.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Any spills of blood, vomit or excrement, will be wiped up and flushed away down the toilet. Rubber gloves will be used when cleaning up spills of bodily fluids. All floors, other affected surfaces will be cleaned with an antibacterial substance. Any fabrics contaminated with bodily fluids must be washed in hot water. All children will be removed from the area if necessary.
- When nappies are being changed the member of staff will adhere to strict hygiene routines such as wearing gloves, apron and thoroughly cleaning the changing mat after each child.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking and cleaning toilets regularly;
- wearing protective clothing - such as disposable gloves and aprons - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes;
- Providing hand soaps at every sink;
- Appropriate cleaning products are purchased from Gompels healthcare which is a recognised company for these supplies.

In light of Covid-19 pandemic our cleaning has been enhanced. Extra sinks for the children have been purchased for hand washing etc. Refer to Covid-19 risk assessment and policy.

Infection control

Greenshoots will endeavour to follow infection control guidelines provided by the health protection in schools and other childcare setting document.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapters-1-and-2-introduction-and-infections-in-childcare-settings>.

We will also refer to the guidance document on infection control from the Public Health Agency. www.publichealth.hscni.net

Schools and nurseries are common sites for transmission of infections. Children are particularly susceptible because:

- they have immature immune systems
- have close contact with other children
- sometimes have no or incomplete vaccinations
- have a poor understanding of hygiene practices

Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that transmission of infection is reduced overall. This is usually through:

- promoting immunisations
 - check effective hand washing is being carried out routinely
 - making sure the environment is kept clean
 - promptly excluding the unwell child or staff from the setting
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- The guidance that we use at Greenshoots is not intended to be used as a tool for diagnosing infectious disease but to help and direct staff about where and when to seek further advice. It can also be used as a tool to help develop local policy and training.
 - The guidance document on infection control will be used to advise the setting on infectious diseases.
 - Information provided on this document will be what the infection is, recommended period of time required from the setting and comments. The comments will inform you if the infection needs treating.
 - Each infection/disease is outlined under these headings: Rashes/skin infections, Diarrhoea and vomiting illness, respiratory infection and other infections.
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Covid- 19 pandemic - We are aware of the symptoms and anyone will not be allowed in to the setting or will be sent home immediately. We have clear systems in place to help prevent the spread of Covid - refer to Covid-19 Risk assessment and policy. We will use Public health to help support us if we have a case of Covid-19. A flow chart is displayed around the setting to advise us of isolation periods and what to do in the event of a positive case. All staff are aware of the systems of controls.

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 Greenshoots. 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 - including paint and glue - are non-toxic.
- Sand is clean, regularly replaced and suitable for children's play.
- Play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired; if it cannot be repaired it is discarded.

Sun safety

- We understand our responsibility to ensure that children are protected from the harmful effects of the sun. We follow the guidance provided by Cancer Research UK's SunSmart Guidelines for Nurseries and Preschools.
- The five Key Sun Smart skin cancer prevention messages are:
 - Spend Time in the shade between 11 a.m. and 3 p.m.

- Make sure you never burn.
- Aim to cover up with a T-shirt, hat and sunglasses.
- Remember children burn more easily.
- Then use factor 15+ sunscreen.
- We aim to provide an environment that enables children, staff, students and volunteers to stay safe in the sun.
- We also endeavor to promote the above SUNSMART messages, through education by helping the children to learn about Sun safety at a level appropriate to their understanding and to increase knowledge and influence behaviour of those adults caring for the children who attend. [Refer to Sun Safety Policy](#)

Outings

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our Operational Plan.
- A risk assessment is carried out before an outing takes place.
- All parents/carers have signed a consent form so that their child can be taken on outings.
- Our adult to child ratio is high. [Refer to Outings Policy](#)

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
 - Clearly displayed in the entrance areas;
 - explained to new members of staff, volunteers, parents/carers and visitors; and
 - practised a minimum of three times a year.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Outside agencies organised by the school caretaker will complete regular professional checks on all fire safety procedures and equipment. Any action that is advised is addressed immediately.
- There is a Fire Marshall in the setting who attends regular training in order to know what procedures they need to follow in the event of a fire. The designated Fire Marshall is responsible for the co-ordination of evacuation and securing everyone is out of the building and accounted for. Designated Fire Marshalls are Natalie Landricombe and Eleanor Hallett.

First aid, medication and accident procedures

- 50% of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.
- Our first aid kit:
 - Complies with the Health and Safety (First Aid) Regulations 1981;
 - Is regularly checked by a designated member of staff and re-stocked as necessary;
 - Is easily accessible to adults; and is kept out of the reach of children.
- At the time of admission parents/carers written permission for emergency medical advice or treatment is sought. Parents/carers sign and date their written approval.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents/carers give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the medication form to acknowledge the administration of a medicine.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- Our Accident Record is kept safely and accessibly. All staff know where it is kept and how to complete the forms, and is reviewed regularly to identify any potential or actual hazards. Parents are informed if their child has been involved in any type of accident whilst in our care and are asked to sign an accident form.

Sickness

- Parents/carers must keep their children at home if they have any infection and inform Greenshoots as to the nature of the infection. Parents/carers must not bring any child into the setting who has been vomiting or had diarrhoea within 48 hours of the last attack. This rule also applies to staff and anyone attending the setting, visitors, parents/carers etc.
- If a child becomes ill during a session the parent/carer will be contacted and requested to collect their child. Regular observations will be made on the child until their collection.

