



Health and safety Policy

The health and safety of our children, staff and visitors is of paramount importance to us, making the setting a safe, healthy and happy place for all.

We follow the guidance from the Health and Safety at work Act 1974 which makes us legally bound to make all reasonable efforts to protect the health, safety and well being of yourself, colleagues, children and visitors.

As an organisation we must

- Assess risks to employees, customers and anybody else who could be affected by our activities.
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and proactive measures.
- Have a written health and Safety policy
- Consult employees about their risks at work and current preventative/protective measures

Health and safety is everyone's responsibility and our staff are constantly assessing the health and safety of themselves, their colleagues, the children in our care and any visitors by making dynamic (on the spot) risk assessments. Everybody must also

- Establish a safe childcare working environment
- Appropriately risk assess the environment and activities
- Manage Health and Safety properly (policies and procedures)
- Provide safe work and play equipment
- Have appropriate fire procedures and evacuation provision
- Use adequate safety signage
- Test and use electrical appliance safely
- Manage the threat and use of Hazardous Substances
- Avoid unnecessary noise, stress and any violence
- Provide Personal Protective Equipment (PPE) for staff to use when handling certain substances
- Enable you to work safely with steps, ladders and objects at height

The EYFS requires that 'providers must take all necessary steps to keep children safe and well'

Risk Assessment

A risk assessment decides what should be done to prevent harm to anybody who comes onto the premises and ensuring that relevant actions are taken and updated whenever necessary. All aspects of the pre-school are risk assessed. This document is constantly changing/adapting with regular evaluation occurring through staff meetings.

Manual Handling

We aim to fulfil the requirements of the Manual Handling Regulations (1992 and 2002). All of our staff have been trained in the correct manual handling techniques.

Although it is not possible to eliminate all manual handling we recognise correct handling techniques will lessen the chances of injury occurring. Manual handling applies to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley, or animate - a person or an animal.

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example: it may be possible to re-design the workplace so that items do not need to be moved from one area to another. Where manual-handling tasks cannot be avoided, they must be assessed. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Administering Medicines

Only prescribed medicines are allowed to be administered with the exception of antihistamine such as Piraton and pain relief such as Calpol may be given under exceptional circumstances at the managers discretion. They should be in the original packaging with the patient name and dose printed on. The parents/carers are to fill in a medication log advising of the time and dosage amounts to be given. When staff administer the medication there should be another member of staff as a witness and they are to fill out the medication log. Staff will not be able to administer medication if they have not had the relevant training. When necessary relevant training will be found.

Food, Drink and Hygiene

Staff who prepare snack and other food stuff have completed food hygiene training and understand the importance of good food preparation, storage, handling and allergies. We have a board in the snack/lunch room and in the kitchen with a list of children's allergies and intolerances. Children's lunch boxes are stored on the lunch trolley in the lunch room and the children are not allowed to access them until lunch time. Food items such as grapes are to be chopped in half to avoid choking hazards.

Hands are washed after using the toilet and before handling food. Tissues are available and children are encouraged to blow and wipe their noses when necessary. Children are encouraged to shield their mouths when coughing. All surfaces are cleaned regularly with an appropriate cleaner.

Accident or Injury

Where possible we try our utmost to minimise the risk of accidents and injuries. But they will still happen and when they do our staff have the relevant First Aid Training qualifications. We take a first aid kit with us when we take the children outside to play and if an accident has occurred then the staff member will fill in an accident form which will be shared and signed by the parents/carers at the end of the day. If there is a serious accident the emergency services and then parents/carers will be immediately contacted.

Our accident forms are evaluated to see if there is a common accident occurring and then the risk assessment is altered to lower the risk of it keep occurring.

Cuts or open sores whether on adults or children should be covered with a sticking plaster or other dressings.

Illness, Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) Events

Serious injuries, incidents and occurrences need to be reported to the relevant authorities under RIDDOR so that they can be investigated if necessary.

There are also certain medical conditions or diseases that need to be reported so that the spread can be properly monitored. We have a list near the telephone of the infections/diseases and the relevant time to be away from the setting and if they are reportable to local authorities.

Parents are asked to keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observations of other children who seem unwell.

Parents are asked not to bring to the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has lapsed since the last attack.

Emergency Evacuation and other Emergency Procedures

We follow a fire procedure and practice fire drills regularly. The fire alarms are checked on a regular basis along with the fire escapes and fire routes. These are all recorded in the fire safety log by the member of staff conducting the checks.

The premises operates a no smoking or vaping policy.

Control of substances hazardous to health (COSHH)

We have a verified list of products that have been reviewed under COSHH for use in the pre-school, if there is a new product that is required then it cannot be put into use until a safety data sheet for the product has been reviewed and a COSH sheet filled in. Some products require PPE to be worn for their protection all of which is supplied and stored in the locked cleaning cupboard.

All dangerous materials including medicines and cleaning equipment is stored out of reach of the children.

Registration and Ratios

All staff are aware of the systems in operation for children's arrival/departure and a member of staff will be at the door during these periods. A register of both children and staff is completed at the beginning of every session and the number in the building will be written onto the relevant board.

We follow staff to children ratios of 1:4 for 2 year olds and 1:8 for 3-4 year olds. Whenever there are children on the premises there are always at least 2 staff present.

If someone other than the regular parent/guardian or carer is collecting a child the staff must be informed and if there is any doubt then formal identification may be asked for or the child will remain at pre-school until they can be collected by their regular person.

If a child remains uncollected and the pre-school has taken reasonable steps to contact parents/guardians or carers then social services will be called to collect the child if they remain uncollected for half an hour.

Outdoor and Outings

All outdoor play is risk assessed and staff are extra cautious when taking children out that the gates are closed in the correct manner and staff are aware of who is in the playground at all times.

We make regular trips to the local area like the park, library or the shops, each has its own risk assessment and we have higher staff to children ratio.

Maintenance and repairs to the premises

Where possible maintenance and repair is done when the pre-school is closed however this is not always possible especially if an emergency repair is needed. All work personnel must sign into the visitors book and will be supervised at all times by a member of staff. The children will be taken into a different area to play whilst the work is being done.

Staff Personal Safety

All staff are inducted into the building and are asked to read all of our policies and procedures. Any necessary health and safety training is conducted and there are regular staff meetings. The safety of all the staff is paramount and abuse or threats towards any staff member will not be taken lightly. It could result in expulsion from the premises and involvement from the police.

The person responsible for the day to day Health and Safety is - Julia Mark

The person with overall responsibility for Health and Safety is – Joe Smith

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.