



INTRODUCTION

Lollipops Preschool Limited (Lollipops) is committed to ensuring the health and safety of the children in our care, their parents whilst in the setting, and preschool staff. Lollipops aims 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.

This policy supersedes that of 24th November 2015 and has been amended to ensure correct staff responsibilities and reference documents are listed.

BACKGROUND

The Health and Safety at Work Act 1974 (HASAWA) provides a regulatory framework for work place health and safety in Great Britain. In addition to HASAWA, Lollipops takes account of the following into its Health and Safety policy:

Health & Safety (First Aid) Regulations 1981¹;

the Reporting of Injury, Disease and Dangerous Occurrences Regulation (RIDDOR)²;

The Electricity at Work Regulations, 1989

the Statutory Framework for the Early Years Foundation Stage (EYFS)³;

the Early Years Inspection Handbook⁴.

¹ www.hse.gov.uk/pubns/books/l74.htm

² www.hse.gov.uk/riddor/

³ www.gov.uk/government/publications/early-years-foundation-stage-framework--2

⁴ www.gov.uk/government/publications/early-years-inspection-handbook-from-september-2015



THE POLICY

Lollipops uses risk assessment processes to identify potential hazards in the working environment, and mitigations to make them less likely to occur. Additionally, identified in the risk assessments are individual staff members responsible for addressing those risks.

Environment

A daily review of the setting is carried out to identify and address any hazards that may appear.

Hygiene

Our daily routines encourage the children to learn about personal hygiene and pictures of the children in the form of visual cards prompt this.

We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.

Good hygiene practice concerning the clearing of any spilled body fluids using clean gloves and clean apron for handling and disposal is carried out at all times.

In order to try and prevent illnesses we clean tables between activities with blue roll and antibacterial spray.

Toilets are checked throughout the session to ensure that they are kept clean. Children using the toilets are monitored by their key person.

Fire Safety

Our emergency evacuation procedures (see FIRE SAFETY AND EVACUATION PROCEDURES - Appendix 3) are approved by the Fire Safety Officer and are practised regularly.

The setting is equipped with smoke detectors and fire alarms provided and maintained by Lollipop's landlords.

Lollipops provides and maintains fire fighting equipment within the setting.



A fire safety log which records fire drills, evacuations and fire safety equipment servicing is maintained in Lollipops' office.

Electrical equipment

Lollipops ensures that children do not have unsupervised access to electrical equipment.

Electrical equipment is checked regularly with a view to ensuring that Lollipops is not using faulty equipment. Additionally, electrical equipment is subject to annual Portable Appliance Testing (PAT).

First Aid and Medication

The EYFS requires that at least one member of staff is qualified in paediatric first aid, and from September 2016 all newly qualified early years staff (with full and relevant level 2 or level 3 childcare qualification) will have to be so qualified to be included in child:staff ratios. Lollipops aims to have all staff qualified.

First Aid kits that comply with British Standard BS8599 are available in the setting, and carried during outings.

Prior to admission, parents must provide written permission for Lollipops' staff to, if required, deliver first aid treatment to their child and/or obtain medical advice or treatment.

Parents who wish staff to administer medication to their child must complete a medication form. Medication will only be accepted if in the original container with clear labelling showing that it is in date. If prescribed, the child's details must be clearly shown.

Whilst on outings, lollipops recognises the risks of direct exposure to sunlight, and will apply sun screen, as appropriate. Parents are required to provide written permission for such use on the registration form.



Security

Our systems aim to prevent unauthorised access to our premises and prevent children from leaving the premises unnoticed.

Manual handling

We encourage children to choose resources and materials which they are interested in using from receptacles that are manageable, safely stored and at a height appropriate for our children.

Staff 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.

Hazardous Materials

Lollipops follows Health and Safety Executive advice on the use and storage of hazardous materials.

Cleaning materials and other dangerous materials are stored out of children's reach.

