



Registered Charity No.: 1155711

Health and Safety Policy

Our Pre-School believes that the health and safety of children in our care is of paramount importance. Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for our employees and to provide such information, training, and supervision as they need for the purpose.

We make our Pre-School a safe and healthy place for children, parents/carers, staff, visitors, and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We aim to comply with all health and safety legal requirements and best practice.

We have Public Liability insurance and Employers' Liability insurance. The Public Liability certificate is displayed on our notice board in the reception area.

Procedure

This procedure outlines the top level requirements for controlling risk at the pre-school. It is however necessary to have more in-detail procedures for certain activities such as fire evacuation, and these procedures are listed below:

- Health and Safety Policy
- Fire Evacuation Procedure
- Flu Pandemic Procedure
- Food and Drink Policy
- Illness, Injury and Managing Children with Allergies Policy
- Intimate Care, Nappy Changing and Toileting Policy
- Missing Child Policy
- No Smoking, Vaping, Alcohol and Recreational Drugs Policy
- Outings Policy
- Safeguarding Children Child Protection Policy
- Staff Health and Safety Practice and Procedure

Methods

The staff, along with Management Committee are responsible for applying health and safety standards. The Management Committee, working alongside staff, introduce and monitor safe working practice and ensure everyone is given information, instruction, training, and supervision on all aspects of health and safety.

One of the Committee members acts as Health and Safety Representative. The Health and Safety Representative carries out an annual audit to identify and reduce risks. The findings of the audit are reported to the Management Committee and where applicable the staff. The Management Committee will then decide if any action needs to be taken.

The member of staff responsible for Health and Safety is Michele Roberts. She is competent to carry out these responsibilities by undertaking health and safety training and regularly updates her knowledge and understanding. This information is then passed onto the

Manager and other staff as necessary. Michele supports the Health and Safety Representative on the Committee.

We display the necessary health and safety poster in the storage cupboard in Pre-School.

Parents can discuss health and safety issues or concerns with the Manager.

Each member of staff has a duty to act responsibly and to do everything possible to prevent injury to themselves, their colleagues, and the children in their care and to notify the Manager/Deputy or the Management Committee of any accident, hazard, or hazardous incident. All members of staff must follow safe working procedures and must co-operate with the Management Committee to provide a safe working environment, together with a safe environment for the children in our care.

Risk Assessment

Our risk assessment process includes:

- Checking for hazards indoors and outdoors, and in our activities and procedures. Our assessment covers adults and children.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily and documented and/or monitored:

- Daily before the session begins.
- Annually - when a full risk assessment is carried out.

Awareness raising

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and procedures as they 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 is discussed regularly at staff meetings. Staff concerns regarding health and safety can be raised with the Manager, Staff Health and Safety Representative, or the Health and Safety Officer on the Committee at any time.

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

Children's Safety

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.

All children are always supervised by adults and will always be within sight or hearing of an adult. Whenever children are on the premises at least two staff must be present.

Children will leave the group only with authorised adults.

On outings the adult/child ratio will be one to two (see Outings Policy).

If a child falls asleep during a session, then all staff must be informed. Periodic checks that the child is comfortable and safe to be made at ten minute intervals.

When children take part in cooking activities, they:

- Are always supervised.
- Wash their hands before taking part.
- Are kept away from hot surfaces and hot water.
- Do not have unsupervised access to electrical equipment.

Security

All practitioners and staff are aware of the systems that are in place for the safe arrival and departure of children. In the morning and afternoon, two adults will be on the doorway – one to take the register and the other to monitor the entrance / exit to make sure that children only leave with an authorised adult. Parents are asked not to distract staff who are monitoring the doorway.

Parents/carers are asked to provide a password, if an adult who is not known to staff is collecting their child.

Our systems prevent unauthorised access to our premises. A doorbell is on the main entrance door to the building and on the inside door to the Pre-School. Staff use a keypad entry system for access to the building and to Pre-School. The security number will not be disclosed to anyone other than staff.

