



## HEALTH AND SAFETY POLICY

## STATEMENT OF INTENT

At BEST Preschool, we treat the health, safety and welfare of our pupils, staff and visitors as our top priority.

We comply with local health & safety legislation, including, where applicable, the Health & Safety at Work Act (1974) and all regulations made under the act, as we committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed.

We have established suitable policies and procedures to ensure compliance and to minimise risk as far as is reasonably practicable.

We foster a common-sense and proportionate approach to health & safety matters.

This policy shall be reviewed annually, or following a health & safety-related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties, and all members of staff and children have an individual responsibility for safety.

The arrangements outlined in this statement and the various other safety provisions made by the Management Team cannot completely prevent accidents. Only the adoption of safe methods of work and good practice by every individual can ensure safer working practices across the school.

## AIM

The Health and Safety policy is designed to enable our school to fulfil its obligations to employees, children, visitors, contractors and others affected by the school's activities. It is the objective of this policy to ensure as far as is reasonably practicable the health safety and welfare of employees and others, to promote a positive health and safety culture within the organisation and to create a working environment in which health and safety considerations influence every aspect of the life of the schools and risks are reduced to a minimum.

Following the requirements of the local Management of Health and Safety in the Workplace Regulations, BEST Preschool is committed to maintaining the buildings and structures to a safe standard, as far as is reasonably practicable and to ensuring safe access to and egress from the premises. Where appropriate, competent outside specialists are employed on a scheduled contracted basis to maintain services and facilities and service records and certificates of inspection are filed in the Facilities Department.

## INFORMATION ON HEALTH AND SAFETY

This is available in the blue policy folder in the Head of Preschool's cupboard. It is also available to view on the preschool's website ([www.bestpreschool.ro](http://www.bestpreschool.ro)) and from the SSM. Advice can be sought from the Health and Safety Adviser. This should preferably be done through the SSM. However, any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety, or welfare. New staff will be briefed on Health and Safety matters.

All staff must inform themselves of the contents of the Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with the safe systems which advise their daily working activities.

Children and other users of the premises will be given at least basic information and instructions on Health and Safety.

Contractors will be given a copy of the "*Contractors on site requirements*" by the SSM and will be expected to familiarise themselves with its requirements and implement them.

All Health, Safety and Fire Inspection Reports will be made available to every member of staff by the proprietor. They will be required to address any issues contained in the report for which they are responsible. The SSM will be responsible for keeping the preschool up to date with Health and Safety issues, including any amendments/updates required, therefore with the Health and Safety Policy.

## ROLES AND RESPONSIBILITIES

**THE HEAD OF PRESCHOOL AND SITE MANAGEMENT AND CONTROL TEAM** are responsible for providing and maintaining a work environment that is safe and without risks to health. This includes ensuring that:

There are **safe systems of work**:

- all plant and equipment provided for use by staff, including machinery, appliances, and tools, are safe and meet relevant safety standards;
- substances, plant and equipment are used, managed, and stored safely;
- material safety data sheets are supplied for all chemicals kept and/or used at the service;
- there are adequate welfare facilities, e.g., first aid and dining facilities;
- there is appropriate information, instruction, training, and supervision for employees;

There is a **systematic risk management approach** to the management of workplace hazards, ensuring that:

- hazards and risks to health and safety are identified, assessed, and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled;
- measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly;
- regular safety audits of the following: indoor and outdoor environments, all equipment, including emergency equipment, playgrounds and fixed equipment in outdoor environments, cleaning services, horticultural maintenance, pest control;
- monitoring the conditions of the workplace and the health of employees;
- consulting appropriately with employees matters including: identification of hazards, making decisions on how to manage and control health and safety risks, making decisions on health and safety procedures, and proposing changes to the service that may impact health and safety.

### STAFF IS RESPONSIBLE FOR:

- taking care of their safety and the safety of others who may be affected by their actions;
- practising emergency and evacuation procedures;
- teaching children about positive safety behaviours, including correct use of protective equipment, correct use of facilities and equipment, and identifying and responding to hazards;
- maintaining a clean environment daily and removing tripping/slipping hazards as soon as these become apparent.

