



## Section Four

### Safety & Suitability of Premises, Environment and Equipment

#### Safety

- Health and Safety Policy (For Forest School, Health and Safety Policy please see Handbook)
- A Guide to Poisonous Plants
- Fire Drill Record Forms
- Fire Evacuation Policy
- Manual Handling Policy
- Premises Health and Safety Audit (Separate Folder)



## Health and Safety Policy

It is the policy of Pillarwood Farm Pre-school and Children's Woodland Adventures to create a safe environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto the premises. A health and safety poster will be clearly displayed within the provision. The person responsible for the general implementation of this policy is: David Hawes All staff members have a responsibility to bring to the attention of the above-named person any concerns with regards to Health and Safety. The above-named person is responsible for recording any concerns raised and acting upon them. An Annual premises audit will be carried out.

All staff are responsible for their own safety and the safety of all children attending the setting. They have been responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with. Staff will undertake any relevant training to support Health and Safety within the provision. All new staff members will receive Health and Safety information as part of the induction process within the first week of their appointment.

### **Risk Assessments**

Risk assessment will be conducted to assess the environment and ensure that is safe and suitable for all children, parents, staff, volunteers and visitors.

- Written formal risk assessments will be kept on site and will be accessible at all times.
- Management will maintain a record of all safety issues and any action taken.
- Daily risk assessments will be carried out on the indoor and outdoor environment.
- The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Specific risk assessments will relate to the inside and outside environments and outings.
- All staff will be involved in the risk assessment review process.

### **Insurance**

Pillarwood Farm Pre-school and Children's Woodland Adventures holds Public and Employer's liability insurance.



The public liability Insurance certificate is displayed on Head Office Wall (Photo copy taken into the woodland environment)

### **Fire**

The safe evacuation of the building/woodland environment is of primary importance. The settings emergency meeting point is out of the gated setting and towards the barn area to the right of the house on the boundary of the property.

- A written fire drill will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building/woodland environment.
- Exits will be kept clear. If it is necessary to lock any outside door this will be done preferably by bolt or Yale catch and not a key. However, if it has to be locked with a key, then the key must be placed or hung out of reach of children, next to the door.
- A practice fire drill will be carried out twice every term. Routes and times/days will be varied and recorded.
- Fire appliances will be checked annually, and the staff will be made aware of their position.
- The log burner will be guarded, and nothing will be placed on top of fireguards.
- Matches will be inaccessible to children.
- All visitors will be made aware of fire evacuation procedure.
- New staff will take part in a fire evacuation drill, as part of their induction, within the first week of their appointment.

### **Buildings and Equipment**

- Any faults will be reported to the manager who will contact the relevant person.
- Equipment and resources will be checked and cleaned at regular intervals within cleaning routine and records will be kept.
- Equipment and resources will conform to the required legislative standards.
- Staff should have regard to the manual handling policy when equipment and resources are being moved.

### **General Tidiness**

- The premises will be kept tidy in order to reduce the risk of accidents.
- Hot drinks will not be consumed in the presence of children.



- All storage areas will be kept tidy and equipment stored appropriately.
- Steps will be provided for items stored on high shelving.

#### **Car Parking**

- Great care will be exercised when cars are moved. This will be made clear to staff, parents and visitors.
- The car park area will be maintained (if applicable).

#### **Hygiene**

- It is the responsibility of all staff to maintain standards of cleanliness; the policy is to "clean as you go."

#### **We will ensure that:**

- Paper towels and soap will be provided for hand washing.
- Hands are washed after using the toilet, before handling food, after handling a variety of different resources and after handling animals.
- Toilet areas are regularly checked and cleaned to ensure high standards of hygiene and safety.
- Disposable gloves and aprons are available to be worn when coming into contact with bodily fluids.
- Young children are escorted to the toilets and a step and toilet seat is provided for their use if required.
- Information will be obtained from the Environmental Health Department on up to date legislation.
- Tissues will be available for use, tissues will be disposed of appropriately after use and hands washed. Anti-bacterial spray will be used to clean surfaces for food preparation and after use.



### **Storage of cleaning materials**

- Any potentially dangerous substance will be kept out of the sight and reach of children in a locked cupboard/area.
- Screw tops of containers will be tightly closed.
- Cleaning materials will be stored in original containers or labelled containers with instructions in COSHH file.
- COSHH legislation will be followed.

