



# Farnsfield Pre-School Policies

Section 1 - Health and Safety Procedures

Policies adopted by Danni JankiwsyJ  
May 2024  
Reviewed July 2025

## Health and Safety Procedures

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I have read and understood the policies in this document. I understand it is within my job role to adhere to these policies at all times, and failure to do so can result in disciplinary action being taken.

[illegible]

# Health and safety policy

Designated Health and Safety Officer is: Danni Jankiowskyj

## Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

## Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out where it is helpful to do so, to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking and vaping is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking or vaping, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff do not smoke or vape in their work clothes and are requested not to smoke or vape within at least one hour of working with children. The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption.
- A risk assessment are carried out for each area as required and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

## Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

### **Further guidance**

[Dynamic Risk Management in the Early Years](#) (Alliance Publication)

Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)

Ministry of Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

### **Risk assessment**

Risk assessment is carried out to ensure the safety of children, staff, parents, and visitors. Individuals in the workplace are responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' and 'duty of care' to those who work in and receive a service from our provision. Individuals are also responsible for ensuring their own and others safety.

- A generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is important when balancing the need for children to take appropriate risks through physically challenging play. Children need opportunities to work out what is not safe and what to do when faced with a risk.

### **Daily safety sweeps and checks indoors and outdoors.**

- Safety sweeps are conducted when setting up for the day or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

## Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective, and they can give an informed view to help update procedures accordingly.

The setting manager undertakes training and ensures staff have adequate training in health and safety matters. The setting manager ensures that checks/work to premises are carried out and records are kept.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.

## Risk assessment forms and Checklists

Risk area: Outside		Carried out by: Danni Jankiwsyj		Date: 6 <sup>th</sup> May 2024  Reviewed July 2025
Risk identified	Who is at risk	Level of risk	Control measure and person/s responsible	Review
Exit gates  Children could escape  Unwanted visitors could enter.	Children  Staff	Medium	Gate at bottom of playground is permanently locked- checked during opening checks.  Exit gate to be locked before children go outside, not unlocked until all children are inside and a head count has been done to.  Signs in place to inform parents/ visitors to close gate behind them when entering/ exiting the premises.	Level reduced to low
Outdoor steps  Children or adults could fall, causing injury	Adults  Children	high	Children are reminded of using the steps safety.  Children who have poor physical skills are supported on the steps/ encouraged to use the ramp  Steps are always kept free from obstruction	medium
Climbing equipment  Children may fall	children	high	Adults to always supervise children using climbing equipment- know your children's capabilities.  Foster a growth mindset, encouraging children to have	medium

			<p>a go. This will help build resilience and confidence when using the equipment.</p> <p>Reminding parents before and after sessions they are responsible for their child's safety when using equipment.</p> <p>Place safety mats around equipment.</p> <p>Talk to children how to use equipment safely</p>	
<p>Bikes/ scooters</p> <p>Children may fall off</p> <p>Children may ride into a person/ object</p>	<p>Children</p> <p>adults</p>	high	<p>Children are always supervised when using riding equipment, and given equipment appropriate for their size and development.</p> <p>Children are encouraged to ride away from others,</p> <p>Ride-on's are not out at the same time as lots of floor based activities.</p> <p>Poles are covered in soft matting</p> <p>Regular reminders about dangers of riding into things/ people</p>	medium
<p>Plants</p> <p>Children ingesting unsuitable plants</p>	children	medium	<p>Know your children- children who may be known to 'mouth' lots of things should have close supervision</p> <p>During planting/ watering educate the children they do not try any plants without checking with a grown up first</p>	low
<p>Water</p> <p>Risk of drowning</p> <p>Risk of bacteria</p>	children	medium	<p>As part of risk assessment, standing water to be poured away</p> <p>All water play is supervised by an adult</p>	low

### Outdoor Risk Assessment

**Please ensure the following areas are checked Prior to the children going outside:**

- Main gate is locked
- Bottom gate is padlocked, and the inside gate bolted
- Check or any animal faeces, remove and disinfect the area if necessary
- Any accumulated water is cleared
- All activities and toys are put out safely

**Please check the following areas after children have come inside:**

- Headcount done before the gate is unlocked and the door is bolted.

**End of day:**

- All activities cleared away
- Sand is swept
- Rubbish removed
- Objects placed in a way to minimize the collection of water
- Playground is clear enough for parents to safely wait.