### CHILDREN AND PARENTS

Children and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### CONTRACTORS

Contractors will agree on health and safety practices before starting work. Before work begins, the school will complete a risk assessment for the contractor. If there is an ongoing contract, the risk assessment will last for one year.

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Head of Preschool will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues;
- monitor the implementation, compliance, complaints and incidents in relation to this policy;
- keep the policy up to date with current legislation, research, policy and best practice;
- revise the policy and procedures as part of the service's policy review cycle, or as required;
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## TRAINING

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with children with special educational needs (SEN), are given additional health and safety training.

## MONITORING

This policy will be reviewed by the School Leadership Team every year. At every review, the policy will be approved by the Head of School and the appointed member of the School Governing Board.

## FIRST AID

In our setting, staff can take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training 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. We aim to ensure that first aid training is local authority-approved and is relevant to staff caring for young children.

## INFECTIOUS DISEASES

Any suspected infectious disease should be reported to the medical office. The nurse will contact the parent or, if not available, seek advice from the school doctor. The child will be kept apart from other children and staff until collected by a parent who will be recommended to seek medical advice.

## ALLERGIES- PROCEDURES FOR CHILDREN WITH ALLERGIES

When parents enrol their children at BEST Preschool, they are asked if their child suffers from any known allergies. This is recorded on the registration form.

If a child has an allergy, a **risk assessment form is completed** to:

- detail the allergen (i.e. the substance, material or living creature the child is allergic to, such as nuts, seafood, shellfish, eggs, bee stings, cats, etc.).
- the nature of the allergic reactions, e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems, etc.
- what to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- control measures, such as how the child can be prevented from contact with the allergen.

This form is kept in the child's file. A picture of the child and details of their allergy are displayed where all staff involved in the activities of the child can see it.

Parents train staff in how to administer special medication in the event of an allergic reaction.

Parents are made aware so that no nut or nut products are accidentally brought in, for example, to a party.

## NITS AND HEAD LICE

Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared. On identifying cases of head lice, all parents are informed and asked to treat their child and the family if they are found to have head lice.

## **FIRE SAFETY**

Fire risk assessment of the premises will be reviewed regularly by the external provider SEATBELT (Health and Safety at Work-SSM/ Prevention and Extinguishing the fire- PSI). New staff will be trained in fire safety, and all staff and children will be made aware of any new fire risks through the yearly and termly general and specific training delivered by SEATBELT.

### **EVACUATION NOTICES AND SIGNS**

Evacuation notices displaying the location of the Assembly Point will be displayed in all rooms and common areas. Evacuation signs indicate the fastest route out of the building. Fire extinguishers will be signed by type. Signage is the responsibility of the external provider SEATBELT (Health and Safety at Work-SSM/ Prevention and Extinguishing the fire- PSI), who will review the provision of notices and signage annually. SEATBELT will be informed of any (missing) signs to be replaced as necessary when occur.

### **ALARM SYSTEM**

The SSM is responsible for making certain that the battery-operated smoke detector is tested on the same day and time weekly to ensure that the warning system functions properly.

If the alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the SSM for remedial action. The Landlord should be informed straightaway, this being the case.

### **PROCEDURES AND DRILLS**

The alarm will be raised immediately by whoever discovers the fire, and emergency services will be contacted. Evacuation procedures will begin immediately. All staff, children, contractors, and visitors are required to evacuate the building on the sounding of the fire alarm or follow any other instructions announced [e.g. a gas leak]. Brief instructions are given to all visitors on arrival on what to do when hearing the smoke detector alarm or when the whistle is blown three times (only for drills). On evacuation, a member of staff should accompany them.

The Head of School is responsible for ensuring that drills take place at least once per term. The SSM is responsible for the Smoke Detector Alarm being sounded (tested) quarterly. A record of all drills, fire alarm tests and all related Fire Safety procedures is kept by the SSM.

## FIRE FIGHTING EQUIPMENT

The SSM is responsible for checking monthly that firefighting equipment (extinguishers, blankets) has not been, in any way, tampered with or damaged. The SSM is responsible for checking that the equipment is serviced annually and will keep a record of the service check. SSM, together with the Head of School, will undertake a review of the changing needs of firefighting provision and will inform the proprietor of any replacement requirements.