### **Smoking**

- There is strictly NO SMOKING allowed on the premises of Pillarwood Farm Pre-School, including the outdoor area.
- Staff members are not permitted to smoke during hours of duty and failure to observe this policy will result in disciplinary action.
- It is illegal to sell cigarettes to children under 18.
- It is illegal for children under 18 to smoke in public.

### **Alcohol/ Other Substances**

There is strictly NO ALCOHOL, or any other substances allowed on the premises of Pillarwood Farm Pre-School

- It is illegal for children under 18 to buy alcohol and drink in public.
- All staff/ volunteers are not permitted to work if under the influence of alcohol and or any other substances which may affect their ability to care for children and failure to observe this policy will result in disciplinary action. This includes both prescribed and non-prescribed drugs.
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children.
- Pillarwood Farm Pre-school and Children's Woodland Adventures will not tolerate on the premises any parent/carer under the influence of alcohol or any other substance. Any parent under the



- influence of alcohol and or any other substance will be refused admission and Pillarwood Farm Pre-School will determine if it is appropriate and safe for the child to leave with them.

### **Solvents**

There is strictly NO SOLVENTS allowed on the premises of Pillarwood Farm Pre-school and Children's Woodland Adventures

- It is illegal to sell solvents to children under 18.
- All glues etc. used at the setting will be safe to be used by children and children will be supervised in the use of them.
- Any solvents brought onto the premises by a child will be removed from them and parents/carers informed.

### **Animals**

- Pillarwood Farm Pre-school and Children's Woodland Adventures will ensure that any animal visiting the setting is free from disease.
- We will ensure that the setting's pets are free from disease and safe for the children.
- Children will be required to wash their hands before and after contact with animals.
- A full risk assessment will be undertaken before children come into contact with any animals/pets.
- We will be mindful of children that suffer from pet allergies. Where a child attending the setting has an allergy to a specific animal type, that animal will not be deemed suitable as a setting pet or as a visiting pet.

### **Supervision of children**

- Children will be supervised in accordance with adult: child ratios as set out in the EYFS requirements.
- In or out of the building, children will be supervised at all times.
- Headcounts will be conducted regularly throughout the day.
- When children are playing outside, if anyone uninvited enters the grounds the supervisor will ask them to leave. If the person (or persons) involved refuses to leave the grounds, then the children will be taken inside the building and appropriate action taken.



- Special care will be taken when children are using apparatus. All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- Records will be properly maintained in INK. Any required alterations will be by a single line through the original entry. No original entry will be erased.
- When children are taken off the premises their whereabouts will be recorded. Parents will always be informed and asked for written consent.
- Any vehicle used will have a current TAX, MOT certificate, insurance certificate and be in road worthy condition. All children will be restrained in an appropriate seatbelt. Vehicle details and a list of named drivers will be kept.
- A qualified lifesaver will always be present if swimming.

#### **Sun Care**

- No children under the age of 6 months will be exposed to the sun.
- No children will be exposed to sunlight unless their skin is adequately protected.
- Sun cream will only be applied to children with prior written consent from parents.
- All sun cream will be supplied by the parent, enclosed in its original container and labelled appropriately.
- Parents will also be asked to provide sun hats and appropriate clothing for children to protect them from the sun.
- We will endeavour to avoid exposure to the sun when it is at its strongest - between 12 noon and 3pm.

#### **Accidents and Sickness**

- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Pillarwood Farm Pre-school and Children's Woodland Adventures will have its own first aid kit on the premises.
- The contents of the first aid kit will be checked, replaced and updated regularly. The staff member responsible is David Hawes



- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Accident, First Aid and Medication policy will be followed.

### **Food**

- Children will be supervised at all times when eating.
- Adults will not be involved in the preparation of food if suffering from any infectious/contagious illness or skin condition.
- All staff involved in handling food will comply with regulations relating to food safety and hygiene.
- Staff members preparing food will hold the relevant food hygiene certificate.
- Food hygiene will be included in the induction process and on the job training/guidance provided.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Raw and cooked food should be prepared on separate surfaces.
- All fresh fruit and vegetables will be washed thoroughly before use.
- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned within weekly cleaning routine.
- Fridge /Freezer temperature will be checked twice daily and recorded.
- If parents provide packed lunches these will be stored safely, and information will be given about appropriate foods.
- All uneaten food of children who are having packed lunches will be returned to the parent in order that they are able to make judgements about their child's diet.
- In the event of food poisoning affecting two or more children looked after on the premises, we will inform the Environmental Health Department and Ofsted will be informed within 14 days of the event occurring.