Risk area: Inside space		Carried out by: Danni		Date: 6th May 24  Reviewed July 2025
Risk identified	Who is at risk	Level of risk	Control measure	Review
Exit to building- children could escape or unwanted visitor could enter	Children Adults	High	Door is bolted at high level all of the time children are inside building. Safety chain to be used when greeting unknown visitors	Risk level reduced to low
Water temperature in children's bathroom after a church function	Children	High	Staff to check the water temperature has not been raised during church use, turn down if necessary	Risk level reduced to low
Large climbing equipment- children could fall. Adults could injure themselves when lifting.	Children Adults	High	Safety mats to be used on floor around equipment  Younger/ less able children supported by adult  Constant supervision  Children taught the dangers/; 'how to keep themselves safe.  Adults reminded of manual handling training.	Risk level reduced to medium
Sliding doors- bumping into doors/ trapped fingers  Doors to main rooms	Children Adults	High	Staff to be vigilant when opening/ closing doors. Children taught not to move the doors  Doors are wedged open when children are free flowing	Risk level reduced to low
Broken/ damaged equipment could cause injury	Children Adults	Medium	All broken equipment to be removed  Ongoing risk assessment includes checking equipment	Risk level reduced to low
Scissors- may cut self	Children Adults	Medium	Adults to model scissor safety and educate children .  Children to be supervised when using scissors.	Risk level reduced to low

Ramp to church- gate	Children	High	Gate to always be closed when children are present  During daily checks staff to check gate is secure	Risk level reduced to low
Sensory Play- including the use of flour in play	All children	high	Chocking hassards are always considered when using sensory play  Allergies are taken into account  Loose flour is supervised, children are discouraged from eating it or throwing in the air  Children are discouraged from mouthing any sensory play especially raw flour  Children are supervised, if any children are known to still mouth small objects they are given high supervision	Risk level reduced to low

### **Daily Risk assessment**

*These areas are checked daily, prior to the children attending. Throughout the day ALL staff are continuously assessing for risk.*

#### **Butterfly Room**

- All fire exits are clear and can be opened
- Access door to boiler room and loft are secure
- Telephone is working correctly
- If large climbing equipment is in use, it is up correctly, and safety mats used
- Toys and equipment are displayed and stored safely
- Floor is clear from trip hazards

#### **Caterpillar room**

- All fire exits are clear and can be opened
- All toys/ activities are stored/ displayed safely
- Gate to ramp is correctly positioned

#### **Outside Area**

- Rubbish is picked up and placed in bin
- All toys/ activities are displayed/ put out safely, consider parents and children need room to line up on arrival
- Accumulated water is removed
- Area is checked for animal faeces - these are removed, and area disinfected if necessary
- Dustbins are not overflowing and stored safely
- Composter is closed and not food waste has dropped on floor
- Gates at bottom of playground are padlocked and inside gate is bolted securely
- Any fallen fruit is disposed of

### Other Areas

- Toilets are flushed on arrival in morning, and are clean
- Toilet brushes are only kept in the staff bathroom
- No cleaning products have been left out in bathroom or playrooms
- Water temperature is checked
- Kitchen fire exits is clear and can be opened
- Fridge temperature is checked and recorded
- All food preparation surfaces are clean and tidy
- No trailing wires anywhere

### Half Termly Checks

- Test smoke alarm
- Check contents of first aid boxes
- Check grab bag contents
- Any new risks identified? If so add to risk assessment

### Yearly Checks

- Coshh safety data sheets (July) add any new ones as required
- PAT testing- (October)
- Water filter changed (January)
- Extractor fan filter (September)
- Risk assessments (July)

Risk area: Kitchen and loft space		Carried out by: Danni		Date: May 24  Reviewed July 2025
Risk identified	Who is at risk	Level of risk	Control measure	Review
Electrical appliances, sockets an extension cables. Fire hazard, trailing wires	Adults  Children	high	Children only allowed in kitchen area supervised.  Trailing wires kept to a minimum  Sockets not overloaded  Sockets switched off at night  All electrical appliances pat tested  Nothing placed on top of electrical appliances	Risk level reduced to low
Steps into Kitchen- risk of falling	Adults  Children	High	Safety gate in place to prevent children entering the kitchen un- attended  Yellow paint on edge of steps	Risk level reduced to low
Cleaning products- contamination, chemical burns, poisoning.  SEE COSHH file	Adults  Children	high	All cleaning products to be kept in the kitchen out of reach of children.  Stored in accordance with manufacturer's instructions.  Used minimally when children are around	Risk level reduced to low

