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**Health and Safety Policy**

At Zelda School we recognise that the provision of a healthy and safe environment is essential to the well being of children and adults. Good quality care includes taking steps to prevent illness and accidents, being prepared to deal with emergencies if and when they occur and educating children about health and safety matters including how to manage their own risks. Zelda School recognises that there is a legal duty for all staff to manage activities involving significant risk. We do this by carrying out suitable and sufficient assessments of those risks and to ensure that suitable control measures are used as well as continually managing risks and challenges on a daily basis.

**Methods:**

The member of staff responsible for health and safety at Zelda School is **Jenny Tresidder.** She is competent to carry out these responsibilities. She has undertaken health and safety training (April 2023) and regularly updates her knowledge and understanding. We display the necessary health and safety poster in the school office.

**Risk assessment:**

At Zelda School we are aware that the children and staff carry out many activities that involve additional risks e.g. gardening, cooking, fire lighting and using woodwork tools. For these activities we have replaced the word “risk” with the word “challenge” so that we can see that challenges can be overcome and that we can learn from the risks involved.

We continue to complete Risk Assessments for challenging activities as risk assessment is an important step in protecting everyone who uses the school premises as well as complying with the law. Risk assessments will take into account staff, children, parents and visitors. It will consider the areas and equipment being used, the activity taking place and the adult child ratio as well as the benefits of exposing children to these risks.

Individual risk assessments will be completed for members of staff who are pregnant or have special requirements. They will also be completed for specific groups of children when going on a trip and for individual children with SEND where necessary.

All risk assessment documentation and information will be kept in the policy folder and Health and Safety file in the office and is available for staff to complete and carry out every 6 months or as required.

Some Health and Safety issues are checked daily or are ongoing including checking toys and equipment and checking the outside area.

**Responsibilities of the Landlord**

The landlord at Holifield Farm, Rob West has responsibility for;

- Maintaining the access road to the school for all vehicles including emergency vehicles,

- Maintaining the water supply to the school,

- Providing toilet facilities for staff.

**Health and Safety Awareness:**

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.

**Staff**

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 is discussed weekly at staff meetings.

**Parents**

Risk Assessments are in place to protect the parents and other visitors to the school. The application form explains that children take part in activities that have an element of risk and parents are asked to sign to demonstrate they understand this and give permission.

**Children**

Children are made aware of health and safety issues through discussions, in the moment learning, planned activities and routines.

**Insurance cover:**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board by the office.

**Smoking and Vaping:**

We have a no smoking and vaping policy across the whole site.

**Supervision:**

We ensure all staff employed have been checked for criminal records by an enhanced disclosure

from the DBS (See Recruitment and Suitable Person Policy)

Whenever children are on the premises at least two adults must be present.

The level of supervision can and should vary according to the activities the children are carrying out, the ages of the children and their individual needs.

**General Supervision Through Observation**

Children at play should be able to be heard at all times and if not visible, checked on regularly. Children who are resting or sleeping should be within earshot of staff who check them at least every 10 minutes.

**Close Supervision Through Being At Hand**

Staff should remain in close proximity whilst children are taking part in activities.

**Constant Supervision Through Direct Contact**

Staff should be involved with a child carrying out risky activities i.e. cooking, woodwork, fire lighting, gardening etc. The level of supervision will be dependent on the child’s age and individual needs.

Staff must agree in advance on what level of supervision is needed for a particular activity so that there is a consistent approach within the school. Children should be allowed to engage in higher risk activities but only when a worker is available to devote themselves to constant supervision.

Individual children may require personal risk assessments to make sure they are supported with particular activities that they may find more challenging due to the child’s individual needs.

**CHILDREN MUST NEVER BE LEFT ALONE WHEN PLAYING WITH WATER, DURING FIRE-LIGHTING ACTIVITIES OR WHEN EATING.**

**Security:**

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in the register. It is important that parents/carers "hand over" their child to a member of staff when they arrive for the day. In the Early Years the child's time of arrival must be entered into the attendance register for safety reasons. Staff must be informed in advance if someone other than the parent/carer will be collecting the child from school. Staff should refuse to hand over the child should an unknown adult come to collect the child regardless of those persons' claims. Staff should inform the person of this policy regarding the collection of children so that the reason for refusal to hand over the child is understood. Every effort to contact the parent should then be made in order to report the incident. Please note it is the parent’s responsibility to ensure they update us with all emergency numbers and contact details on a regular basis. This will be checked by the school secretary once a year to ensure all information is up to date.

No one under the age of 16 will be allowed to collect a child from school.