**Legislation**

We will endeavour to keep our information up to date; information will be obtained by referring to:

- Health and Safety Act 1974.
- Management of Health and Safety at Work Act 1992.

This policy has been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

..... Manager/Owner

Reviewed date: March 2024 .....Reviewed date: March 2025 .....

Review due: March 2026 .....



### A Guide to Poisonous Plants

As with all hazards, it is your responsibility to ensure that any plants inside or outside of the setting do not pose a risk to children. All plants should be risk assessed so that hazards are reduced or removed. For further help and advice in undertaking a risk assessment, please contact the Birth to Five Service office on 01522 552752. The following is a list of the most poisonous plants in Britain.

| Latin Names                                       | Common Names                  |
|---|-------------------------------|
| Aconitum  | Monkshood                     |
| Arum  | Arum Lily, Lords and ladies   |
| Atropa Belladonna                                 | Belladonna, Deadly Nightshade |
| Brugmansia, Datura                                | Datura, Angels Trumpets       |
| Colchium  | Autumn Crocus                 |
| Convallaria                                       | Lily of the Valley            |
| Daphne  | Daphne                        |
| Dieffenbachia (a houseplant)                      | Leopard Lily, Dumb Cane       |
| Digitalis   | Foxglove                      |
| Euphorbia   | Spurge                        |
| Gloriosa Superba<br>(a conservatory/indoor plant) | Glory Lily                    |
| Helleborus  | Hellebore, Lenten Roses       |
| Laburnum  | Laburnum, Golden rain         |
| Lantana   | Lantana                       |
| Nerium  | Oleander                      |
| Primula Obconcia                                  | The poisonous Primula         |
| Prunus Laurocerasus                               | Cherry Laurel                 |
| Ricinus Communis                                  | Castor Oil Plant              |
| Ruta  | Rue                           |
| Taxus   | Yew                           |



### Fire Evacuation Procedure

#### All staff members

- On hearing the fire warning sound:
- Calmly call children in your care together
- Visually check the space around you is empty
- Leave the yurt and outdoor space via the nearest, safest emergency exit
- Headcount the children in your care, alerting the leader if any are missing
- Everyone to be led to the evacuation point in the right hand corner away from the property
- Remain outside the building until the leader deems the area safe

#### Leader

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors book and contact information
- Sweep through the area, toilet and yurt to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- Parents/carers to be called when the fire brigade have advised it is safe for collection in the pick up area
- During drills, time and record the time taken to clear the premises and any changes needed to be made for easier evacuation next time

#### Our fire drill record includes:

- The date and time of when the fire took place
- How long it took
- Whether there were any problems that delayed the evacuation
- Any further action taken to improve the drill procedure

This procedure will be reviewed:

Signed:..... Pillarwood Farm Pre-School Owner

Reviewed date: March 2024 Reviewed date: March 2025 Review due: March 2026

Pillarwood Farm Pre-School, 4 Main Street, Edenham, Lincolnshire, PE10 0LL



### Fire Drill Record Form

| Date of fire drill | Time the fire drill commenced | Duration of the fire drill | Number of children present | Staff present | Visitors | Staff organisation (staff role within the fire drill) | Details of difficulties encountered or any comments (evaluation) |
|--------------------|-------------------------------|----------------------------|----------------------------|---------------|----------|---|--|
|                    |                               |                            |                            |               |          |   |  |
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**Fire and Evacuation Policy**