Knives- risk of cutting self	Adults  Children	High	All knives to be kept in kitchen out of reach of children.  If children help to prepare snack, safety/ blunt knives to be used.  Any knives used to be washed straight away and not left in sink	Risk level reduced to low
Fire exit door in kitchen- someone could enter/ child escape	Children	high	If no adult is in the kitchen, safety gate is always locked to prevent children from entering the kitchen unattended.  If the door is open due to hot weather the outside gate is locked to prevent anyone entering.	Risk level reduced to low
Put aways- lifting and carrying	adults	High	Staff to be reminded of manual handling training.  Work as a team anyone already suffering a bad back, not to lift heavy objects.  Equipment not to be stacked in a dangerous manner	Risk level reduced to low
Stairs to loft	adults	Medium	Door to remained locked so children cannot enter  Stairs to be kept clear	Risk level reduced to low

### Daily Fridge Temperature checks

Date	Temp	Staff	Date	Temp	Staff	Date	Temp	Staff

Risk area: Little explorers		Carried out by: Danni		Date: March 2024  Reviewed July 2025
Risk identified	Who is at risk	Level of risk	Control measure and person/s responsible	Review
Lost child	Children	Medium	Adult to child ratios assessed before visit.  Adults to know which children they are responsible for  Walk in pairs, adult always at the front and back of line.	Risk level reduced to low

			<p>Regular head count done through out visit</p> <p>Younger children paired with adult</p> <p>Consider which children are paired together- older children to be used as role models</p> <p>All children to wear vis vests- with pre-school contact details on</p> <p>All adults to be aware of the missing child policy</p>	
Traffic	Adults Children	High	<p>Suitable places chosen to cross the road</p> <p>Adults to use it as a teachable moment- stop, look, and listen.</p> <p>Adults at front and back if a 3<sup>rd</sup> adult to act as lollypop person.</p> <p>Always use footpath the walk on</p>	Risk level reduced to low
Trips/ falls/ bumped head	Adults Children	Medium	<p>Suitable footwear to be worn</p> <p>First aid kit to be taken, including ice pack</p> <p>Discuss risk with children, e.g. talk about the tree roots being a hazard in the woods</p>	Risk level reduced to low
Equipment on park	Children	High	<p>Children to be supervised, less able children more so</p> <p>Discuss the dangers of equipment prior to allowing the children to play</p>	Risk level reduced to low
Adverse Weather	Adults Children	Medium	<p>Visits not to be undertaken in extreme weather conditions.</p> <p>On hot days children to have hats. Sun cream and plenty of water</p> <p>Puddle suits and wellies to be worn in addition to coats in wet weather</p>	Risk level reduced to low
Grasses/ plants Insects/ animals- allergic reactions	Children Adults	Medium	<p>Any children with known allergies to take medication on visit</p> <p>Discuss with children insects/ plants that can sting so they know to be aware</p> <p>Adults to be vigilant</p>	Risk level reduced to low

Animals- including pets Allergic reaction Bites	Children  Adults	Medium	Children encouraged not to pet unknown animals	Risk level reduced to low
Animal Faeces	Children  Adults	High	Vigilance whilst walking, encourage children to help 'poo spot', give instructions to move around offending area	Risk level reduced to low
Members of the public- arguing/ aggressive behaviour	Children  Adults	Medium	Adults to move children away should any anti- social behaviour be witnessed.  Do not intervene	Risk level reduced to low
Rubbish inc. glass/ broken bottles	Children  Adults	Medium	Where possible adult to check the area before allowing children to play  Teachable moment- if the children come across rubbish they are not to touch, tell a grown up  Vigilance during visit	Risk level reduced to low

Little explorers sessions take place within the village of Farnsfield, they include visits to the various parks, wooded areas and trails, the shops, Wilsons field, the church, farmers field behind the church to see the sheep and alpacas, the library and visits to the local shops.

### **Little Explorers Pre- Visit Checklist**

- Parental consent is given for all children on visit
- Staff/ child ratio are manageable
- Backpack contents- emergency registration documents for children and staff, Missing child policy, Wipes/ tissues, nappy sacks, first aid kit and mobile phone.
- Inhalers and EpiPen's for any children who require them, clearly labelled and in the group leader's bag
- Each child to wear a high visibility vest
- First aid kit contents are up to date
- Children are marked on the register in Pre-school who are on visit, as well as a note on the white board of number of staff and children on visit
- Staff in Pre- school aware of rough location of visit

All staff in Pre- School are paediatric first aid trained, they are equipped to deal with accidents and injuries as well as understand when an appropriate time is to call for help. First aid is refreshed every three years. It is an integral part of the supervision process to check staff knowledge is up to date- further training will be sought if management has concerns with a staff members knowledge.