Our systems prevent children from leaving our premises unnoticed. During sessions the entrance doors will be kept locked and only opened to visitors by a member of the management team who has checked to see the visitor has good reason to enter.

A register of both adults and children will be completed as people arrive and depart and checked once the main doors are locked. The times of the children's arrivals and departures are also recorded in the register if they arrive or leave outside normal registration times. The number of children present in the pre-school are visually displayed (the AM number and PM number with a total number of children per session). The number of children in the reception area is visually recorded if this area is in use.

The arrival and departure times of staff, volunteers, and visitors - are recorded.

The personal possessions of staff and volunteers are securely stored during sessions in the lockers provided. Mobile phones belonging to staff or visitors are stored in the office, whilst children are on the premises.

The Pre-School has a free-flow play system between indoors and outdoors. Children going outdoors are accompanied by at least one practitioner. Adult /child ratios are always maintained both indoors and outdoors according to statutory requirements.

Doors and Floors

We take precautions to prevent children's fingers from being trapped in doors, including securing doors in the open position, or using guarding.

All surfaces are checked daily to ensure they are clean and not uneven or damaged. Any spillages are cleaned immediately.

Kitchen

Children do not have access to the kitchen. Staff have assessed the risks to a child in the unlikely event that they were to access the kitchen. Hot drinks and the kettle are placed towards the back of the work surface and all cleaning products are stored securely in a locked cupboard.

Electrical Equipment

All electrical equipment conforms to safety requirements and is checked regularly. A list of all electrical equipment is kept and updated when new items of electrical equipment are purchased. Portable appliance testing (PAT) is carried out on an annual basis. Only electrical appliances purchased by pre-school and that have been PAT tested are to be used. Staff are not permitted to bring in their own electrical equipment to use.

Electric sockets, wires and leads are properly guarded, and the children are taught not to touch them. Power supply leads are not sited across walkways.

There are sufficient sockets to prevent overloading. Sockets should not have socket covers inserted in them.

Storage

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

All potentially dangerous materials, including medicines, non-food products used for play and cleaning materials are stored out of children's reach. Hazardous cleaning materials are kept in a locked cupboard in the kitchen. Only specifically chosen cleaning materials, and non-food products are used under the Control of Substances Hazardous to Health (COSHH) Regulations, and the details of the contents of these will be kept on the premises. All medicines that require refrigeration must be stored in the fridge in the lockable container.

Cleaning materials are stored out of children's reach.

Outdoor Area

Our outdoor area is secure. The garden fire exit is locked with the key easily accessible to staff on a hook nearby. A padlock is fitted to the garden gate at the rear of the building (in the adjoining garden). The combination number to release the padlock is visibly displayed inside the office window. The lock can be released by pushing the lock at the bottom.

Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides. Poisonous plants e.g. ivy are removed.

Where water can form a pool on equipment, it is emptied before children start playing outside.

All outdoor activities are always supervised.

Hygiene

We seek information from the Environmental Health Department and the Health Protection Agency to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene. The toilet area has a high standard of hygiene and is cleaned twice daily. It includes hand washing and drying facilities and there is a bin for the disposal of nappies and dressings.

Equipment, dressing-up clothes, and furnishings are cleaned regularly.

We implement good hygiene practices by:

- Asking parents to provide nappies if necessary.
- Asking that parents provide spare clean pants and other clothing in case of accidents (a supply of clean clothing is also available in Pre-School).
- Cleaning tables between activities.
- Checking toilets regularly.
- Wearing protective clothing - such as aprons and disposable gloves when changing wet/soiled nappies or when dealing with any body fluids e.g. blood, vomit.
- Ensuring that any spills of blood, vomit or excrement are cleaned immediately, and areas disinfected using bleach diluted according to manufacturer's instructions.
- Making sure that children wash their hands after using the toilet and before handling food.
- Ensuring that staff wash their hands before handling food.
- Encouraging children to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Cleaning potties with anti-bacterial cleaner after use.
- Ensuring that staff use a blue plaster to cover any cuts or grazes on their hands when preparing food.

Food and Drink

Adults will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

Raw and cooked food will be prepared in separate areas using separate boards and utensils.

All food and drink are stored appropriately. Food will be kept covered or in a container, and when items are opened the date will be recorded on the item or container.

Milk will be kept in the refrigerator until required and the use by dates will be adhered to. Out of date food or milk will be disposed of.

All snacks provided will be healthy and pay due attention to children's particular dietary requirements. All food supplied by parents for snack or lunch will be checked by an adult. Food that may present a choking hazard, for example fruit or vegetables, should be cut into narrow batons. Grapes, tomatoes or similar should be cut into quarters and apples should be sliced and cut into thin batons or be left whole (not small chunks). If supplied food is not

cut appropriately, we will cut it to make it as safe as possible. If we are unable to do this, we will offer raisins from the pre-school supply as an alternative and raise it with parents.

We display allergy posters in the snack bar area and art area to ensure that children do not have access to food/drinks to which they are allergic. Staff will check for allergies/diet requirements before preparing food or before supporting children during snack / lunchtime.

All cups containing hot or cold drinks must be made of a non-breakable material. Cups carrying hot liquid taken out of the kitchen must be fitted with a lid. Adult's cups taken into the outside area must be placed on the shelf out of reach of any child.

Snack times are appropriately supervised, and children do not walk about with food or drinks.

Fresh drinking water is always available to the children.

Equipment and Activities

All equipment and toys are checked for cleanliness and safety and any dangerous items are repaired or discarded.

Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

All materials - including paint and glue - are non-toxic. Sand is clean and suitable for children's play.

Glass Material – for the safety and well-being of all the children, staff and visitors, the use of glass materials is strictly prohibited in all areas accessible to children. Any breakage of glass items can pose a significant risk of injury. Where transparency is required, shatterproof plastic alternatives will be used.

Physical play is constantly supervised.

Special Considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be closely supervised.
- Climbing equipment is only used on Astro-turfed areas, never on hard surfaces. Climbing equipment will be appropriately supervised and a mat placed under the ladder.
- All cooking activities involving the use of heat will be continuously supervised.

Children will not be allowed in the storeroom, office, kitchen or shed at any time. This also applies to children accompanied by parents during fundraising activities.

We ask that children do not wear jewellery to Pre-School. Children with pierced ears should only wear studs. Exceptions to wearing jewellery may be made for religious and cultural reasons. However, the Health and Safety issues will be discussed with the child's parents/carers.

Children will be closely supervised when negotiating potentially hazardous areas.

Parents/carers are regularly reminded to check their child's bag daily to make sure that it does not contain items that should not be brought into Pre-School e.g., small toys, coins, plastic bags, clips, medicines, creams, sun lotion, food, or drink.

Parents/carers are responsible for their child's safety once the child has left the Pre-School. When parents/carers attend special events at pre-school, they will be reminded that they are responsible for their own children. Notices will also be displayed to confirm this.

Parents/carers are responsible for applying sun cream before bringing their child to Pre-School. If parents/carers would like staff to re-apply sun cream during the middle of the day, then they should complete a permission form. Pre-School apply Child's Farm Sun Cream, unless parents specify that their child is allergic to this product, in which case the parent must supply an unopened bottle of sun cream that is nut oil free.

Animals

Animals visiting the Pre-School are free from disease and safe to be with children, and do not pose a health/allergy risk.

Children wash and dry their hands thoroughly after contact with animals.

Fire Safety

Fire doors are clearly marked and never obstructed and easily opened from inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and will be regularly checked as specified by the manufacturer (to be organised by the Landlord). There will be adequate equipment for the control of fire.