Staff use them in accordance with the manufacturer's instructions

Outings and visits

Taking children on outings and visits is an important part of their early education, and Lollipops is committed to making such trips fun and safe.

Lollipops has laid down procedures for outings to help in the planning of all outings to ensure safety. (See OUTINGS PROCEDURES - Appendix 4)



Accidents and Incidents

In the event of an accident resulting in an injury to someone at the setting, or child in our care or member of staff whilst on an outing Lollipops' Accidents procedure will be followed. (see ACCIDENTS AND INCIDENTS PROCEDURES - Appendix 1)

Lollipops reviews all accidents to establish what action may be required to avoid any repetition.

Illness

Lollipops do not provide care for children who appear to be unwell when they arrive at the setting. If a child becomes unwell during their time in the preschool, we will expect their parent/carer to make arrangements to collect them as determined by staff. (see ILLNESS PROCEDURES - Appendix 2)

Infectious or Contagious conditions

Lollipops do not provide care for children who have an infectious disease or contagious condition. All parents are expected to inform Lollipops if their child has an infectious disease or contagious condition.

After we become aware that any child has an infectious disease, all parents will be notified that there has been such an occurrence. The personal details of any children will not be released.

Children with head lice will not be excluded provided that parents have informed Lollipops and taken appropriate steps to remedy the condition.

Sleep

Children who are sleeping are checked by their key person or nominated deputy in accordance with the sleeping log.



Training and Awareness Raising

Our staff and volunteers are given a clear explanation of health & safety issues to ensure they understand their shared responsibility for health & safety.

Appendices

Appendix 1 - Accidents and incidents procedures

Appendix 2 - Illness procedures

Appendix 3 - Fire Safety and Evacuation procedures

Appendix 4 – Outings procedures

Authority

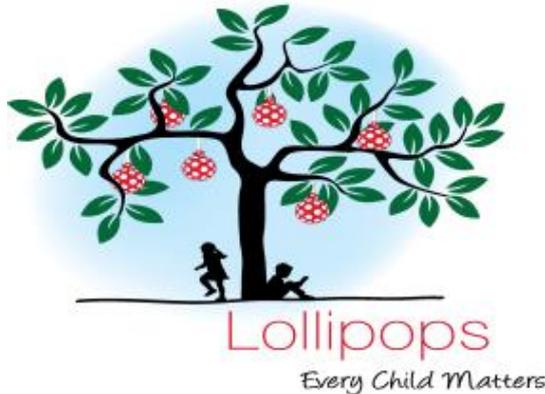
Manager

Registered Person

Appendix 1 to

Health and Safety Policy 5th September, 2016

Accidents and incidents procedures



Please read in conjunction with the Lollipops Health & Safety policy.

ACCIDENTS AND INCIDENTS PROCEDURES

Should any person suffer an injury whilst within the Lollipops' setting; or any child under Lollipops care or a member of staff are injured whilst on an outing the following procedure will apply:

1st responder

The nearest member of staff (1st responder) to the occurrence will take responsibility for:

Ensuring an appropriate level of immediate care is given to the injured party/parties; and

Ensure that any immediate action that appears necessary to make a similar accident less likely is taken.

The care given may include First Aid and summoning medical assistance, if required;

As soon as practicable, the 1st responder will:

Inform their line manager;

Fill out the initial elements of an accident form; and

Hand the form to their line manager for completion.

Supervisor

As soon as practicable, the line manager will review the action taken to ensure that it is appropriate, and amend if necessary, inform the parent/carer of any child involved and complete the accident form, including numbering.

The review must consider what action appears necessary to make a similar accident less likely: this will include immediate and less urgent action.



Reporting

The preschool Manager is responsible for determining whether an accident is one which must be reported to Ofsted and/or the HSE, and if so, providing the information as required.

Authority

Manager

Registered Person

Appendix 2 to
Health and Safety Policy 5th September, 2016
Illness procedures



Please read in conjunction with the Lollipops Health & Safety policy.