Ratios set out as part of the statutory framework are adhered to at all times- this further ensures the children's safety is paramount.

## Access audit form- would be reviewed as and when necessary

Checked Area	Evident		Comments/Action i.e. further risk assessment to be undertaken
<b>Approach to the building</b>	<b>Yes</b>	<b>No</b>	
Are there disabled parking facilities?		x	no parking facilities on site
Are kerbs lowered?		x	
Is the entrance gate wide enough for wheelchair users?	x		
Are there orientation landmarks for visual impairment?	x		
Is the route clearly signed?		x	Cannot be signed any more
Are support rails/resting platforms provided on inclines?	x		
Are all surface coverings, even and non-slip?		x	Playground and inside floor slippery when wet
Are pathways clear of obstructions?	X		
Are all areas adequately lit?	X		
Do steps and handrails accompany ramps?	X		
Are steps suitable and highlighted for differentiation?	X		
Are resting platforms available and highlighted?		X	
Are all surface coverings, even and non-slip?	X		
Is there adequate lighting at the front and on the route to the building?	X		
<b>Entrances</b>	<b>Yes</b>	<b>No</b>	
Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users?			Need to check
Is there a level or flush threshold?	X		
Are doors easy to open and doorways wide enough for all users to pass through and clear door swing?	X		
Are glazed doors marked for safety/visibility?	X		

Door close mechanism appropriately adjusted (to ensure they do not close too quickly)?		X	Unable to do so due to landlord restrictions
Door control (handle/knob) at a suitable height/clearly located and easy to use?	X		
Information on welcome board in a range of formats and at an appropriate height to suit varying needs?	X		
Is the entrance signposted and easy to find?	X		
<i>Is the route to the destination clearly marked?</i>	X		
If applicable, is the doormat in a good condition and flush with floor?	X		
If an induction loop is fitted, is it working?			n/a
Can people either side of the door be seen?	x		
Are surfaces non-slip?	x		
Is lighting adequate?	x		
<b>Inside the building</b>	<b>Yes</b>	<b>No</b>	
Are all floor surfaces suitable?	x		
Are the acoustics of the building suitable for adults with hearing impairments?	x		<i>Note- can be loud, mor soft furnishings may be required</i>
<i>Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors?</i>	X		
<i>Is there a disabled WC facility no further than one floor away from the room being used?</i>	X		
Handrails available at varying heights in the WC?	X		
Support rails available in relevant areas?			
Is the environment free from unnecessary noise?	X		
Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings?			n/a
Are all areas in the building wide enough for adults using mobility equipment to manoeuvre?	X		
Internal lobbies/doorways sufficient for manoeuvring?	X		
Fittings fixed without dangerous edges?	X		

Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate?	X		
Clutter-free travel routes (coats, bags on floor)	X		
Door control (handle) suitable height/clearly located and easy to use?	X		

## Group rooms and stair ways

- Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
- Door handles are placed high or alternative safety measures are in place.
- Chairs are stacked safely and not too high.
- There are no trailing wires.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Children do not have unsupervised access to stairways.
- Door to loft stairs remains locked.
- Floor covering on stairways and corridors is checked for signs of wear and tear.
- Children are led walking upstairs one at a time and hold the rail.
- Staff hold the hand of toddlers and children who require assistance.
- Walkways and stairs are uncluttered and adequately lit.
- Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.
- The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.

## Kitchen

### General safety

- Doors to the kitchen are kept always closed, when there is no adult in there.
- Children do not have unsupervised access to the kitchen.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

## **Cleanliness and hygiene**

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.
- All work surfaces are washed regularly with anti-bacterial agent.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned after use.
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths are replaced daily.
- Any repairs needed are recorded and reported to the manager.
- Chip pans are not used.

### **Further guidance**

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: [www.food.gov.uk/business-guidance/safer-food-better-business](http://www.food.gov.uk/business-guidance/safer-food-better-business)

### **Children's bathrooms/changing areas**

- Changing mats are placed on the floor to remove the need to lift children
- Changing mats are cleaned and disinfected after each use.
- Disposable nappies/trainers are placed in nappy sacks and put in the green outside bin.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy. If staff choose not to wear gloves for wet nappies, hands are washed in-between changing children.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural ventilation is used; chemical air fresheners are not used whilst children remain in the room.
- All other surfaces are disinfected daily.
- All changing equipment and cleaning sprays are stored in the cupboard and kept locked at all times.