Fire drills will be carried out on a regular basis, with separate drills for morning and afternoon children, and a record kept.

Our emergency evacuation procedures are:

- Clearly displayed in the premises.
- Explained to new members of staff, volunteers, and parents.
- Practised regularly at least once every term.

A fire risk assessment is carried out by the Site Manager for the premises.

First Aid and Medication

At least one member of staff with current first aid training for infants and young children is on the premises or on an outing at any one time.

Our first aid kit:

- Complies with the Health and Safety (First Aid) Regulations 1981.
- Is regularly checked by the Staff Health and Safety Representative and re-stocked as necessary.
- Is easily accessible to adults.
- Is kept out of the reach of children.

Disposable gloves are available and should be worn by staff when treating any injury/graze or cut.

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

Parents also sign a consent form allowing staff to accompany their child to an Accident and Emergency unit in an ambulance, to be examined, treated, or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

All staff are made aware of children with specific conditions or allergies that may require treatment while in pre-school and such information is kept confidential.

Appropriate risk assessment will be carried out in the event of a child with HIV+ or any other potentially infectious disease attending the Pre-School.

Administration of Medication

If a child is on prescribed medication the following procedures will be followed:

Children taking prescribed medication must be well enough to attend Pre-School.

- If possible, the child's parents will administer the medicine before/after Pre-School. If not, then the medication must be stored in the original container and clearly labelled with the child's name, dosage, and instructions. The medicine should be given to the Manager/Deputy Manager, not left in the child's bag. The medicine must be kept in a lockable cupboard or in the lockable fridge box. The expiry dates should be checked regularly.
- Parents must give written permission for the administration of medication. This states the name of the child, name/s of parent/carers, date the medication starts, the name of the medication and prescribing doctor, the dose, and times, or how and when the medication is to be administered. The Manager, Deputy Manager or Third in Charge will witness the giving of any medication.
- Record of Medication Given forms are available to log the name of the child receiving the medication, date, and time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- Non-prescribed medication cannot be administered at Pre-School, except for Calpol and Piriton.
- Where local regulations require it, for example a child in care, guidance will be sought from social services before people other than parents agree to administer medicines.
- The Health and Safety Officer checks the 'use by' date on children's medication held at Pre-School, at least once each half term.

In the event of administration of life saving medication such as EpiPen for anaphylactic shock caused by an allergic reaction – the following will be required.

- A letter from the child's GP/consultant stating the child's condition and the treatment required.
- Parent's/guardian's written consent to allow staff to administer medication.
- Proof of staff training in the administration of such medication, or proof that the syllabus of any recent first aid training covered administration of such medication. If specialist knowledge is required, staff involved in administering the medication will receive training from a qualified health professional.

The Pre-School's insurance company (the Pre-School is insured with Royal and Sun Alliance, through the Pre-School Learning Alliance) must be informed that a child who attends the

Pre-School may require administration of life saving medication, that the Pre-School has received a letter / care plan from the child's GP, that parents have given written consent that staff, who are trained to do so, are allowed to administer such medication, and that Pre-School can provide evidence of such if necessary.

If someone should accidentally pierce their own skin with an Epipen, then the individual should go to A & E immediately and should follow medical advice thereafter in relation to ability to continue functioning in normal duties and timescales for results. Any such occurrence would necessitate completion of an incident form.

Our Accident Book:

- Is kept in the office.
- Blank Accident Forms are kept in the register cupboard.
- All staff know where blank Accident Forms and the Accident Book is kept and how to complete it.
- Is reviewed at least once each half-term to identify any patterns, potential or actual hazards.

Ofsted is notified of any injury happening on the premises requiring an overnight stay in hospital to a child, staff member, parent, volunteer, or visitor or where there is a death of a child or adult.

When there is an injury requiring an overnight stay in hospital to a child, staff member, parent/carer, volunteer, or visitor or where there is a death of a child or adult on the premises, we make a report to RIDDOR using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. RIDDOR Incident Contact Centre telephone number is 0345 300 9923.