For further information, refer to the *Emergency Evacuation Procedure*

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Schools and nurseries are required to control hazardous substances, according to Romanian legislation in place, which can take many forms, including:

- Chemicals used in cleaning and sanitizing the premises.
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Our ancillary staff use and store hazardous products following instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information in restricted areas labelled in accordance. Any hazardous products are disposed of following specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Hazardous substances will not be used in the teaching or learning of children. This includes the use of aerosols.

The responsible person of the restricted area of the school which uses such substances must:

- identify the hazard;
- identify the risk, assess it;
- eliminate it or substitute a safer substance;
- introduce control measures, document, implement, monitor and review them;
- provide any necessary training.



## **GAS SAFETY**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and fuels are regularly checked and maintained (ISCIR annual report). Adequate ventilation is in place for rooms with gas appliances.

## **ELECTRICAL SAFETY**

The proprietor is responsible for the arrangement of the required inspections, testing and certification of mains installations following the local regulations (5-yearly certification). The SSM provider SEATBELT is responsible for organising the inspection and testing of portable appliances owned by the school.

Any box or cupboard containing electrical plant/equipment is kept locked when not in use. A “Danger – Electricity” and “No unauthorised entry” signs (with lightning flash) should be displayed on the doors. Any electrical plant within a cupboard should have clear access for an electrical engineer in the event of an emergency or other work. This is the responsibility of the proprietor.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **SMOKING**

The Health Act 2006 – Part 1 Smoking (Smoke-free Premises, Places and Vehicles) requires that there be no smoking in places of work which are “enclosed or substantially enclosed”. A breach of this on school premises is a breach of the law. “No Smoking” signs must be displayed at all entrances to the premises [Smoke-free (Signs) Regulations].

## **DEFECT AND HAZARD REPORTING**

It is the responsibility of every employee and other persons using the preschool to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem. If there is immediate danger, steps should be taken, as required, to reduce the risk.

## **RISK ASSESSMENTS ARRANGEMENTS**

Health and safety local legislation requires every employer to carry out a “suitable and sufficient” risk assessment. BEST Preschool arrangements for risk assessment will be proportionate to the level of risk

involved with more consideration being given to **significant risks** (those with the potential to cause real harm or injuries). These are formally documented, so that we can weigh up whether we have taken enough precautions or should do more. We do not undertake excessive paper-based risk assessments of exceptionally low-risk activities. These arrangements will consider the following steps:

**Step 1 – Identify the Hazards**

**Step 2 – Identify who might be harmed and how**

**Step 3 - Evaluate the risks and decide on precautions**

**Step 4 – Record and Implement the Findings**

**Step 5 – Review the risk assessment and update if necessary**

Any activity identified as constituting a “significant” (medium/high level) risk to the health and safety of employees or other users (children, contractors, parents, visitors), should be assessed and control measures devised, documented and implemented when the activity itself cannot be discontinued or substituted by a safer one. Once all precautions have been taken to reduce the risk, it should be monitored and reviewed at an appropriate interval [biennially] or when needed.

If the risk is minimal (low level), it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and raises the level of risk to “significant”.

A Risk Assessment Form (Appendix 1) will be completed for each potentially harmful activity by any person who is responsible for areas (teaching and non-teaching) where risks can be identified.

The Head of Preschool is responsible for ensuring that Risk Assessments are carried out, kept up to date and reviewed by the appropriate members of staff, on a 2-yearly basis, unless a review/ revision is required by changes in an activity or circumstances. The help of the external Health and Safety Adviser can be sought in risk identification and assessment.

## **SIGNIFICANT RISKS PROCEDURES**

### **EQUIPMENT**

All equipment, machinery, activities, etc., which could cause “significant” harm or injury to children, staff or other persons are systematically assessed and safe systems of work put in place. There may be shared responsibilities for equipment depending on its ownership, e.g. proprietor or school. All equipment and

machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

**Display screen equipment-** All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

### **EQUIPMENT, TOOLS AND MACHINERY**

The proprietor is responsible for compliance with the requirements of these Regulations, ensuring that their equipment, tools, machinery, and plant within the BEST Preschool area are maintained in safe conditions. Records of maintenance and servicing will be requested by the SSM, at least once a year, as far as BEST health, safety, and welfare may be affected.