## **Children's toilets and wash basins**

- Children's toilets are cleaned daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- Toilets not in use are checked to ensure the U-bend does not dry out and are flushed every week. Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- There is a toilet brush available for children's toilets. This is stored in the adults bathroom, door is always shut unless children are being changed, in which case an adult is always in the room.
- Cubicle doors and handles are washed weekly.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are used for cleaning purposes, a clean one used for each area.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.
- Staff who clean toilets wear rubber gloves.
- Staff changing children wear gloves and aprons as appropriate.
- Wet or soiled clothing is put in a plastic bag for parents to collect.
- Floors in children's toilets are washed daily, or as needed.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.
- Used water is discarded down the outside drain/ cleaning sink.

## **Short trips, outings and excursions**

### **Planning and preparation**

- Outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.

- Parents are informed of an outing and staff check that consent forms on children's registration were signed.
- A minimum of two staff accompany children on outings.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents on outings are responsible for their own children only.
- A mobile phone belonging to the setting, and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately
- Children wear 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

### **Risk assessment**

- Risk assessment if required, is completed prior to the outing and signed off by the setting manager and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

### **Outing venue (larger outings)**

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

### **Transport**

- If coach hire is required for an outing, only reputable companies are used.
- The setting manager ensures that seat belts are provided on the coach.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios.

### **Farm and zoo visits**

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.

- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

### **Larger outings checklist**

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead educator is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

### **Further guidance**

[Daily Register and Outings Record](#) (Alliance Publication)

[Good Practice in Early Years Infection Control](#) (Alliance Publication)

[Introducing Forest School in the Early Years](#) (Alliance Publication)

[Not on my Watch!](#) (Alliance Publication)

[Preventing Accidents to Children on Farms](#) (Health and Safety Executive 2013)

### **Outdoors**

- All gates and fences are childproof, safe, and secure.
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.

- Stinging nettles and brambles are removed if they pose a risk to younger children.
- Safety mats are provided around climbing equipment.
- Wooden equipment is maintained safely, put away daily and not used if broken.
- Wooden equipment is sanded and varnished as required.
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
- Children are always supervised within ratios outside.
- Children are suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents have given permission) is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat between noon and 3pm.
- Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
- Children are supervised on climbing equipment, especially younger children.
- Water play is not left out but is cleared, cleaned and stored after each use.
- Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
- Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health's Pest Control Department.
- Outdoor areas that have flooded are not used until cleaned down and restored.
- If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

## **Drones**

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101.

- Children will be brought inside immediately.
- Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
  - the drone has hovered specifically over the outdoor area for any length of time
  - there is a likelihood that images of the children have been recorded

- is spotted on more than one occasion
- if the Police believe there is cause for concern

Where this is the case, Safeguarding children, young people and vulnerable adults procedures are followed.

### **Further guidance**

[Reportable Incident Record](#) (Alliance Publication)

## **Maintenance and repairs**

Any faulty equipment or building fault is recorded, including:

- date fault noted
- item or area faulty
- nature of the fault and priority
- is a risk assessment required?
- who the fault reported to for action
- action taken and when
- if no action taken by the agreed date, when and by whom the omission is followed up
- date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

- Any broken or unsafe item is taken out of use and labelled 'out of use'.
- Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting's inventory.
- Condemning items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.
- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.

## **Staff personal safety**

### **General**

- Where possible, the last two members of staff in the building leave together after dark.
- Visitors are allowed access only with prior appointments and once identifications are verified.

- Staff make a note in the shared diary of meetings they are attending and when they are expected back.
- The setting manager liaises with local police for advice on any issues or concerns.

## **Home visits**

Home visits are done at the setting manager's discretion under the following health and safety considerations:

- Staff normally do home visits in pairs; usually manager or deputy and key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert a contact person in the setting when they are leaving to do the home visit and what time they are expected to return
- If there is reason for staff to feel concerned about entering premises on a visit, they do not do so, for example, if a parent appears drunk or under the influence of drugs.
- Members of staff carry work issued mobile phone when going out on a home visit.
- If staff do not return from the home visit at the expected time the contact person attempts to phone them and continues to do so until they make contact

If no contact is made after a reasonable amount of time has passed, the contact person rings the police.



## Parent Code of Conduct Policy

1. At Farnsfield Pre-School we are extremely fortunate to have supportive and friendly parents. Our parents recognise that educating children is a process that involves partnership between parents, nursery practitioners and the local community. As a partnership, our parents/carers will understand the importance of a good working relationship to equip children with the necessary skills for adulthood.