[Refer to Sick Child Policy](#)

[Covid - 19 - We have clear procedures in place to prevent the spread of covid-19. Refer to Covid risk assessment. Staff and children will not attend if they are symptomatic. They should seek a test immediately. The setting will close if required due a positive case. Public health advice will be taken and the setting will act accordingly on this advice.](#)

[We will advise families/staff of isolation periods and they will not re-enter the setting until this time is completed.](#)

Pre-existing injury at home

A parent/carer will be asked to fill in a pre-existing injury form, recording all details of any injury sustained by the child at home and to sign to confirm this.

Accident and incident at the setting

- If a child is to have an accident at Greenshoots, such as falling over, we will complete an accident form. The information recorded on this form includes what happened, the time, the date, what care was given and what injury the child has. A member of staff will explain what happened to the parent and they will sign the form as well as the staff member who dealt with the accident and any other witnesses.
- Incident forms are completed for any children who may cause injury to others, such as scratching, biting or hitting. The information recorded on this form includes what happened, the time, the date, who was hurt (adult or child) and what action was taken.
- Both accident and incident forms are monitored by a designated person responsible for checking any patterns / trends or objects causing injuries in order to prevent more accidents or incidents happening. [Refer to Accidents and Incidents Policy](#)

COSHH procedures

We control the substances that are hazardous to health using the following procedures:

- All chemicals and products in the setting which are potentially hazardous are stored in a locked container or cupboard away from children at all times.
- A list of the chemicals and products used in the setting is maintained, so that our staff are aware of what is kept secure.

- In the case of a spillage gloves must be worn to avoid any contamination to the skin. Some chemicals (e.g. cleaning products) may be dangerous if inhaled. Our staff will follow the manufacturer's recommendations when cleaning spillages.
- If a chemical is swallowed, medical advice is sought. It is important that all chemicals are clearly labelled and identifiable.
- Cleaning using chemicals must be undertaken outside of the sessions.
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Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The involvement of staff in any accidents is recorded. The records are reviewed regularly to identify any issues which need to be addressed.
- Staff who take medication will be part of a risk assessment. Line managers need to be aware of any side effects which could be hazardous to themselves and others.

Records

In accordance with the EYFS Statutory Framework, we keep records of:

Adults

1. names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
2. names and addresses of all members of the Laira Green Trust;
3. all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

1. names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
2. the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
3. the allergies, dietary requirements and illnesses of individual children;
4. the times of attendance of children, staff, volunteers and visitors;
5. accidents, incident and medicine administration records;
6. consents for outings, administration of medication and emergency treatment.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RID-DOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

1. any accident to a member of staff requiring treatment by a general practitioner or hospital; and
2. 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.

3. Any dangerous occurrence is recorded in our Incident Book. See below.

Our incident book

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.

1. These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family on the Centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
2. In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
3. In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
4. In the unlikely even of a child dying on the premises, the emergency services are called, and the advice of these services are followed.
5. The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.
6. We have a lock down procedure for emergency events. **Refer to lock down procedure**
- 7.

Staffing during Covid -19 pandemic

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplication>

Ratio requirements stay the same in the majority of cases (see **maintained nursery schools** for the only exception) but, during any period of intervention related to coronavirus (COVID-19), exceptions can be made to the qualifications that staff hold in order to be counted in the ratio requirements. Providers should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant level 2 qualification to meet staff: child ratio requirements, but this will not be a legal requirement.

The setting will continue to maintain ratios to the best of its ability if staff are isolating. The setting may need to close temporarily if we have a high level of staff sickness.

Reporting hazards or concerns

- Should a member of staff, student or volunteer helper be concerned about a potential hazard, they must report this immediately to the managers or senior person. If the hazard cannot be dealt with simply and straight away a full risk assessment must be carried out / written up and these concerns passed onto the Laira Green Trust. These are acted upon within realistic timescales.
- If parents have a concern about a potential hazard they should feel free to discuss this issue with the Manager or another member of staff who should in turn report it to the Manager.

- Parent/carers concerns will be taken seriously and given all due attention.
- However if a parent remains concerned and does not feel that adequate action has been taken they have the right to make a formal complaint. Please read our Complaints procedure for further details.

Notifying external agencies

- Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.
- Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.
- We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:
 - A death or major injury.
 - An over-three-day injury(that is when an employee or self employed person has an accident at work and is unable to work for over three days, but does not have a major injury).
 - A work-related disease; and
 - Any dangerous occurrences (this is when something happens that does not result in a reportable injury, but which clearly could have done.)

In the event of any of the above we would contact RIDDOR by any of the following methods:

- Telephone the Incident Contact Centre on 0845 300 9923 for reporting fatal and major incidents only.
- Complete an online report for reporting of non-fatal or a non major incident by visiting: www.hse.gov.uk/riddor/report.htm

Greenshoots has a Covid-19 policy and Risk assessment in place which is a working document. We keep up to date with on going developments and regular updated guidance in order to update our risk assessments and policy accordingly.

These are available to staff who have signed to say they have read each one.

Refer to the risk assessment and policy for systems of measures in place.

This policy was adopted on :

Signed on behalf of Laira GreenTrust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laira Green Trust:

Greenshoots Manager: