

3.0 HEALTH & SAFETY POLICY

We believe that the health and safety of children is of paramount importance. We strive to make our pre-school a suitable, safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.

Insurance is in place (including public liability) and an up-to-date certificate is always displayed.

Smoking and vaping is not allowed on the premises, both indoors and outdoors.

RISK ASSESSMENTS

Risk assessment is carried out where it is helpful to do so, to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices. Risk assessments are monitored and reviewed by those responsible for health and safety.

The following risk assessments should be carried out:

- A **Daily Checklist** should be completed each morning to ensure security of the premises and that fire exits are clear. Staff also have an ongoing duty to check that
 - the premises are in a safe condition. Any possible source of danger such as loose or splintered flooring, faulty wiring, switches, heaters or power points, leaking pipes or cisterns, should be reported to the Pre-school Manager without delay.
 - all the equipment is safe and in good condition and that it is being used in accordance with the manufacturer's instructions
 - toilet and kitchen areas are kept clean at all times
- A **Fire Risk Assessment** must be completed and reviewed annually and at other times as necessary
- A **Premises Risk Assessment** must be completed annually and updated as necessary
- **Outing/Activity Risk Assessments** should be completed as appropriate
- **The Accident book** will be reviewed at least termly and any necessary action taken to reduce risks
- A **Risk assessment** must be completed in time of pandemic/extreme circumstances and government guidance followed.

FIRE DRILLS (see also Fire Procedure Policy)

All staff and volunteers should be familiar with our Fire procedure and observe fire precautions. There should always be free access to fire doors and staff should know where fire extinguishers are kept and how to use them. Fire drill should be practised at least twice a term by each leader; once to make children aware of evacuation procedure and once to ensure understanding of the

procedure.

The Fire Procedure Policy notice should be accessible on the Parent Noticeboard for the staff and parents to read.

ACCIDENTS

All staff must ensure they are familiar with the accident procedures.

At least one member of the staff on duty should have a current paediatric First Aid certificate.

The Pre-school must have an adequately stocked First Aid Box kept in a safe place but accessible to adults. **All staff must be aware of the location of the First Aid Box.**

Any accident, whether to an adult or to a child, should be recorded in the **Accident Book**.

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of serious accidents and incidents as well as informing Ofsted in accordance with their regulations.

ATTENDANCE REGISTER

The Attendance Register must be marked at the beginning of the session for children and staff. All visitors sign in the Visitors' Book so that staff know who is on the premises at all times.

CHILDREN'S SAFETY

The Pre-school leader and the correct numbers of helpers required by OFSTED must be on duty at all times throughout the session.

At the end of a session a member of the Pre-school staff must be at the door to make sure that every child has been safely collected by someone authorised by the child's parent or guardian.

The main door into Pre-school must have a secure latch in operation during the session that can be easily opened by Pre-school staff in an emergency, but is out of the reach of the children.

Children should come to Pre-school in appropriate clothing & footwear. They should not wear any jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

PRE-SCHOOL STAFF

Employees have a responsibility to work safely and efficiently, to report incidents that could lead to injury or damage, to ensure that accidents are recorded in the Accident Book and to avoid interfering intentionally or recklessly with anything provided for health and safety. An employee should not, under any circumstances, lift or move anything so heavy as to cause personal injury.

In the interests of health and safety employees should wear appropriate clothing, footwear, hairstyles and jewellery.

Any serious illness or infection contracted by an employee that might be communicable to other staff or children must be reported to the Pre-school Manager without delay.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.

Reviewed October 2024
To be reviewed October 2025