



LEASOWES EXTRA
Health and Safety Policy



Date approved: March 2024	Written by: J.Caven Business Manager
Date to be Reviewed: April 2025	Approved by: G.Bettany Chair of Trustees
1. Statement of Intent	
<p>The requirement to provide a safe and healthy working environment for all employees is acknowledged and Leasowes Extra Trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.</p> <p>Leasowes Extra believes that the health and safety of the children in its care is of paramount importance.</p> <p>We ensure our setting is a safe and healthy environment for those who use it; children, parents, staff and volunteers.</p> <p>We will review this policy annually and keep it up to date with current regulations and legislation regarding Health and Safety.</p> <p>***This policy should be read and used in conjunction with Leasowes Primary School’s Health, Safety and Wellbeing Policy. Mrs G Bettany, as the headteacher of the school, is the premises manager and has overall responsibility for the health and safety of the site and all who use it***</p>	
2. Aim	
<p>We aim to make children, parents 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.</p>	
3. Responsibility	
<p>The person with ultimate responsibility for the premises/site is the Headteacher of the school. The person with ultimate responsibility for health and safety in the setting is the Business Manager.</p> <p>The above person(s) is/are competent and able to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding.</p> <p>Staff should remember that health and safety is everyone’s responsibility.</p>	
4. Risk Assessment of the Setting	
<p>Our risk assessment process includes:</p> <ul style="list-style-type: none"> • Daily checks of the setting and any other areas of the school before using them for hazards and risks, giving due regard to potential hazards and risks in all the activities we deliver. Our assessments cover adults and children. • Removing any found hazards and adapting practice to minimise risks, where it is safe to do so, reporting all other hazards and risks to the appropriate room 	

leader or the Business Manager/Premises Manager for further action.

- Dealing with hazards and risks in a timely manner and putting in place action plans until they have been dealt with effectively.
- Conducting a daily written risk assessment of the Early Years setting.
- Conducting a full detailed written risk assessment of the whole setting once a year.

5. Insurance

We have public liability insurance and the current certificate for this is displayed in all settings.

6. Awareness Raising

- All staff have a shared responsibility for health and safety and the induction procedure for all staff and volunteers includes reading and understanding the contents included in both the school (premises) and the settings health and safety policies.
- Records are kept of this induction procedure and new staff and volunteers are asked to sign a check sheet to confirm that they have completed each part of this process.
- Health and safety training is carried out whenever it is required, and health and safety matters are discussed regularly with the staff.
- There is a no smoking policy on site and in accordance with current legislation, this includes e-cigarettes and vaping.
- Children and parents are made aware of health and safety issues through discussions, communication and planned activities and routines.

7. Children's Safety

- We ensure all staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults who have not had a DBS check are never left to work alone with children.
- All children are supervised by appropriate adults at all times.
- Whenever children are on the premises at least one adult is always present, two in the Early Years setting.

8. Security

- Systems are in place for the safe arrival and collection of children. The times of the children's arrivals and departures are recorded on an electronic daily register which gives a detailed list of which children are in the setting at any given time.
- Children who are to be collected by someone other than those listed as authorised to do so on their account will not be allowed to do so unless advance notice has been given to the staff by their parent/guardian.
- The arrival and departure times of staff are recorded on the staff daily register, volunteers and visitor's arrival and departure times are recorded on the visitors register. This provides an accurate list of which staff are in the setting at any given time
- Our systems prevent unauthorised access to our setting.

- Our systems prevent children from leaving our premises unnoticed.
- Personal possessions are securely locked away during session times.

9. Doors, Floors and Surfaces

- We take precautions to prevent children's fingers from being trapped in doors and door guards are fitted to all door frames.
- Floors are kept clean and safe from slippage and dangerous obstacles.
- All surfaces are checked and cleaned daily to ensure they remain free from clutter, dirt and are not damaged.

10. Kitchen Area

- All kitchen areas including: cupboards, fridges, toasters, work surfaces and microwaves are deep cleaned at the end of each half term.
- All surfaces are cleaned after each session and are non-porous.
- All plates, cups and cutlery are washed after each session and kept clean at all times.
- Cleaning materials and other dangerous materials are stored out of children's reach or in a locked cupboard.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - must wash their hands before touching any food;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

11. Electrical Equipment

- All electrical equipment conforms to safety requirements and is PAT tested annually.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading and socket covers are in place when sockets are not in use.
- The temperature of hot water is controlled and checked regularly to prevent scalds.
- Lighting and ventilation is adequate in all areas and is routinely adjusted by staff to maintain comfort and promote air flow.

12. Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stacked safely to prevent them accidentally falling or collapsing.
- All resources and equipment are kept tidy and are cleared away when not in use to prevent accidents/damage.

13. Outdoor Areas

- Our outdoor areas are securely fenced off so that the children are kept safely

contained within their perimeters.