ILLNESS PROCEDURES

We do not provide care for children who arrive at preschool unwell, have a temperature, or sickness or diarrhoea, or who have an infectious disease. However, when a child becomes ill during their session at preschool the following will occur:

1st responder

The staff member who notices that a child appears to be ill (1st Responder) will try to establish the nature of the illness and provide any care necessary;

Inform the Deputy Manager (Supervisor); and

Take responsibility for caring for the child until better/collected by parent

Supervisor

The Supervisor will review the action taken and amend if necessary;

Summon medical assistance, if necessary; and

Inform parents

Reporting

The preschool Manager is responsible for determining whether an illness is serious and one which must be reported to Ofsted, and if so, providing the information as required.

Authority

Manager Date

Registered Person Date

Appendix 3 to

Health and Safety Policy 5th September, 2016

Fire Safety and Evacuation procedures



FIRE SAFETY AND EVACUATION PROCEDURES
5th September, 2016

Please read in conjunction with the Lollipops Health & Safety policy.

FIRE SAFETY AND EVACUATION PROCEDURES

In the event of a fire in the setting, whoever notices (the 1st responder) will remove themselves and any children in immediate danger, and inform the deputy manager. Once the alarm is raised, the Deputy Manager or her nominated deputy will blow the whistle to signal evacuation. The centre fire alarm will be activated by whoever is nearest to it.

1st responder

ensure that all other staff are aware of the fire, including the manager;

remove themselves and any children in immediate danger

immediately inform the notify Manager or Deputy Manager of need for whistle to be blown

Manager

The manager or person deputising will:

Decide whether evacuation is necessary, and if so follow Lollipop's evacuation procedures;

Set off the fire alarm system;

When safe to do so, contact the Orchards Centre security office to inform them of the action taken.

Evacuation procedures

Lollipop's emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises on all exit doors. When the manager or person deputising considers that it is necessary to evacuate the setting, or instructions are received to evacuate from the Orchards security the following procedures will be followed.

The manager

Blow the whistle to attract the attention of staff and children;
Designate the spot within the setting where the children should gather;
nominate a member of staff as “marshall”;
nominate a member of staff as “Tail-end Charlie”; and
direct all other staff to assist the marshall;
supervise the evacuation.

The marshall

Stand with hand up at the marshalling spot and gather the children there (assisted by other staff);
Form the children up in single file
Ensure that all the children and staff are present;
Lead the evacuation from the setting via whichever exit is nearer and safe to the designated muster point in Aldi’s car park;

Tail-end Charlie

Take possession of the register;
Once the Marshall has gathered all the children together, ensure that they are all present and accounted for;
After the children and staff have left, and as long as it is safe to do so, carry out check under tables, in the toilets, and within the play equipment to ensure that nobody has been missed; and
Go to the designated muster point and check again that all the children and staff are present.

The All Clear

No staff or children will re-enter the building until the manager has established from the Orchards Centre security that it is safe to do so.

Authority

Manager

Registered Person

Appendix 4 to
Health and Safety Policy 5th September, 2016
Outings procedures



Outings and visits procedures

Taking children on outings and visits is an important part of their early education, and Lollipop is committed to making such trips fun and safe.

Upon registration, parents will be expected to sign a general consent for their children to be taken out as a part of the daily activities of the pre-school.

A minimum of two staff should accompany children on outings and one will be identified as the lead staff member. The lead staff member will be responsible for ensuring that Lollipop's outings procedures are followed.

Prior to any outing, the lead staff member will ensure that a risk assessment to identify and quantify likely risks and ensure that measures to reduce risks make the outing feasible.

The lead staff member will ensure that any mitigation measures outlined in the risk assessment are followed eg taking a mobile phone, applying sun screen, wearing high visibility jackets, carrying a first aid kit etc.

Authority

Manager

Registered Person