If any equipment requires staff to be trained or deemed competent before its use, BEST management must issue clear instructions to this effect. Responsible Person: Head of Preschool.

Children will only use equipment, etc., which has been specifically purchased/considered appropriate for their use in the teaching and learning environment. They will be provided with information, instruction and demonstration before use. Supervision will be in place.

Responsible Person: ALL STAFF

### **NEW AND PREGNANT MOTHERS**

The Management has a duty of care towards members of staff who are pregnant. Risk assessments will be carried out and reviewed when necessary to ensure that women of childbearing age, pregnant or breastfeeding, are not put at greater risk than normal in the course of their work. The Head of School is the Responsible Person for ensuring that Maternity Risk Assessments are carried out.

### **RISK ASSESSMENT IN THE EYFS**

Teaching staff should be aware of relevant generic / model risk assessments and consider any significant health and safety issues, such as class size, pupil behaviour, maturity, limitations of space, layout, equipment, etc., as part of their planning and preparation. Risk assessment is just another name for that process.

1. For most activities, rather than creating additional paper records or a specific risk assessment, this is best achieved by incorporating your assessment into materials normally used in teaching, annotating schemes of work, lesson plans, pupil worksheets, etc.
2. For those curricular activities in areas of higher risk (DT, science, PE, etc.), guidance and generic risk assessments are produced by advisory bodies such as CLEAPSS and AfPE.
3. Educational Coordinator should review courses against these and check any new practical activities against the model risk assessments, satisfy themselves that the 'model' risk assessment is appropriate to their work, and adapt the model to their actual work situations.
4. Where lessons/activities are not covered by model assessments or are beyond the scheme of work, then a specific and more detailed assessment must be conducted, but this would be an exceptional circumstance.

Therefore, our approach to risk assessment within the curriculum could be evidenced by a range of documents highlighting any specific precautions or warnings from model risk assessments and demonstrating that risks have been considered.

### PLAYTIME SUPERVISION

Each member of staff is responsible for ensuring they apply due diligence while supervising. It is expected that they will begin their supervision duty:

- as the children come out;
- place themselves where they have the clearest view of the children (identifying any more hidden areas) ;
- be aware of strangers outside the gate and report any suspicious characters to the Head of School.

### CLEAR PASSAGEWAY

Access and egress into, out of, and through the building will always be maintained to allow safe evacuation in an emergency and to prevent accidents caused by slipping and tripping. All doors on escape routes and final exit doors must remain unlocked during the occupation of the building. Where gates must be opened on evacuating the building, someone will be identified to carry out that duty and be able to access the key(s). Security must be maintained, but no one will be put at risk in doing so. A high level of supervision will be implemented on leaving the premises in the event of a fire or other dangerous situation (e.g. a gas leak).

The Health and Safety advisors and Head of School are the designated responsible parties, but all staff have a responsibility to ensure that escape routes are clear and that final exit doors are kept unlocked during occupation of the building.

## SAFETY AND SECURITY FOR ALL

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us and each member of our staff feels safe at all times:

- We ensure all employed **staff have been checked** for Police/Criminal Record.
- Whenever children are on the premises, **at least two adults are present**.
- We carry out **risk assessments to ensure children are not made vulnerable** within any part of our premises, nor by any activity.
- Systems are in place for the **safe arrival and departure of children**. A teacher will always greet children on arrival and departure to ensure that any persons unknown to the school do not enter the building.
- **The times** of the children's arrivals and departures **are recorded** by their group teacher.
- **Parents must inform the preschool, in writing, if an unknown adult is authorised by them to collect their child**. The agreed **password and ID card** must be emailed to the Office Manager before the collection date. The information is recorded in the "collection diary" on the Office Manager's desk for verification purposes.
- **The arrival and departure times of adults** - staff, volunteers, and visitors - **are recorded**.
- Our **systems prevent unauthorised access** to the building during our opening hours.
- Our systems **prevent children from leaving our premises unnoticed**.
- The **personal possessions** of staff and volunteers are **securely stored away from children** during sessions.
- The **last person to leave** is the person responsible for ensuring that **the school is securely shut down** at the end of each day.
- Every member of staff ensures that **the children in their care are safe during the day**.
- Out-of-hours security of the premises is the proprietor's responsibility.
- **Every member of staff** has a responsibility to ensure that they take the necessary **measures to make the materials and equipment safe in their care**. Doors should be locked when rooms containing valuables and/or staff possessions are not in use.