- The EY/KS1 entrance has video entry/intercom in place and the KS2 entry/exit door is locked and manned at all times whilst children are in the setting to prevent anyone entering/leaving the setting unnoticed.
- All outdoor areas are risk assessed before daily use to ensure that they are free from hazard and risk and clear of any rubbish.
- Outdoor sand pits/trays are covered when not in use and the sand is changed in all sand trays at regular intervals.
- Indoor and outdoor water trays are emptied and refilled daily.
- Outdoor activities are supervised at all times.
- Children are taught how to use equipment and play safely in the outdoor areas.

14. Hygiene

- We regularly seek information from the Environmental Health Department and the Local Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about and be independent with their personal hygiene.
- The whole setting is routinely cleaned each day and at the end of each session, equipment is tidied away and all tables and kitchen surfaces are wiped with anti-bacterial spray.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - washing hands before handling food and drinks and after using the toilet
 - providing sets of clean clothes;
 - providing tissues and wipes;

15. Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for use by the age groups and stages of development of the children who are going to use it.
- 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 and suitable for children's play.
- Water is changed daily in trays used for learning and play.
- Physical play is constantly supervised.

- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through teaching, the activities we provide and the routines we follow.

16. Food and Drink

- All staff have completed either a Level 1 or Early Years Level 2 – Basic Food Hygiene course and understand and comply with, food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Hot drinks are not to be carried around the premises or allowed in the setting unless they are in a cup with a sealed lid. Hot drinks are never left within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about the setting whilst eating and drinking.
- All staff are aware of choking hazards and know what to do if a child begins to choke.
- We only offer a range of healthy and nutritious snacks and drinks which are always checked against any children's known allergies.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

17. Off Site Visits

- We have agreed procedures for the safe conduct of any off site visits.
- Parents always sign consent forms before any external outing takes place.
- A risk assessment is carried out before any off site visit.
- Our adult to child ratio is higher for external visits and with parental help we can usually have a ratio of one adult to every two/three children.
- Named children are assigned to staff and adult helpers to ensure each child is individually supervised, no child gets lost and that there is no unauthorised access to children whilst off site.
- All off site visits are notified to the main school office when leaving and on return to the setting.
- Whilst off site, staff take a mobile phone for purposes of communication with the setting/school/parents as well as supplies of tissues, wipes, pants etc. and a mini first aid pack, lunch/snacks/fruit and water/milk. The amount of equipment taken will vary and be consistent with the venue and the number/age of children as well as how long they will be off site for.

18. Missing Child

In the unlikely event of a child going missing from the setting:

1. The person in charge will immediately search all areas used by that group of children since the child was last seen, ensuring that the rest of the children are adequately supervised.
2. Ensure that all other children are accounted for; register check.
3. If the child is not found, immediately inform the Business Manager/DSL.
4. Business Manager will calmly organise a search of the rest of the building and the outdoor area, using school support staff to assist.

5. If the child is not found, the child's parents will be alerted.
6. Police and Local Authority will then be alerted, giving details of child, appearance, date and time missing.
7. The person in charge must talk to staff immediately to establish what happened and gather facts.

In the unlikely event that a child goes missing from an off-site outing:

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person to ensure all other children are accounted for.
2. One staff member immediately searches the immediate vicinity but does not search beyond that.
3. The lead member of staff contacts the police using the visit mobile phone and reports the child as missing.
4. At an indoor venue, staff should contact the venue's security who will handle the search and contact the police if the child is not found.
5. The Business Manager and The Chair of Trustees are informed, if they are not on the outing, and where possible, make their way to the venue to aid the search and be the point of contact for the police as well as support for staff.
6. The remaining children are taken back to the setting by the staff on the trip.
7. The Business Manager/Chair of Trustees contacts the child's parent(s) who make their way to the setting or outing venue as agreed with that person.
8. The Business Manager contacts the Chair of Trustees who comes down to the setting as soon as possible if this has not already been done.

In either of the above circumstances, an internal investigation will be completed:

- The Chair of Trustees carries out a full investigation, taking written statements of events from all the staff present at the time, or who were on an outing.
- The Chair write's an incident report detailing:
 - the date and time of the report;
 - the date/time of the incident;
 - what staff/children/volunteers were present or on the outing;
 - when the missing child was last seen and by whom;
 - a list of events after the last sighting of the missing child up to and including the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is recorded in the setting's major incident book.
- The incident is reported to the local authority Early Years team; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED must be informed.
- The public liability insurer is informed.

19. Animals

- A risk assessment is carried out before any animals visit the setting. Any such animals should be free from disease, deemed safe to be with children and do not pose any health risk.
- Children wash their hands after any contact with animals.
- The children's own wellington boots should be worn to visit farms etc. and changed back to their normal school shoes on their return before entering the setting. Any shoes that have been worn on external visits to settings where there are animals should be cleaned of mud and debris and should not be worn indoors.