**Emergency Meeting Point is situated out of the gated area AND TO THE RIGHT OF THE HOUSE ON THE HOUSE PERIMETER.**

- Pillarwood Farm Pre-school and Children's Woodland Adventures will ensure that a clearly written fire drill procedure is on display in *areas* at all times.
- Fire drills will be carried out every 6-8 weeks.
- Each drill will be recorded in a log and be reviewed and evaluated.
- All new members of staff/volunteers/students will receive a fire drill information sheet and fire training within their staff induction.
- All new members of staff will take part in a fire evacuation drill within their first week of employment.
- All fire exit doors and firefighting equipment will be kept free of obstructions and clearly located with the appropriate signage.
- Daily risk assessment checks will ensure all exits are free from obstruction and are fully operational.
- Fire risk assessments will be conducted and reviewed regularly.
- Any recommendations made by the Fire Prevention Officer will be carried out and adhered to.
- Smoke detectors/alarms will be checked weekly and firefighting equipment will be checked annually or according to the fire officers' recommendations and the date of those checks will be recorded.
- The premises and surrounding area operate a strict no smoking policy.
- The fire evacuation procedure will be explained to all visitors
- All visitors will be required to sign in and out of the setting in designated visitor's book.

*Signed on behalf of the setting by:*

..... *Manager /Owner*

Reviewed date: March 2024 .....Reviewed date: March 2025 .....

Review due: March 2026 .....



## Manual Handling Policy

We will ensure that the necessary arrangements are made to facilitate the information of the policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Pillarwood Farm Pre-School and Children's Woodland Adventures accepts responsibility for compliance with the regulations.

The staff member with responsibility for the implementation of the manual handling policy is David Hawes

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum. Pillarwood Farm Pre-School and Children's Woodland Adventures has a duty of care to ensure that;

- Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers.
- The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk.
- Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required characteristics of the working environment and the requirements of the task.
- Information and training are provided to workers and managers on assessment and manual handling principles.

The responsibilities of Pillarwood Farm Pre-school and Children's Woodland Adventures are that:

The designated person must;

- Be aware of manual handling operations within the organisation.
- Avoid the need for employees to undertake any manual handling operations, which involve a risk of injury, so far as is reasonably practicable.
- Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury.
- Make a clear record of the assessment and communicate its finding to all staff involved.



- Introduce appropriate measures to avoid or reduce risk by elimination of the risk, re-designing the operation or the use of mechanical aids.
- Provide information and ensure that all staff receive appropriate training in manual handling and ensure that new staff receive training before any manual handling tasks are undertaken.
- Ensure that mechanical aids provided are easily accessible and properly maintained. Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening.
- Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout the organisation.
- Make allowance for any known health problems which might have a bearing on an existing employee's ability to carry out manual handling operations safely.
- Refer to occupational health advisors if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations.
- Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operation affecting the nature of the task or the load.
- Maintain records of accident and ill health related to manual handling operations.

#### **The responsibilities of the employee:**

The employee must;

- Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.
- Co-operate with the chair/owner/manager in the making of assessments of hazardous manual handling tasks.
- Observe safe systems of work and use of safety equipment, reporting any defects in mechanical aids to the manager.



- Participate in training given in manual handling.
- Report pregnancy or any medical conditions which may affect their ability to handle loads safely.
- Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment.
- Employees have a duty to use manual handling equipment provided and ensure it is used correctly.

### **Training:**

Pillarwood Farm Pre-school and Children's Woodland Adventures will ensure that;

- Awareness training is provided for all staff with specific training for groups of workers who are involved in specific handling tasks.
- Appropriate training is provided for new staff with specific training for groups of workers who are involved in specific handling tasks.
- Training is based on the ergonomic and problem-solving approach to manual handling operations  
Training programmes are reviewed and monitored.
- Training programmes include the following elements as a minimum requirement;

1. basic ergonomic and manual handling principles

2. assessment skills and knowledge of the assessment process

3. basic anatomy and function of the spine

4. causes of injury and back care principles

5. manual handling techniques

6. mechanical handling aids and equipment

7. health and safety responsibilities

- Annual refresher training is provided for all staff
- Accurate records of attendance are kept for training events





Implementation of the Policy:

The chair/owner/manager will ensure that staff are informed about the implementation of the policy and that staff are aware of its content.

Arrangements will be made for assessments of manual handling operations to be carried out with the subsequent provision of mechanical aids, suitable transport, environmental improvements and staff training.

This policy has been adopted by Pillarwood Farm Pre-School

Signed on behalf of the setting by:

..... Manager/owner

Reviewed date: March 2024.....

Reviewed date: March 2025 .....

Review due: March 2026 .....