The arrival and departure times of visitors are recorded in the register. ID must been seen before visitors enter the site and a record of the company they are from and contact details are also recorded. Visitors will be allocated a member of staff who will not leave the visitor alone with the children at any time. For further information please see The Visitor Policy.

Staff should immediately confront visitors to the school, or anybody on the school premises who is not expected to be there.

Our systems prevent unauthorised access to our premises, and they prevent children from leaving our premises unnoticed. Children are taught about the boundaries and keeping themselves safe. The gate is padlocked between 9:45 am and 3 pm and during this time visitors must ring the bell. Between 9 and 9:45 there will be a member of staff present at the gate.

Staff arrival and departure times are also recorded in the register.

If a parent/carer fails to collect their child from Zelda School then the procedures set out in our Delivery and Collection of Children Policy will be carried out.

**Outings and visits policy:**

We have agreed the following procedures for the safe conduct of outings.

Parents always sign consent forms before outings off the farm take place.

A risk assessment is carried out before an outing takes place.

Our adult to child ratio is within Ofsted requirements and will be decided depending on the place we are visiting and the children in our care.

Named children are assigned to individual staff (a key worker) to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.

Outings are recorded in the school diary stating:

- The date and time of outing

- The venue and mode of transport

- Names of staff assigned to named children

- Time of return

Staff take a charged mobile phone on outings, and supplies of tissues, wipes, spare clothes etc as well as a mini first aid pack, any children’s personal medication or equipment, a snack and water if necessary. 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.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

**Premises:**

**Doors and Gates**

The gates to and from the school should be properly secured to prevent children gaining access to the farm or to any driveway or parking area where cars may reverse. Bolts and catches should be regularly checked to ensure that they are working correctly.

**Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged. One of the major factors contributing to accidents is a lack of tidiness. All toys and equipment not in use should be put away so that the school does not become too cluttered. Litter and spillages should be safely cleaned as soon as they are discovered.

**Water**

All taps in the school provide fresh drinking water. If the water supply fails the school will in the first instance go and buy bottled water from the shop. If it is not fixed within the day then the school will close the following day.

**Kitchen**

**Children do not have 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 in the kitchen, or out of children’s reach.

When children take part in cooking activities, they:

- Are supervised at all times;

- Are using equipment in the classroom or garden and not the kitchen.

**The Wood Burning Stoves**

The stoves must be surrounded by a childproof fireguard at all times. The wood burner must only be lit and attended to by an adult. Children will be taught about fire safety both inside and outside. Combustible materials must be kept the required distance away from wood burners. Fire lighters and matches should be kept in a lidded tin beside the wood burner, within the fire guard. Ash from the fire should be removed using the tin bucket provided. The wood burners are checked by specialist professionals once a year in accordance with recommendations.

**Storage**

It is essential that handbags are stored securely out of children's way as they often contain medicines, matches, lighters or other small items, which a child could easily swallow or choke on. Staff and volunteers need to ensure that any medicines they bring with them to the school are stored in a safe place and that any headache tablets etc. are not carried around in their pockets. These items should be stored in the school office. Mobile phones must also be stored in the hanging pouches in the office.

All cleaning products and disinfectants should be kept in their original containers with the contents clearly labelled. These materials should be stored in the kitchen area or above the Upper Kindergarten cloakroom on a high shelf. See COSHH folder for more information.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

**Outside**

The outdoor area is checked for safety and cleared of rubbish before it is used using the morning check list. 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. Gardening equipment and tools are stored safely, sharp tools are kept out of reach and children are supervised when using them, and taught how to use them safely.

**Activities and Toys**

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 school. They are bought from reputable dealers and staff responsible for the purchasing of children's play equipment should ensure that they are well made and constructed from non-toxic materials. The Lion Mark (British Toy Manufacturers Safety and Quality Symbol)and the CE Mark (The European Safety Symbol) are recognised safety markings.

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 including tree climbing is supervised depending on the ages and abilities of the children.

Children are taught to handle and store tools safely. Children also learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

See attachment for cleaning procedures for toys and equipment.

**Animals:**

No dogs are allowed on Zelda School site.

Animals visiting the setting are, as is reasonably practicable, free from disease and safe to be with children, and do not pose a health risk.

Children will learn to wash their hands after contact with animals.

Animals kept on site are regularly checked for disease and staff ensure that living quarters are kept clean and away from food areas. Waste is disposed of regularly and is not accessible to children.

Outdoor footwear should not be worn indoors.

**Food and Drink:**

Zelda School is a vegetarian school. No meat products will be kept on site.