- Keys, bags, passes, etc., should not be left unattended. Lost keys should be reported to the Head of School immediately.
- Any lost or stolen valuables should also be reported immediately.
- The police should be informed of any thefts, and the crime number noted.
- Found keys or valuables should be handed to the Head of School.
- The SSM, Head of School or Educational Coordinator should be notified immediately if anyone is seen on the premises acting suspiciously.

## INTRUDERS

In the event of a member of staff encountering a person who has no legitimate reason for being within the school grounds or the main building, they should politely and non-threateningly ask that person to leave the premises. If the intruder is not cooperative, help should immediately be sought from the Head of School, Security Team or EC. No effort should ever be made to touch or forcibly remove an intruder from the preschool. The Police should be called.

It is important that a record of these incidents is kept, and information passed on to other local nurseries, in case the intruder might go there. The proprietor should also be informed. Responsible Person: Head of School.

## OUTING, TRIPS AND VISITS (including by microbus or coach)

The Management is aware of their responsibility in organising off-site activities and the need for child safety. The nursery risk assessment procedures will be followed when arranging such activities. The Head of School and Educational Coordinator will oversee the organisation of these activities, and the steps below are followed thoroughly:

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
  - A risk assessment for each venue has been carried out.
  - Parents are always asked to sign specific consent forms before major outings.
  - A risk assessment is carried out before an outing takes place.
  - All venue risk assessments are made available for parents to see.
  - Our adult-to-child ratio is a minimum of 1:4 for a morning school outing; we request help from parents/carers on outings to allow for a higher ratio. We discuss suitability and the type of venue as well as how it is to be reached.
  - Outings are recorded in the outings log, kept in the setting, stating:
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- The date and time of the outing.
- The venue and mode of transport.
- Time of return.
- Number of children attending.
- Number of adults attending.
- Staff take the school mobile phone on outings, along with the most senior team member's mobile.
- Supplies of tissues, wipes, pants, etc., as well as a mini first aid pack, snacks, water, and a full list of all children's emergency contact details are also taken.
- The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- All children wear a wristband with contact details for a call centre, which alerts the nursery and Head of School about a missing child by text, telephone, and email.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

### MINIBUSES AND COACHES

Guidelines must be followed, and checks carried out whenever a minibus or coach is hired. The Head of School is responsible for the hiring of minibuses and coaches, along with drivers.

### ROAD SAFETY

Whenever children are to be taken out, they must be reminded of the need to be careful and to follow instructions when crossing roads, walking along the pavement, etc. The agreed teacher-child ratio must be complied with.

### STORAGE

Many accidents are caused by unthought-out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, overstretching, being hit by falling equipment, etc. The requirements and guidance given during the initial Health and Safety training should be followed.

## SAFETY AT WORK

### LIFTING AND CARRYING

Any members of staff who lift and carry as an integral part of their job will receive training in manual handling. No one else is required to carry out manual handling tasks other than those which ordinarily come within the remit of their work.

However, any members of staff who may, on occasions, choose to lift and carry loads greater than those ordinarily associated with their work will receive training either because they have been identified by the Head of School as being at risk or because they, themselves, have requested it.

Staff are advised not to put themselves at risk of injury and are not expected, unless it is in their job description, to lift or carry, except as described above. If there is any doubt about the risk involved, a risk assessment should be requested by the member of staff. The Head of School is the Responsible Person and will arrange for this to be done. In the final resort, a contractor will carry out the task if it is assessed to be beyond individuals' physical capabilities. Where a mechanical means of lifting and carrying has been provided, it has to be used.

### WORK SAFETY AT HEIGHT

A specific risk assessment must be carried out whenever anyone is working at any height, i.e. at ground or floor level or above. The higher and more difficult the height, conditions, and task, the greater the risk and need for an assessment. Staff are advised to discuss the working at height activity with the Responsible Person (Head of School) if they have any doubts about safety in carrying out the task. They must not put themselves in danger by undertaking a task which puts them at greater risk than normal. The Head of School will ensure that all the necessary equipment is safe and available before allocating a task at height.

