



Bishop Cornish Education Centre
Ofsted Registration No: EY397520



Health and safety procedures

Group rooms and corridors

- 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 and appropriate fixture measures are in place.
- Windows and decking door opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Children do not have unsupervised access to corridors in preschool hours. (Wraparound have secure access between music room and kitchen, Pre schoolers in wraparound do not access this space).
- Entrance doors are key code locked and pulled shut behind staff members to make the building secure.
- Children are led walking upstairs one at a time and 'hold the yellow rail'.
- Staff hold the hand of toddlers and children who require assistance when on stairs.
- Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
- Walkways uncluttered and adequately lit.
- Corridors are checked to ensure that safety and security is maintained, especially in areas that are not often used, or where there is access to outdoors
- 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. There are no dangling cords.

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.
- Visible windows/doors to see anyone approaching the settling. CCTV in place.
- The identity of a person not known to members of staff is checked before they enter the building.
- All staff and 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.
- 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.
- Whilst social distancing restrictions are in place a risk assessment identifies measures required to keep parents apart and to reduce risk of parents gathering in entrance areas during peak times.(see covid risk assessment)

Kitchen

General safety

- Doors to the kitchen are kept closed when no staff member is in there within pre school hours. (Wraparound open sliding doors as space needed and allows better vision. Children are supervised).
- Children do not have unsupervised access to the kitchen.
- Wet spills are mopped immediately.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen and in the main After School Club Cupboard.

Cleanliness and hygiene

- Floors are washed down at least daily and swept after each use.
- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned half termly, weekly stock rotation of food.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Fridge and freezer temperatures are monitored
- Ovens/cooker tops are wiped down 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 used for surfaces are washed and replaced daily.
- Paper towels will be used to dry hands.
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the manager/leader and trustees.

Children's bathrooms/changing areas

- A low changing unit is used where children can climb on to it. The barrier is put in place and then mat is raised to appropriate height for staff member. Staff should not have to lift heavy toddlers on to waist high units.
- Changing mats are cleaned and disinfected between each use, gloves are changed in between each nappy change/change of soiled clothing.
- Disposable nappies/heavily soiled pants are placed in nappy disposal units.
- Staff use single use gloves to change children and wash hands when leaving changing areas. Gloves are always available for those staff. Gloves are always worn for a 'wet' or 'soiled' nappy, or assisting a child on using the toilet. One use gloves are used for first aid administration when there is any bodily fluid.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- Changing mats are disinfected after each change.
- All other surfaces are disinfected daily.
- The door to nappy changing room is always left open when a staff member is changing a child. Staff communicate when they will be using the space and why.

Children's toilets and wash basins

- Children's toilets are cleaned daily using disinfectant cleaning agent (end of day by Care Taker) and whenever visibly soiled throughout the day (all staff)
- Toilet flush handles are disinfected daily.
- Cubicle doors and handles are washed weekly, more often if visibly soiled.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.

- All bins are lined with plastic bags.
- Staff who clean toilets wear gloves.
- Staff changing children wear gloves as appropriate.
- Wet or soiled clothing is rinsed where appropriate put in a named plastic bag for parents to collect.
- Floors in children's toilets are washed daily and when required throughout the day if soiled, muddy etc.
- Spills of body fluids are cleared and mopped using disinfectant, specific mop used for this purpose only.
- 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.

Staff toilets and cloakrooms

- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff sign in and out of the building. Staff lock all belongings away safely.
- Mobile phones are locked away and signed in and out of cupboard. (** manager/deputy/room leader will have mobile out when needed as the main preschool wireless phone eg if wifi signal is not working, if the group go into the woods, on the field and preschool is empty ** all staff to be aware of whose phone is out, where it is and why. No phones to be taken into bathrooms).
- Staff always inform another staff member they are going to the toilet before going.
- Staff/visitor toilets are cleaned daily using disinfectant.
- Toilet flush handles are disinfected daily.
- Floors in staff toilets are washed daily.
- Mirrors and tiled splash backs are washed daily.

- Paper towels are provided for hand drying.
- Bins are provided for sanitary wear and cleared as per contract agreement
- Bins are provided for disposal of paper towels and are cleared daily.
- All bins are lined with plastic bags.

