Health and Safety Policy

Statement of intent

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

Aim

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

Methods

The member of staff responsible for health and safety is Nicky Catchpole. She is competent to carry out these responsibilities.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Assessing with age and stage of all children present at each session, ensuring that the toys and resources are suitable.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins;
- annually - when a full risk assessment is carried out.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the pre-school room entrance area.

Awareness raising

- 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. 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 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 health and safety is discussed regularly at staff meetings and staff supervisions.
- We have a no-smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

CHILDREN'S SAFETY

- Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own. We operate an open-door policy.
- All children are supervised by adults at all times.
- 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 arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during pre-school sessions.

WINDOWS

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.

DOORS

We take precautions to prevent children's fingers from being trapped in doors.

FLOORS

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 for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach and in a locked storage cupboard.
- When children take part in cooking activities, they:
    - are supervised at all times;
    - are kept away from hot surfaces and hot water; and
    - do not have unsupervised access to electrical equipment.

ELECTRICAL/GAS EQUIPMENT

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- 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 which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them 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 sand pits are covered when not in use.
- All outdoor activities are supervised at all times.

HYGIENE

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the pre-school which includes play room(s), kitchen, toilets and nappy changing areas.
- 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 aprons and disposable gloves – as appropriate,
    - providing sets of clean clothes,
    - providing tissues and wipes.

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 pre-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.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- 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. The setting is registered with the Local Authority Environmental Health Department.

- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and lunch 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. Specific allergy notices are displayed in snack area.

OUTINGS AND VISITS

- We have agreed procedures for the safe conduct of outings.
- A risk assessment is carried out before an outing takes place and an evaluation carried out after the outing has taken place. Risk assessments are shared with all staff members and volunteers attending outings. Essential records including emergency contacts for children, staff and volunteers will be taken on all outings. Essential equipment including first aid kits are carried at all times on trips, with at least one first-aid-trained member of staff present.
- Parents always sign consent forms before outings.
- Our adult-to-child ratio is high, normally one adult to two children. Parents/carers are invited to join our trips to enable us to meet this ratio.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- For those children remaining at pre-school, the adult to child ratio conforms to the requirements of the EYFS framework.

ANIMALS

- Animals visiting the pre-school are free from disease, safe to be with children and do not pose a health risk.
- Any pre-school pets are free from disease, safe to be with children and do not pose a health risk.

FIRE SAFETY

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly
- Records are kept of fire drills and the servicing of fire safety equipment.

FIRST-AID AND MEDICATION

All members of staff that work regularly with the children hold a current Paediatric first-aid qualification. At least one member of staff with a current first-aid training certificate (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:

- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the pre-school, parents' written permission for emergency medical advice or treatment is sought. Permission to use plasters is also sought. Parents sign and date their written approval.

OUR ACCIDENT RECORDS

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed half-termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).
-

MEDICATION

Children's prescribed drugs (e.g. inhaler) are stored in their original containers, are clearly labelled and are inaccessible to the children. Any non-prescribed medication is clearly labelled with the child's name and is kept inaccessible to the children.

Staff member's prescribed drugs (e.g. inhaler) are stored in their original containers, are clearly labelled and are inaccessible to the children.

Medical care plans are set out and signed for any child, member of staff or volunteer who has a long-term condition for which they require regular medication, such as asthma.

Any member of staff who is taking medication/other substances which may affect their ability to care for children will be asked to seek medical advice before returning to work.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign their individual child's record sheet to acknowledge the administration of a medicine. Two members of staff are present during administration and sign the record sheet accordingly.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

If essential medication is not on site with the child, entry to the child would be refused for the child's own safety, until the medication could be provided.

If a child is given over-the-counter medicine by parents (such as paracetamol) before attending pre-school, the parent must notify a member of staff, who will then record this.

SICKNESS

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

Ofsted and the Health Protection Agency will be notified of any infectious diseases when a qualified medical person considers it necessary.

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 safety equipment to do so.
- All warning signs are clear and in appropriate languages.

- 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

In accordance with the Statutory framework for the early years foundation stage, we keep records of:

- adults authorised to collect children from pre-school;
- the names, addresses and telephone numbers of emergency contacts in case of sickness;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

WELFARE REQUIREMENTS - STATUTORY FRAMEWORK FOR EYFS

- Risk assessment.
- Record of visitors.
- Fire-safety procedures.
- Fire-safety records and certificates.
- Operational procedures for outings.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

Date policy adopted / reviewed November 2026

Signed on behalf of the Pre-School Trustees

Name and position of signatory Denise Smith, Chair

Policy review date **November 2027**