### OTHER USERS

"Other users" [Hirers] of the premises have access to this Policy via the BEST's website and are required to cooperate with the arrangements contained therein, as far as they affect their health, safety, and welfare and that of the occupants of the school. Conversely, the "other users" will provide the school with a copy of the relevant parts of their H&S Policy / Safe Arrangements so that we can cooperate with them with regards to health, safety and welfare and are not put at greater risk than is usual. Responsible Persons: Head of Preschool and SSM in liaison with the proprietor.



## **WATER QUALITY**

The proprietor is responsible for the quality control of the water. They will ensure that, where necessary, a water risk assessment is carried out and that records of all routine checks and remedial actions are kept. The SSM will require sight of the outcomes of the routine checks. The drinkable water is supplied in water tanks by order from an external provider who carries out their conformity checks.

## **HEALTH AND SAFETY TRAINING**

Staff will be allowed to attend relevant Health and Safety training, which they can apply for through the SSM. Where training is deemed necessary [certain training is a regulatory requirement] for an individual to do a job safely, an employee must not be required to carry out the task before the training has been successfully undertaken.

Staff must be mindful that refresher training is available, sometimes a requirement, and should be undertaken. Training records must be kept by SSM as well as by the employees themselves, along with re-training dates.

## **HYGIENE ARRANGEMENTS**

### **NAPPY CHANGING**

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. However, we do ask parents to attempt to have their children toilet-trained by the time they start with us, aged 2 years 6 months. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practice to accommodate children who are not yet toilet-trained. However, if a child frequently needs to be changed during their session at the nursery, we reserve the right to call the child's parent/carer and ask them to come in and change them.

We see toilet training as a self-care skill that children can learn with the full support and non-judgmental concern of adults.

## PROCEDURES

- Young children from two years old should wear pull-ups or other types of training pants as soon as they are comfortable with this, and their parents agree.
- Key persons undertake changing young children in their key groups; other class teacher changes them if the key person is absent or otherwise engaged.
- Changing areas are warm and safe areas to lay down young children if they need to be cleaned from their stools.
- There are wipes and nappies available if the child does not have their own, however, we do require a supply to be sent with the child daily. All parents of the younger children are also asked to put a change of clothes into their child's bag.
- Gloves and aprons are put on before changing starts, and the areas are prepared. The changing mat is cleaned with a disinfectant spray and a throw-away paper towel after each use.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand.
- Anti-bacterial hand wash liquid or soap should not be used for young children.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Key persons do not make inappropriate comments about young children's private parts when changing their nappies.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull-ups' are disposed of hygienically. Any soil (faeces) in nappies or pull-ups is flushed down the toilet, and the nappy or pull-up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

## FOOD AND DRINK

Our provision regards snack and mealtimes as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and mealtimes, we aim to provide nutritious food which meets the children's individual dietary needs.

A meal or a snack is offered to children at least every 2–3 hours. This is because children have small stomachs and high nutrient needs as they grow and develop, to play and learn.

The preschool management establishes the schedule for snack and lunch hours for each class and makes it available to all staff and parents.

## PROCEDURES

We follow these procedures to promote healthy eating in our setting:

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies. (*See the First Aid and medical policy*)
- We record information about each child's dietary needs in their registration record, and parents sign the record to acknowledge that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs, including any allergies, are up to date. Parents sign the updated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs.
- We inform parents of what we offer children at meal time when they come in for a registration appointment.
- Meals are displayed on the board weekly.
- We provide nutritious food for all meals, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- All 4 weekly menus are prepared with the support of a nutritionist and reviewed at least once every 6 months. The fruits and vegetables included in the children's menu are adapted to those of each season.
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- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies.
- We consider this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise mealtimes so that they are social occasions in which children and staff participate.
- We use mealtimes to help children develop independence through making choices, serving food and drink and feeding themselves.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water, and that they can ask for water at any time during the day. Water is provided to children in their water bottles.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- To protect children with food allergies, we discourage children from sharing and swapping their food with one another.

## FOOD POISONING

Food poisoning can occur for several reasons; not all cases of sickness or diarrhoea are because of food poisoning, and not all cases of sickness or diarrhoea are reportable.