Outdoors

- All gates and fences are childproof, safe, and secure. (All staff responsible and to check before use of area)
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Gloves are provided for staff.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
- Stinging nettles and brambles are removed from play area
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager/trustees where appropriate.
- Children are supervised within ratios outside and within the building eg if a staff member needs to go in to change a nappy, other staff are made aware and staff are in ear shot if needed.
- 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 are supervised on climbing equipment, especially younger children.
- Water play is not left out over night and is cleared and cleaned.
- Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health's Pest Control Department.

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, 06 Safeguarding children, young people and vulnerable adults procedures are followed.

Further guidance

Reportable Incident Record (Pre-school Learning Alliance 2015)

Maintenance and repairs

Any faulty equipment or building fault is recorded, including:

- date fault noted
- item or area faulty
- who noticed it
- what controls were put in place

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.

Control of Substances Hazardous to Health (COSHH)

- 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.
- All members of staff are vigilant and use chemicals safely.
- Anti-bacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas
- Members of staff wear rubber gloves when using cleaning chemicals.

Staff personal safety

General

- Members of staff who are in the building early in the morning or late in the evening, ensure that doors and windows are locked.
- Where possible, the last two members of staff in the building leave together after dark and arrange to arrive together in the morning.

- 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/trustees liaise 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 can carry 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.

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.
- 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 and trustees.

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.
- The setting manager ensures that they and their staff are aware of the following guidelines for lifting heavy objects. Staff are advised not to walk round carrying children. If a child is upset, staff member to sit with them on their lap rather than stand.

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.
- Do not hold babies by standing and resting them on your hips.
- Risk assessment carried out for any new manual handling operations. Risk assessment in place for lifting/carrying children.

Clothing and Jewellery/accessories

Children, staff members, volunteers and students do not attend the setting wearing jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

- Health and safety take precedence over respect for culture, religion or fashion.
- The manager can ask for the removal of accessories at their discretion.
- Parents must ensure that any jewellery worn by children poses no risk and can be removed by staff if they feel it causes a risk to child or others
- Children may wear small, smooth stud earrings.
- Children, staff, and volunteers do not wear anything with sharp edges that could scratch children, or jewellery with small elements that could become detached and swallowed.

- Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.
- Parents are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.
- Staff to dress appropriately eg no vest tops, low cut top, short shorts/skirts. Staff can wear flip flops/sandals at their own and are advised of the dangers. No long, trailing accessories eg necklace.

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 and/or Clerk to the Trustees:

- 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 trustees, if the premises are safe to receive children before any children arrive or to close during a session 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.

Emergency procedures- All staff and children to proceed to main entrance (music room entrance if other route not clear). Manager to take the lead, deputy at the back. Other staff spread out over line, supporting those who need it. Register and Emergency contacts taken. All other items left

Designated assembly point: number square on infant play ground

Head count/register taken at assembly point.

Emergency services contacted where necessary. Room (eg library) given to pre school by school until parents can collect child if pre school can not be re entered.

Emergency Closure

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

- The trustees make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
 - a school, where the setting is on a school site
 - 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 trustees are informed.
- The setting manager completes and sends an incident record to the trustees 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
- 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
- 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/leader assesses the likelihood of an incident happening based on their location.
- Staff discuss termly what would happen in a lockdown. Fire drills are practiced half termly so children have experience of 'practicing for emergency' which is discussed in an age appropriate way.
- The setting manager/leader is aware of the current terrorist alert level, as available at 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 available for parents and all staff are aware of their role during 'lockdown'.
- A tapestry message is issued to preschool parents when lockdown is confirmed, at a time when it is safe to do so.

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/leader 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.

All doors are checked and closed/locked (remember high windows and decking door. Outer doors if safe to do so as well as inner doors).

As pre school has lots of glass, all staff and children will group together either by office area or back of kitchen behind breakfast bar depending on the situation (manager and deputy/wraparound lead to risk assess with information known at the time). Cover any windows if possible (eg window on door by office, could open disabled toilet door). Head count done. Staff and children to stay together, down low.

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 their line manager 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.