For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our nursery. The purpose of this policy is to provide a reminder to all parents, carers, and visitors to our nursery about the expected conduct. This is so we can continue to flourish, progress, and achieve in an atmosphere of mutual understanding.

### 2. Guidance

We expect parents, carers, and visitors to:

- Respect the caring ethos and values of our Pre-School.
- Understand that both practitioners and parents need to work together for the benefit of their children.
- Demonstrate that all members of the nursery community should be treated with respect and therefore, set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the nursery's view to bring about peaceful solution to any issue.
- Approach the nursery to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour. In order to support a peaceful and safe nursery environment

The nursery cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere within the operation of the nursery grounds, including outings or events.
  - Defamation/ bad mouthing the Pre-School via social media, all concerns/ complaints should be raised via email/ telephone or in person to a member of the leadership team
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of nursery staff, visitor, fellow parent/carer, or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying nursery property.
- Derogatory, Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. These issues should be dealt with effectively and in a respectful manner by both parties to achieve a mutual outcome.
- Defamatory, offensive, or derogatory comments regarding the nursery or any of the students/parent/staff, at the nursery on Facebook or other social sites.
- The use of physical aggression towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on nursery property.

3. Should any of the above behaviour occur on nursery premises the nursery may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult/family from entering the nursery grounds and /or terminate our contract with immediate effect. We trust that parents and carers will assist our Pre-School with the

implementation of this policy, and we thank you for your continuing support of the Pre-School. Thankfully such incidents are extremely rare. We would expect that parents would make all persons responsible for collecting children aware of this policy.

### **Dealing with agitated parents/visitors in the setting**

- If a parent or visitor appears to be angry, mentally agitated, or possibly hostile, two members of staff will lead them away from the children to an area less open but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Staff will try to empathise, for example: 'I can see that you are feeling angry at this time'.
- Staff offer to discuss the issue of concern and show they recognise the concern.
- Staff will ensure that the language they use can be easily understood
- Staff will make it clear that they want to hear issues and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, avoiding expressions like 'calm down' or 'be reasonable'.
- If threats continue, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of the children.
- Procedure, Threats and abuse towards staff and volunteers is implemented where staff feel threatened or intimidated.
- After the event, it is recorded in the child's file together with any decisions made with the parents to rectify the situation.
- Any situation involving threats to members of staff are reported to the line manager, following procedure Threats and abuse towards staff and volunteers.

Copies of correspondence regarding the incident will be kept in the relevant child's file.

### **Threats and abuse towards staff and volunteers**

The setting is responsible for protecting the health and safety of all staff and volunteers in its services and has a duty of care in relation to their physical and emotional well-being. We believe that violence, threatening behaviour and abuse against staff are unacceptable and will not be tolerated. Where such behaviour occurs, we will take all reasonable and appropriate action in support of our staff and volunteers.

- Staff and volunteers have a right to expect that their workplace is a safe environment, and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats, violence or harassment by parents, service users and other adults as they carry out their duties.
- The most common example of unreasonable behaviour is abusive or intimidating and aggressive language. If this occurs, the ultimate sanction, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on the premises.

- Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. We would normally expect the police to be contacted immediately.

There are three categories of assault, based on the severity of the injury to the victim.

1. Common Assault - involving the threat of immediate violence or causing minor injury (such as a graze, reddening of the skin or minor bruise).
2. Actual Bodily Harm - causing an injury which interferes with the health or comfort of the victim (such as multiple bruising, broken tooth or temporary sensory loss).
3. Grievous Bodily Harm - causing serious injury (such as a broken bone or an injury requiring lengthy treatment).

There is also an aggravated form of assault based upon the victim's race, religion, disability or sexual orientation and other protected characteristics as defined in the Equality Act 2010 which carries higher maximum penalties.

It is important to note that no physical attack or injury needs to have occurred for a common assault to have taken place. It is sufficient for a person to have been threatened with immediate violence and put in fear of a physical attack for an offence to have been committed.

Any staff member or volunteer who feels under threat or has been threatened, assaulted, or intimidated in the course of their work must report this immediately to their manager who will follow the setting manager's procedures and guidance for responding.

999 should always be used when the immediate attendance of a police officer is required. The police support the use of 999 in all cases where:

- there is danger to life
- there is a likelihood of violence
- an assault is, or is believed to be, in progress
- the offender is on the premises
- the offence has just occurred, and an early arrest is likely

If it is not possible to speak when making a 999 call because it alerts an offender, cough quietly or make a noise on the line, then follow the prompts to dial 55 (mobiles only) for a silent call. Police may be able to trace the call and attend the premises.

