

Health and Safety Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of *Lion House – a Hurlingham School* on our website, and a hard copy can also be viewed at our School Office. This policy applies to all activities of *Lion House – a Hurlingham School*, including the Nursery and Early Years Foundation Stage.

Statement of intent

Lion House – a Hurlingham School believes that the health and safety of children is of paramount importance. We make our School a safe and healthy place for children, parents, staff and volunteers.

Aim

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.

Methods

The member of staff responsible for health and safety is the School Principal, **Fiona Goulden** who is competent to carry out these responsibilities. We display the necessary health and safety poster in the **School Entrance hall**.

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.
- We maintain lists of health and safety issues which are checked regularly and all of our risk assessments are reviewed annually.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the **School Entrance hall**.

Awareness raising

- 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 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 volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children in our 'Parents' Handbook' and further in person at our introductory evenings at the start of the Autumn Term so that they understand the part they play in the daily life of the School.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Data and Barring Service have unsupervised access to the children, including helping them with nappy changing, toileting and other intimate care.

- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- Parents need to inform the School in person, in writing (email or letter) or by telephone of any alternative arrangements for the collection of children at the end of the day.
- The arrival and departure times of adults - staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

Windows

- Low level windows are made from materials which prevent accidental breakage and are made safe.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

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

Floors

- All surfaces are checked regularly to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- 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.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, 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.
- The temperature of hot water is controlled to prevent scalds.
- 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.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- No poisonous plants are planted on the premises and herbicides and pesticides are not used.
- Our outdoor sand pits are covered when not in use.
- All outdoor activities are supervised at all times.

Hygiene

- We ensure that we keep up-to-date with the latest recommendations from the Environmental Health Department and the Health Authority.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the School which includes the disinfecting of the toilets at lunchtime and a thorough cleaning of all areas every evening.

- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet areas have 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;
 - providing sets of clean clothes;
 - providing tissues and wipes.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the School.
- The layout of play equipment and furniture 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.
- Physical 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.

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 do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised.
- Fresh drinking water is available to the children from drinking water fountains both in the building and in the playground.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- We operate a No NUTS Policy

Outings and visits

- We have agreed procedures for the safe conduct of outings.
 - A risk assessment is carried out before an outing takes place.
 - Parents sign consent form when their child joins us to permit the child to go on outings.
 - Our adult to child ratio is generally Nursery and Reception 1:4, Years 1 and 2 1:6, although these ratios may be increased if the activity is considered to have a greater potential risk.
 - The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

(See our Educational Visits Policy)

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - explained in our Fire and Emergency Escape Policy
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

- At least one member of staff with a current first aid training certificate is on the premises or on an outing at any one time. The first aid qualification includes first aid paediatric training.
- Our Medical Room:
 - complies with the Health and Safety (First Aid) Regulations 1981;

- is regularly checked by a designated member of staff and re-stocked as necessary.
- First Aid boxes are also located in the staff room and school office and are
 - easily accessible to adults; and
 - kept out of the reach of children.
- At the time shortly after admission and before a child's first day of attendance, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents are also required to provide details of any medical or dietary need so that appropriate measures can be taken to safeguard and treat children.
- Accident Books:
 - are kept safely and accessibly in areas where they may be required ie. School office, medical room, sports medical bag, outings medical bag;
 - all staff and volunteers know where they are kept and how to complete them;
 - They are reviewed annually to identify any potential or actual hazards.
- Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor would be 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 would report to the local office of the Health and Safety Executive:
 - any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
 - any dangerous occurrences (i.e. an event which does not cause an accident but could have done).
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The administration is recorded accurately and 2 members of staff sign the record book 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.

Sickness

- Our policy for the exclusion of ill or infectious children is made available to parents on the website in our First Aid Policy and also in the Parents' Information Booklet. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at School.

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 or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The School has a Lone Working Policy for Adults who remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

- In accordance with the National Standards for Day Care, we keep records of:
 - adults authorised to collect children from School;
 - the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
 - the allergies, dietary requirements and illnesses of individual children;
 - the times of attendance of children, staff, volunteers and visitors;
 - accidents; and
 - incidents.

This Policy should be read in conjunction with other *Lion House – a Hurlingham School* documents, especially the Child Safeguarding and Protection and Safeguarding and Safer Recruitment Policies. *Lion*

House – a Hurlingham School recognises that the Safeguarding of children is a fundamental element within their welfare, Health and safety.

In addition, the following policies and documentation in relation to health and safety are in place.

National Standard 6: Safety

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Vehicle records including insurance.
- List of named drivers.

National Standard 7: Health

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

This policy was adopted at a meeting of Hurlingham School Health and Safety Committee in September 2010, adapted for use at Lion House a Hurlingham School in November 2017 and approved in an extraordinary meeting of the Board of Directors immediately thereafter.

Date of last review: November 2017

Date of next review: June 2018