

St Michael's Family Centre

Registered as a Charity

OfSTED Registration number EY 411778 Saddlebow Road

OfSTED Registration number EY 399923 Church Lane

OfSTED Registration number EY 2673202 Terrington St Clement

Policies and Procedures

Related to:

Health and Safety



Saddlebow Road, Church Lane and
Terrington st Clement

St Michael's Family Centre Health and safety policy (EYFS welfare requirement on premises and security)

Statement of intent

This Family Centre believes that the health and safety of children is of paramount importance. We make our centre 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 health and safety officer is Jeanette Nowrung / Louise Harris; they monitor health and safety issues within the centre. They are competent to carry out these responsibilities and have undertaken health and safety training and regularly update their knowledge and understanding. We display the 'HSE health and safety poster' in the main entrance at Saddlebow Road and the office area at Church Lane

Risk assessment

The risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in activities and procedures, this assessment covers adults and children
- Deciding which areas need attention
- Developing an action plan, which specifies the action required, the time scales for action, the person responsible for the action and any funding required

We maintain health and safety checks:

- Daily before the session begins and on an ongoing basis with annual full risk assessment which is recorded.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in main entrance at Saddlebow Road and Church Lane.

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 so that they understand the part they play in the daily life of the Family Centre.
- 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 in line with government guidelines. This means that all staff, parents and other visitors will not be allowed to smoke on the premises of the Family Centre including vehicles used to transport children. Posters are displayed in all public areas of the Family Centre including vehicles used to transport children.
- 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 DBS service and are vetted in keeping with the EYFS / OfSTED as fit persons have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- Adults supervise all children 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. The times of the children's arrivals and departures are recorded within daily registers.
- The arrival and departure times of all adults' staff, volunteers and visitors are recorded either within the daily register or the visitor's book.
- Security cameras and checking of all people arriving at the family centre prevents unauthorised access to our premises.
- Security cameras and register systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Windows

- Low-level windows are made from materials, which prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.

Doors

We take precautions to prevent children's fingers from being trapped in doors by having 'finger traps' fitted to all doors.

Floors

All surfaces are checked daily 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; kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.
- The kitchen is inspected by the environmental health officer and follows the safer food guidelines

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Electric sockets, wire, 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 enclosed with the sensory garden fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the family centre, which includes play room(s), kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- 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 in the event of soiling
 - Providing tissues and wipes for noses and other tasks
 - Having colour codes cloths for routine cleaning tasks

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 family centre.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials including paint and glue are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly and a record of checks maintained.
- 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, understand, and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately in keeping with the local authority environmental health guidelines.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. No hot drinks are consumed in areas where children are playing.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings, visits and school transportation

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are contained within our operational plan.
- A risk assessment is carried out and recorded before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is high, normally one adult to two- four children.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover, up to date MOT's and driver details logged.

For those children remaining at centre, the adult to child ratio conforms to the requirements of the EYFS National Standards for Day Care.

Animals

- Animals visiting the family centre are free from disease, safe to be with children and do not pose a health risk.
- Our pets are free from disease, safe to be with children and do not pose a health risk.

Fire safety

- Fire Risk Assessment is completed on an Annual basis in line with HSE Fire Risk Assessment guidelines.
- Fire doors are clearly marked, never obstructed and easily opened from inside.

- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

All staff in each area have a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children in keeping with the EYFS guidance.

Our first aid kit:

- Is available in each room and area of the Family Centre including vehicles used to transport children.
- Complies with the Health and Safety (First Aid) Regulations
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of the reach of children

Medication:

Only prescribed medication will be given or administered to children using the following guidelines:

- At the time of admission to the family centre, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval and all medication is stored in its original container with the child's name on it the locked medication cupboard in the staff room or other appropriate place.
- Children's prescribed drugs are stored in their original containers, which should be clearly labelled and stored inaccessible to the children in a locked medicine cupboard which is in the staff room of the Family Centre Saddlebow Road and the office at Church Lane.
- The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.
- Note medication will not be given to any child within the first 24 hours of the medication being prescribed and as such children should be at home for this period of time.
- If the administration of prescribed medication requires medical knowledge, then individual training would be provided for the relevant member of staff by a health professional.