Staff who prepare and handle food must receive training in food hygiene - and comply with - food safety and hygiene regulations with regard to Safer Food, Better Business.

All food and drink is stored appropriately. Fridge temperatures are recorded daily.

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. All main allergens are listed on the menu in accordance with Natasha’s Law and cooks have training in food intolerances and allergies.

**Hygiene:**

We regularly seek information from the Environmental Health Department and the Health Authorities to ensure that we keep up to date with the latest recommendations. Our current measures include:

Daily routines which encourage the children to learn about personal hygiene.

A daily cleaning routine for the setting includes classroom, kitchen, toilets and sinks and nappy changing equipment.

Resources and equipment, dressing-up clothes and furnishings will be cleaned/washed termly or as required.

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 disposable gloves - as appropriate;
* providing tissues and wipes;
* washing up is done with hot water, washing up liquid and a clean cloth specifically for washing dishes;
* Dishes should be air-dried where possible;
* All cloths and towels should be replaced everyday with fresh clean ones;
* Different coloured cloths should be used for cleaning different areas i.e. Pink for non kitchen sinks, blue for loo, sponges for kitchen. Different coloured mops are used for the floors in the classroom (green) or kitchen (blue). These should be replaced with clean cloths/ mop heads daily;
* Hands washed before and after handling food.
* Staff involved with the handling of food in the school should have successfully completed a Food Hygiene Course. Food handlers must inform the Headteacher at once if they or any of their immediate family is suffering from diarrhoea and/or vomiting and they should not prepare meals if they are unwell, until given medical clearance, at least 48 hours since the last symptoms;
* The school kitchen should have:

A refrigerator thermometer to ensure that foods are being stored at the correct temperature

Adequate storage for cold, frozen and dry foods.

Refuse bins with fitted lids and a foot pedal.

Pest proofing- door barrier

Contract with pest control- terminate

**Fire:**

Doors are never obstructed and easily opened from inside. Carbon monoxide detectors/alarms and fire fighting equipment conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked monthly. All soft furnishings should be fire retardant and must continue to comply with the Furniture and Furnishings (Fire Safety) Regulations, 1988.

The wood burner should be well guarded and paper or material should not be placed near enough to catch fire. Guidance recommends no combustibles within 18 inches of the fire.

The cooker should not be left unattended when turned on. Cloths or towels should not be left to dry around a cooker.

Fires lit outside must be in the fire pit and must be supervised at all times.

Our emergency evacuation procedures are:

* Clearly displayed in the premises;
* Explained to new members of staff, volunteers and parents; and
* Practiced regularly to ensure all staff and children know what to do in an emergency.

Records are kept of fire drills and equipment (extinguishers, smoke detectors, fire blanket) are serviced monthly.

Gas checks are completed by specialist professionals annually in accordance with requirements.

**First Aid:**

In accordance with the Statutory Framework for the EYFS at least one member of staff is paediatric first aid trained and this person will be available on school trips/in emergencies. We have 9 staff who hold current paediactric first aid certificates (12 hour course) and we display the list of staff who have a current certificate.

We have 3 first aid kits (LK cloakroom, kitchen and off site bag) which are checked and replenished termly or as necessary.

Accident forms are filled out as necessary and checked by Jenny Tresidder half termly.

**Records:**

In accordance with the EYFS, we keep records of:

**Adults**

Names and addresses of **all staff** on the premises, including temporary staff who work with the children or who have substantial access to them;

Names and addresses of all the **Trustees**;

All **records relating to the staff's employment and trustees** with the school, including application forms, references, results of checks undertaken etc. in a Single Central Record.

**Children**

Names, addresses and telephone **numbers of parents and adults authorized to collect** children from setting;

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;

Accident, incident and medicine administration records;

**Consents** for outings, administration of medication, emergency treatment; and **accidents** or **incidents**.

Jenny Tresidder has up to date GDPR training

**Risk assessments will be carried out on the following areas**

* The school garden and equipment used
* Outings
* Sleep periods
* Food and drink
* Medicines
* Storage of dangerous and hazardous substances
* Manual handling of large furniture
* Cooking activities that involve sharp objects or equipment
* Fire lighting activities
* Gardening activities
* Security of building and outside area
* Individual Risk Assessments will be completed as necessary

The staff will continually risk assess as we work and teach the children to assess and manage their own risks.

Any building and maintenance issues should be recorded in the work day book in the office

**As part of Health and Safety requirements please also see our Accidents, Illnesses and Medication Policy.**

**Policy Agreed by Directors on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:**

**Review on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**