Dealing with Accidents and Incidents

Accident Forms are completed straight away if a child has an accident at Pre-School. The person who witnessed the accident writes the form and the person who administered first aid (if different) signs this section. The parent or carer signs the form when they collect the child. If someone other than a parent collects the child, the Manager/Deputy Manager/Third in Charge may call the parents to advise the details of the accident verbally (by phone).

If a child has an accident or injury before arriving at Pre-School, then an Accident Form is completed by a member of staff, in the presence of the parent/carer with the At home box circled. The parent/carer is then asked to sign the Accident Form.

We keep Incident Forms for recording incidents, to record the date and time of an incident, the nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

Any concerns regarding a child are also recorded on an Incident Form if this is related to behaviour. Concerns about safeguarding incidents are recorded in accordance with our Safeguarding Children Policy and Procedure.

Any dangerous occurrence is also recorded on an Incident Form.

Incident Forms are kept in the office in the Incident Folder.

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 refer to the Health and Safety Executive's website for full details of reportable accidents and incidents in accordance with RIDDOR.

Those that are reportable to RIDDOR include:

- Death of a child.
- Break in, burglary, theft of personal or the Pre-School's property.
- Fire, flood, gas leak or electrical failure.
- Attack on member of staff or parent on the premises or nearby.
- Any racist incident involving a staff or family on the Pre-School premises.
- A bomb, gun or terrorist attack, or threat of one.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and their advice is followed.

Sickness

Parents are asked to keep their children at home if they have a contagious illness, and to inform the Pre-School as to the nature of the illness. This allows the Pre-School to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are notified if there is an infectious disease, such as chicken pox.

Parents are asked not to bring any child into Pre-School who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have a short-term infectious disease. Should a child appear unwell whilst at Pre-School, then the parents/carers will be contacted and asked to come and collect the child.

Children with head lice are not excluded but must be treated to remedy the condition. Parents are notified if there is a case of head lice in the Pre-School.

Cuts or open sores, whether on adults or children, will be covered with a suitable dressing.

Good hygiene practice concerning the clearing of any spilled bodily fluids is always carried out.

Ofsted and the Health Protection Agency are notified of any infectious diseases that a qualified medical person considers notifiable.

Safety of Adults

All adults in the group, both staff and visitors, will be aware of and respect our Health and Safety Policies.

When adults need to reach up to store equipment, they are provided with safe equipment to do so. All staff are required to read the HSE guidelines “Safe Use of Ladders and Stepladders” and to take reasonable sensible precautions when using step ladders at Pre-School. Staff are not permitted to use step ladders if they are alone in the building.

All warning signs are clear.

Adults should notify the Site Manager if they are in the building on their own 07881 892810

Staff sickness is recorded. Staff involvement in accidents is recorded. The records are reviewed each term to identify any issues that need to be addressed.

If a member of staff notifies the Manager that she is pregnant, then her duties should be reviewed to ensure that she is not put at unnecessary risk.

Records (see Record Keeping Policy)

We keep records of:

Adults

- Names, addresses, email addresses, telephone numbers and emergency contact of all staff on the premises, including temporary staff and volunteers who work with the children or who have substantial access to them.
- Names, addresses, email addresses and telephone numbers of all members of the Management Committee.
- All records relating to the staff's employment with the Pre-School, including application forms, references, results of checks undertaken, times of attendance, etc.

Children

- Names, telephone numbers (and occasionally photographs) of parents/carers and adults authorised to collect children from Pre-School.
- The names and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements, and medical conditions of individual children.
- The times of attendance of children.
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment.
- Incidents.

Other

- The times of attendance of volunteers and visitors.

This policy has been adopted by St Martin’s Pre-School Committee:

Date:	May 2025
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Signed:	Hayley Simms
Role of signatory:	Chairperson