## **Harassment and intimidation**

Staff may find themselves subject to a pattern of persistent unreasonable behaviour from individual parents or service users. This behaviour may not be abusive or overtly aggressive but could be perceived as intimidating and oppressive. In these circumstances staff may face a barrage of constant demands or criticisms on an almost daily basis, in a variety of formats for instance, email or telephone. They may not be particularly taxing or serious when viewed in isolation but can have a cumulative effect

over a period of undermining their confidence, well-being, and health. In extreme cases, the behaviour of the parent or other service user may constitute an offence under the Protection from Harassment Act 1997, whereby:

*A person must not pursue a course of conduct:*

*(a) which amounts to harassment of another, and*

*(b) which he knows or ought to know amounts to harassment of the other.*

If so, the police have powers to act against the offender. Such situations are rare but, when they do arise, they can have a damaging effect on staff and be very difficult to resolve. If the actions of a parent appear to be heading in this direction, staff should speak to their manager who will take appropriate action to support. This may include the manager sending a letter to the aggressor, warning them that their behaviour is unacceptable and may result in further action being taken against them. All incidents must be recorded and reported to the owners/directors/trustees..

### **Banning parents and other visitors from the premises**

- Parents and some other visitors normally have implied permission to be on the premises at certain times and for certain purposes, and they will not therefore be trespassers unless the implied permission is withdrawn.
- If a parent or other person continues to behave unreasonably on the premises a letter will be sent to them from the owners/directors/trustees, withdrawing the implied permission for them to be there.
- Further breaches may lead to prosecution of the person concerned by the police and they are treated as a trespasser.
- Full records are kept of each incident, in the Reportable Incident Record, including details of any person(s) who witnessed the behaviour of the trespasser(s), since evidence will need to be provided to the Court.

### **Dealing with an incident**

- We would normally expect all cases of assault, and all but the most minor of other incidents, to be regarded as serious matters which should be reported to the setting manager and/or the police and followed up with due care and attention.
- A record of the incident must be made whether the police are involved or not.
- Whilst acknowledging that service users i.e. parents and families, may themselves be under severe stress, it is never acceptable for them to behave aggressively towards staff and volunteers. Individual circumstances along with the nature of the threat are considered before further action is taken.
- All parties involved should consider the needs, views, feelings and wishes of the victim at every stage. We will ensure sympathetic and practical help, support and counselling is available to the victim both at the time of the incident and subsequently.
- A range of support can be obtained:

- from the setting manager, owners/directors/trustees and/or a staff colleague
- from Victim Support on giving evidence in court
- In non-urgent cases, where the incident is not thought to be an emergency, but police involvement is required, all staff and volunteers are aware of the non-emergency police contact number for the area.
- 999 calls receive an immediate response. Unless agreed at the time, non-emergency calls are normally attended within 8 hours (24 hours at the latest).
- When they attend the setting or service, the police will take written statements from the victim (including a 'Victim Personal Statement') and obtain evidence to investigate the offence in the most appropriate and effective manner.
- The police will also consider any views expressed by the setting manager and owner/directors/trustees as to the action they would like to see taken. The manager should speak to the victim and be aware of his or her views before confirming with the police how they wish them to proceed.
- In some cases the victim may be asked by the police if he/she wishes to make a complaint or allegation against the alleged offender. It is important to ensure that the victim can discuss the matter with their line manager, a colleague or friend before deciding on their response. It is helpful for the victim to be assured that, if there is a need subsequently to give evidence in court, support can be provided if it is not already available from Victim Support.
- The decision regarding whether an individual is prosecuted is made by the police or Crown Prosecution Service (CPS) based on the evidence and with due regard to other factors.
- After the incident has been dealt with, a risk assessment is done to identify preventative measures that can be put in place to minimise or prevent the incident occurring again.

### **Harassment or intimidation of staff by parents/visitors**

- The setting manager should contact their line manager for advice and support.
- Where the parent's behaviour merits it, the setting manager, with another member of staff present, should inform the parent clearly but sensitively that staff feel unduly harassed or intimidated and are considering making a complaint to the police if the behaviour does not desist or improve. The parent should be left in no doubt about the gravity of the situation and that this will be followed up with a letter drafted by the setting manager but sent to their line manager for approval before being issued.
- The setting manager and/or owners/directors/trustees might wish to consider advising the parent to make a formal complaint. Information about how to complain is clearly displayed for parents and service users.
- If the investigation concludes that the parent's expectations and demands are unreasonable, and that they are having a detrimental effect on staff, the findings can strengthen the setting manager's position in further discussions with the parent and subsequently, if necessary, with the police.