- Note: staff that require regular medication for example inhalers will be stored in the medication cabinet in the original storage container labelled with the staff members name date and details of when and how to administer.

Our Accident Book:

- Is available in each area and kept safely and accessibly in accordance to protect Data Protection.
- All staff and volunteers know where they are kept and how to complete them;
- Are reviewed at least half-termly to identify any potential or actual hazards.

The requirements of the EYFS are maintained regarding the notification of any injury requiring treatment by a General Practitioner or hospital with 48 hours of the injury occurring within the centre, or the death of a child or adult resulting from an injury within the centre.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor within 48 hours of the injury occurring is reported to the local office of the Health and Safety Executive.

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

- Any accident to a member of staff requiring treatment by a General Practitioner or hospital within 48 hours of the injury occurring (note this is recorded in a separate first aid book and kept secure)
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill during a session or day in the family centre. We will contact the parent or other authorised adult to collect the child in the event of illness (note sick children should remain at home until clinically fit to return to the group in keeping with the AHA guidelines copies which are on display within the family centre).

In keeping with EYFS and best practice OfSTED is notified of any infectious diseases, which a qualified medical person considers notifiable.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

St Michael's Family Centre Policies and Procedures

- 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.
- Adults do not 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.

Severe Weather

Our policy in the event of the family centre needing to close due to severe weather or for other safety reasons is as followed:

- The centre leader will contact the EYP and they will set up a system to contact the whole staff team, volunteers and students.
- The centre leader will contact the parents by telephone of the closure of the family centre, details will also be provided to allow parents to clarify when the group will re-open
- The centre leader will inform Norfolk County Council and have an announcement put on the local radio of the closure and it will also be displayed on the County website.
- The local schools will be notified of the closure

Records

In accordance with the EYFS National Standards, we keep records of:

- Adults authorised to collect children from the centre
- 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
- Incidents

Intruder Policy and Procedure

The Family Centre takes its responsibility for the safety and well-being of all children, families and visitors seriously therefore the following measures are in place to protect and ensure continued safety.

- Security cameras monitor and record the main entrance and other areas and a swipe card system is used.
- Parents and visitors are required to ring the doorbell for admittance only key staff will open the door and admit.
- Visitors are expected to make an appointment. On arrival they are requested to prove who they are and sign the visitor book. Visitors will not be allowed unsupervised access to children or areas.

- We have details of persons authorised to collect all children and any changes, must be notified staff will check authenticity of the alternative person collecting the child.
- In the unlikely event of an unauthorised person gaining access to the Family Centre, staff will challenge the person and if need be contact the police.

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

EYFS Welfare requirement Safety

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

EYFS Welfare requirement 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.

Useful contact numbers

KLFM 01553 772777

Greyfriars Primary School 01553 773087

Whitefriars Primary School 01553 761001

St Michael's' Primary School 01553 772420

Norfolk County Council 0344 800 8001

St Michaels Family Centre - Church Lane 01553 775300 Saddlebow Road 01553 770439

Procedure for sun protection / Use of Sun-cream during the summer months

Parent responsibilities:

Children to wear T-shirt or other clothing item to cover neck and shoulders

Parent to provide a suitable sun hat

Parent to apply sun cream as their child arrives at the centre for all Sessional hourly children

Parent to provide sun cream labelled with the child's name for children attending full day care.

Staff responsibilities:

Put up notice to remind parents of sun guidelines and protocols

Sun shade to be provided in the garden areas by the use of sun parasols

Children will only play in the garden in the shade and if wearing appropriate clothing and sun cream

Staff will follow the government guidelines on sun exposure and children will not be exposed to excessive periods of sun during the hours of 11am to 3pm.

Staff will only apply sun cream for those children in full day-care with informed parental consent using the cream provided by parent, which must be in original container and labelled with the child's name.

Staff will not apply sun cream for children in Sessional care - it is the responsibility of the parent to apply sun cream (should not need to be re-applied during the session)