



HEALTH, FIRST AID AND FIRE SAFETY POLICY

Aim

We aim to make children, parents and staff aware of health safety issues, to minimize the hazards and the risks to enable the children to learn in a healthy and safe environment.

Statement of intent

This school believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, and staff.

Methods

The member of staff responsible for health and safety is the Head teacher. He/she is competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Develop an action plan, which specifies the action required, the timescale for the action, the person responsible for the action, and any funding required.

We maintain lists of health and safety issues, which are checked daily before the session begins, weekly, and termly- when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employer's liability insurance. The certificate is displayed on our notice board.

Raising awareness

Our induction training for staff includes a clear explanation of health and safety issues, so that all are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.

- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
- As necessary, health and safety training is included in the annual training plans of staff and also discussed regularly at staff meetings.
- We have a NO SMOKING policy.

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

Children's safety:

- All children are always supervised by adults.
- Whenever children are on the premises at least two adults are present.



Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrival and departure are recorded.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during school sessions.

Windows

- Low-level windows are made safe from materials, which prevent accidental breakage or are made safe.
- Windows above the ground are secured so that children cannot climb through them.

Doors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and washing up.
- Cleaning materials and other dangerous materials are stored out of the children's reach.
- When children take part in cooking activities, they
- Are always supervised
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment

Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electrical sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials that children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them from accidentally falling or collapsing.



Outdoor Area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sandpit is covered when not in use.
- All outdoor activities are always supervised.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the children which includes playrooms, kitchen, rest area, and toilets.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.

We implement good hygiene practices by:

- ❖ Cleaning tables between activities
- ❖ Checking toilets regularly
- ❖ Wearing protective clothing – such as aprons and disposable gloves as appropriate.
- ❖ Providing sets of clean clothes.
- ❖ Providing tissues and wipes
- ❖ Ensuring sole use of flannels and towels

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the school.
- 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.
- Physical play is constantly supervised.
- Sand is clean and suitable for children's play.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.



Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play areas and do not place hot drinks within reach of the children.
- Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and Visits

- We have agreed procedures for the safe conduct of outings.
- Procedures to be followed on outings are continued within our operational plan.
- A risk assessment is carried out before an outing takes place.
- Parents always sign consent forms before major outings.
- Our adult to child ratio is appropriate for international standards and in line with the age of the children in each class.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorized access to children.

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



First Aid and Medication

Oakland International British School employs a full-time registered nurse. As well as at least, one member of staff with current first aid training (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- Complies with the health and safety (first aid) Regulations 1981
- Is easily accessible to adults.
- Is regularly checked by a member of staff and re-stocked as necessary.
- Is kept out of reach of children.

At the time of admission to the school, parents' written permission for emergency medical service or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- Is kept safely and accessible.
- All staff know where it is kept and how to complete it.
- Is reviewed at least half-termly to identify any potential or actual hazards.

Any injury requiring medical doctor or hospital treatment to a child, parent, volunteer or visitor is reported to the school clinic and staff in charge of Health and Safety.

Children's prescribed drugs are stored in their original containers, are clearly labeled, and are inaccessible to the children. Parents give prior written permission for the administration of medication. The administration is recorded accurately, and parents sign the record book to acknowledge the administration of a medicine. If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorized adults – if a child becomes ill at school.

Safety of Adults

- Adults are provided with guidance about the safe storage, movement, lifting, and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate language.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues, which need to be addressed.

Records

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Health, First Aid and Fire Safety Policy



Following the health and safety requirements, we keep records of:

- Adults authorized to collect children from pre-school.
- The names, addresses, and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements, and illnesses of individual children.
- The times of attendance of children, staff, volunteers, and visitors.
- Accidents
- Incidents

In addition, the following policies and documentation about health and safety are in place:

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

Health

- ❖ Administration of medication – This is carried out by the School Nurse.
- ❖ Prior parental consent to administer medicine.
- ❖ Record of the administration of medicines
- ❖ Prior parental consent for emergency treatment
- ❖ Accident record – a medical note from the school nurse with regards medical treatment given, is placed in the child's communication diary and written in the nurse's records.
- ❖ No smoking
- ❖ Sick children - as above

Fire Safety

Our School understands the importance of vigilance to fire safety hazards. The premises have an up-to-date fire certificate and notices explaining the fire procedures and are positioned next to every fire exit. All staff and children are aware of the fire safety procedures set out in the policy.

All staff are aware of the location of all fire exits, the fire assembly point, and where fire safety equipment is stored. They are all trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Health, First Aid and Fire Safety Policy



Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from inside. Fire exits are kept always closed. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance. Fire drills will take place periodically and staff will be informed of when these will occur. Twice a term, the school will hold a fire drill without warning. All fire drills, fire incidents and equipment checks will be recorded in the Incident Record Book.

Fire Prevention

The school will take all steps possible to prevent fires occurring. As such, the Head teacher and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the school's "No Smoking Policy" is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Explain fire safety procedures to new staffmembers.

Event of Fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity. All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings or to re-enter the building after evacuation. The entire premises will be checked by the staff, and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the staff will close all accessible doors and windows to prevent the spread of fire.

The register will be taken, and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Head teacher should access the emergency contacts list that is kept off-premises.

A handwritten signature in black ink, appearing to read "Barakah Saleh Mutallab".

BARAKAH SALEH MUTALLAB

School Director