20. Fire Safety

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the setting and are checked annually.
- The buildings emergency evacuation procedures are clearly displayed all around the premises.
- The setting has its own emergency evacuation procedure which is also displayed in the setting and this is explained to new members of staff at induction.
- Volunteers, visitors and parents are asked to report to the room leader on hearing the fire alarm and to follow them out of the building to the fire evacuation assembly point.
- Fire drills are practised regularly and at least once every term to ensure that staff and children know what they must do in case of a real fire emergency on the premises.
- Records are kept of all fire drills.
- Evidence of the premises servicing of fire safety equipment is documented on the settings annual fire risk assessment.

21. Smoking

The whole school site is a no smoking zone and staff, volunteers and parents are not permitted to smoke anywhere whilst on site, this includes e-cigarettes and vaping.

22. First Aid

At least one member of staff who has an up to date full paediatric first aid qualification is in each setting (or external visit) at all times.

Basic first aid is administered in the setting by the staff in line with advice given by the qualified paediatric first aider. All serious incidents are dealt with by the qualified first aider. On admission to the setting, parents' are requested to give written consent for their child to receive emergency medical advice or treatment by a trained professional. This enables the setting to obtain treatment for any child in our care in the absence of their parent/guardian. This form should be taken and presented to qualified medical staff at a doctor's surgery or hospital, so that emergency treatment can commence in the absence of the child's parent or guardian.

Each setting has a first aid kit which:

- complies with Health and Safety (First Aid) Regulations;

- is regularly checked by a member of staff and re-stocked as necessary;
- is easily accessible to adults;
- is kept out of the reach of children.

23. Accidents

The accident book is kept safe in a locked drawer in the setting but is accessible at all times. All staff know where it is kept and how to complete it; all accidents that occur whilst in the setting (staff and children) are recorded here. These records are kept for 25 years. Parents are made aware of any accident/injury involving their child and have to sign to confirm that they have been advised as well as being given a written slip which gives details of the accident/injury.

Ofsted are notified of any major injury or the death of a child or adult whilst in the setting. 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 Health and Safety Executive:

- any major accident to a member of staff.
- any significant disease.
- 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).

24. Major Incidents

We record all major incidents, including those that are reportable to the Health and Safety Executive, in the major incidents book which is kept in the Business Managers office.

Major 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 member of staff or family on the settings premises
- a missing child
- death of a child
- a terrorist attack, or threat of one

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.

In the unlikely event of a major fire or attack on the school or nearby property when a complete evacuation of the setting is required, our major evacuation assembly point is St. Anne's Primary School on Lynton Avenue.

The incident book is not for recording issues of concern involving a child; safeguarding procedures would be followed in these cases.

25. Safety of Adults

When adults need to reach up to store or retrieve equipment they are provided with safe equipment to do so.

All warning signs are clear and in appropriate languages.

Adults do not remain in the building and leave on their own after dark. In the unlikely event that this cannot be avoided, the 'Lone Working Procedure' must be followed.

Records are kept of any staff absence due to sickness.

Adult accidents are recorded in the settings and school's premises accident book and records are kept for 25 years.

26. Records

In accordance with the statutory framework for the Early Years Foundation stage, we keep records of:

Adults:

- names, addresses and next of kin for all staff who work in the setting
- names and addresses and next of kin of all members of the management committee
- all records relating to employment including but not limited to application forms, recruitment decisions, right to work and identity checks, qualifications, references, results of DBS checks, induction
- image consent forms
- email and internet acceptable use agreements
- all records relating to the supervision and appraisal of staff
- any disciplinary action taken against staff
- accidents
- major incidents
- times/days of attendance (staff registers)

Children

- names, addresses and DOB of each child
- names, addresses and contact numbers for all parents/guardians
- names of all adults authorised to collect a child
- the allergies, dietary requirements and medical information of each child
- image consent forms
- email and internet acceptable use agreements
- the times/days of attendance (children's registers)
- accident and medicine administration records
- major incidents

27. Policies, Procedures and Documents to be Used Alongside this Policy

Other setting policies, procedures and documentation in relation to health and safety which should be used in conjunction with this policy include:

- EYFS daily risk assessment of the setting
- Annual risk assessment of the setting
- Annual fire risk assessment of the setting
- Lone working policy
- Lone working procedure
- Record of visitors
- Fire and emergency evacuation policy
- Emergency evacuation procedure
- Fire marshal planning
- Administering medicines procedure
- Recording of accidents procedure
- Record of injuries on arrival

- Sick child policy
- Major incidents log
- Fire drill log
- Staff induction policy
- Health and wellbeing policy
- Induction procedure
- Infection control and notifiable diseases policy
- Lockdown, invacuation and emergency evacuation policy

28. Monitoring and Evaluation

This policy will be reviewed annually and also following a significant incident or change in regulations or legislation.