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Head of School will contact the DSP (Public Health Department), to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises of the setting will also be notified to BSO as soon as is reasonably practicable, and always within 14 days of the incident.

## FOOD HYGIENE

We provide the snacks and lunch. We maintain the highest possible food hygiene standards regarding the purchase, storage, preparation and serving of food. Lunch and snacks are provided through catering by Stejarii Restaurant following the Nutritionist's menu and guidelines.

## PROCEDURES

- The catering provider complies with all DSP regulations and is authorized to serve food in schools.
- Food is transported and stored at correct temperatures and is checked to ensure it is within the validity term of consumption and is not subject to contamination by pests, rodents, or mould when receiving it.
- Food delivery areas are cleaned before use as well as after use.
- There are separate facilities for handwashing and for washing up for staff.
- All surfaces are clean and non-porous.
- All utensils, crockery, etc, are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
  - are always supervised.
  - understand the importance of hand washing and simple hygiene rules.
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment such as blenders, etc.

## ANIMALS IN THE SETTING

Children learn about the natural world, its animals, and other living creatures as part of the Early Years Foundation Stage curriculum. This may include contact with animals or other living creatures, either in the setting or in visits. We aim to ensure that this is following sensible hygiene and safety controls.

## VISITS TO FARMS

Before a visit to a farm, a risk assessment is carried out - this may take into account of safety factors listed in the farm's risk assessment, which should be reviewed. The outing's procedure from above is followed.

Children should cover cuts or other skin punctures before encountering the animals and wash their hands after contact with animals.

Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

## ACKNOWLEDGEMENT BY STAFF

Under the Health and Safety at Work regulations, a copy of BEST's Health and Safety Policy has been made available for all staff to read. The following is issued as guidance in respect of the main responsibilities.

### **All staff are requested and expected to:**

1. Adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments.
2. Develop a personal concern for your safety and that of others working alongside you.
3. Be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety.
4. Use the correct utensils and equipment for the job.
5. Avoid any improvisation which will entail unnecessary risk.
6. Ensure personal protective equipment, when used, is kept in good condition.
7. Report defects in the premises, utensils, and equipment.
8. Report any personal accident or injury and see that it is recorded in the accident book.
9. Report any known hazard to the Head of Preschool.

## LEGAL/ OFFICIAL REFERENCES\*

This policy is based on advice from the Department for Education on Health and Safety in Schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and state users' entitlement to an eyesight test.
- The Regulatory Reform (Fire Safety) Order 2005 requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height.

The school follows the guidance of Romanian legislation when responding to Health and Safety Requirements.

Last review: April 2025

Name of signatory: DAN NICULAIE-FARANGA

Role of signatory: **permanent representative of the governor** ITH MANAGEMENT OFFICE SRL

Name of signatory: ANCA ILIE

Role of signatory: **Head of Preschool**

## ANNEX 1- RISK ASSESSMENT TEMPLATE (TRIPS, EVENTS, ACTIVITIES)

<b>RISK ASSESSMENT OF</b>	<b>Brief outline of the task/activity</b>	
<b>Establishment/Address</b>		
<b>Review Date:</b> <i>annually or earlier if conditions change</i>	<b>Assessment by:</b>  <b>Manager Approval:</b>	<b>Date</b>  <b>Date:</b>

RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH)</b> Strong likelihood of fatality / serious injury occurring	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H)</b> Possibility of fatality/serious injury occurring	You must <b>identify further controls to reduce the risk rating</b>
<b>MEDIUM (M)</b> Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further <b>consider the risk against the benefit.</b>
<b>LOW (L)</b> Possibility of minor injury only	No further action required.

<b>Hazard / Risk</b> <i>List the significant hazards you have identified</i>	<b>Who is at Risk?</b> <i>Staff, pupils visitors</i>	<b>How can the hazards cause harm?</b> <i>E.g. electrocution, poisoning, etc.</i>	<b>Normal Control Measures</b> <i>Brief description of what you are already doing to reduce risk and/or reference to source information</i>	<b>Additional Control Measures</b> <i>Detail any further actions necessary</i>	<b>Action by who</b>	<b>Action by when</b>	<b>Date Action completed</b>