Complaints relating to potential breaches of the EYFS Safeguarding and Welfare requirements will be managed according to the 10.2 Complaints procedure for parents and service users.

### **Further guidance**

[Complaint Investigation Record](#) (Alliance Publication)

[Reportable Incident Record](#) (Alliance Publication)

## **Entrances and approach to the building**

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof and safe
- Front doors are always kept locked and shut.
- The identity of a person not known to members of staff is checked before they enter the building.
- All visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- The back door is a fire door, therefore does not lock. If there is no adult in the kitchen the gate and door leading into the kitchen are to be kept shut, this reduces the risk of a child entering the kitchen and exiting through the fire escape.
- The door leading into church is kept shut at all times, as well as the safety gate to the ramp to be on and locked in place.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.

## **Manual handling**

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Babies and young children are also heavy and need to be lifted and carried carefully and correctly.

## **Guidelines:**

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects. even with others. that are beyond your strength.
- Use trolleys for heavy items that must be carried or moved on a regular basis.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.

Please note this is not an exhaustive list.

- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

## **Animals and pets**

- Views of parents and children are considered when selecting a pet for the setting.
- Staff will be aware of any allergies or issues individual children may have with any animals/creatures.
- A risk assessment is conducted and considers any hygiene and safety risks posed by the animal or creature.
- Suitable housing for the animal is provided and is regularly cleaned and maintained.
- The correct food is offered at the right times and staff are knowledgeable of the pet's welfare and dietary needs.
- Arrangements are made for weekend and holiday care for the animal/creature.
- Children are taught correct handling of the pet and are always supervised.
- Children wash their hands after handling the pet and do not have contact with animal faeces, or soiled bedding.
- Snakes and some other reptiles are not suitable pets for the setting due to infection risks.

## **Animals bought in by visitors**

- The owner of the animal/creature maintains responsibility for it in the setting.

The owner carries out a risk assessment detailing how the animal/creature is to be handled and how any safety or hygiene issues will be addressed.

### **Further guidance**

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

### **Notifiable incident, non- child protection**

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides, with the owners/trustees/directors, if the premises are safe to receive children before any children arrive or to offer a limited service

### **Emergency evacuation**

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.

- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will act upon the advice of the emergency services at all times.

*Children gathered at bottom of garden; register taken then all moved to the St. Micheals church, exiting through the passageway.*

## **Emergency Closure**

The circumstances under which the setting may be closed due to an incident include:

- The owners/directors/trustees make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
  - the emergency services
- A parent makes the decision for their child not to attend.
  - If a parent makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
  - Further consideration of individual incidences must be done in consultation with the owners/trustees/directors.

## **Recording and reporting**

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the owners/trustees/directors are informed.
- The setting manager completes and sends an incident record to the owners/trustees/directors, who, according to the severity of the incident notifies Ofsted or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at [www.hse.gov.uk/pubns/indg453.pdf](http://www.hse.gov.uk/pubns/indg453.pdf)
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.

- Injuries to members of the public, including parents' and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where no-one is injured but they could have been. (these are usually industrial incidents).

This may include:

- a member of staff injures back at work through lifting and is off for two weeks
- a parent slips on a wet floor near the water tray and is taken to hospital
- a child falls from a climbing frame and is taken to hospital
- the ceiling collapses
- an outbreak of Legionella

The setting manager informs the owners/trustees/directors and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The owners/trustees/directors review how the situation was managed, as above, to ensure that investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately
- the setting does not admit liability
- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

## **Terrorist threat/attack and lock-down**

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.
- A text/phone message is issued to parents when lockdown is confirmed.

#### Suggested wording for parent message

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

#### **Lock-down procedures**

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

#### **During 'lock-down'**

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.

- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

**The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.**

During lockdown staff do NOT:

- travel down long corridors
- assemble in large open areas
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

#### **Following lockdown:**

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children’s details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the ‘all clear’. Staff will be always acting on the advice of the emergency services.

#### **Recording and reporting**

- The setting manager reports the lockdown to the owners/directors/trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

#### **Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

### **Control of Substances Hazardous to Health (COSHH)**

- Staff implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Hazardous substances are stored safely away from the children.
- Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.

- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
- Members of staff wear rubber gloves when using cleaning chemicals.
- All safety data sheets are stored in the back cupboard in the kitchen, as well as on the laptop. Safety data sheets are downloaded and added to the file if any new products are used. All safety data sheets are reviewed yearly.