Health and Safety
(Including hygiene, dietary needs, no smoking and Emergency Procedure)

The named person responsible for Health and Safety is Holly Anderson, Zoe Pluckrose and Demelza Edwards.

The overall and ultimate responsibility for Health and Safety within the Provision rests with the named person. The Health and Safety Reps will generally advise the Management Committee on the implementation of its Policy and Practices. Holly, Zoe and Demelza will be responsible for areas/activities in which they are involved.

- By ensuring that the Health and Safety Policy is satisfactorily implemented.
- By ensuring that all new employees, whether paid or voluntary, are aware of and observe the Policy.
- By conducting a full investigation of any accidents or incidents that result in injury.

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions.

As such, they should familiarise themselves with the Health and Safety Policy of the Provision and the safe practices appropriate to their place of work. Employees read policies and sign induction sheet as evidence.

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its work with children and adults. This is achieved in the following ways.

Food
We inform OFSTED, Environmental Health and HPA of any cases of food poisoning affecting 2 or more children. Snack and mealtimes are correctly supervised and all children sit down to eat. All allergies and dietary needs are recorded, and staff ensure that no child comes into contact with anything they shouldn't. All staff that are involved in the preparation of food hold an up-to-date Food Hygiene Certificate; a copy of this certificate is kept in individual files. We follow requirements set out in SFBB. Drinking water is always available. All food and drink are appropriately stored at the correct temperature. All snacks provided are nutritious and pay attention to children's individual dietary requirements. When cooking with children as an activity, the adults will include healthy wholesome food, promoting the children's understanding of a healthy diet.

Outdoor play
Children do have the opportunity to play outside throughout the year. Risk Assessments are made of the outdoor area and are updated annually. Outside checks for safety are made and any necessary actions taken.

Illness and Medication (Also please see Medication Policy)

Parents are asked to keep their children at home if they have an infection and are asked to inform the pre-school of the nature of a contagious infection. This will allow the pre-school to alert anyone else if necessary and to observe any child who seems unwell. Confidentiality will be maintained but other parents informed. Parents are asked not to bring into the pre-school any child that has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. If the children of pre-school staff are unwell, they are not allowed to accompany their parents to work in the pre-school. A child must be well enough to attend Pre-School. If a child is on prescribed medication and/or pain, fever relief or antihistamines the child's parents/carers will be asked to administer the medicine if possible. If not, then the medicine will be in the original container clearly labelled with child's name, dosage and instructions, and kept in a locked cupboard. Parents must inform us to any changes in a child's medication.

The parent's written permission would be sought, and a record book of dosages (including last dose given), times and dates would be kept and signed by the person administering the medicine. Only a qualified level 3 member of staff will administer medication. A witness must also be present and sign the medication form. The child's parent/carer must sign the form at the end of each dosage.

If it was necessary to administer life saving medication, then the staff involved will have received the appropriate training by a Health Professional. We will inform OFSTED within 14 days and the HPA of any notifiable diseases and follow any advice given.

First Aid

The Pre-School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will remain sealed until needed. The first aid box will be easily accessible by staff but out of children's reach. There is always at least one person qualified and trained to administer first aid to children on the pre-school premises. Only a qualified first aider will fill in accident forms. All staff are required to hold an up to date Paediatric First Aid Certificate. On admission to the Pre-School, parents must sign an Emergency First-aid permission slip. Children are not excluded because of HIV. We will inform parents of contagious conditions including Chicken Pox whilst retaining confidentiality. Our Accident Forms are easily accessible to staff, but information is stored confidentially. They are reviewed fortnightly. We report all serious incidents involving adults and children to OFSTED and RIDDOR. We record any serious incidents on our Incident forms and accidents on our accident forms. We keep a list of all emergency contact numbers.

The following will be notified to HSE if they qualify as a RIDDOR event also if they occur to a member of the public, including a parent or child, or an employee on our premises.

- A death or specified injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock, serious burns.
- A reportable disease
- A dangerous occurrence, which didn't but could have resulted in a reportable injury.

- An injury resulting in hospital admission over 24 hours.
- An accident that results in over 7 days incapacitation of an employee.
- An injury resulting in a loss of consciousness.

We will also report such incidents to Ofsted.

COSHH

The Control of Substances Hazardous to Health Regulations

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the Health and Safety Officer of all hazardous or potentially hazardous substances that are on the Premises. A copy of this list will be kept at the setting. COSHH sheets provided will be checked and if deemed too hazardous will not be used.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using personal protective clothing and materials that can be safely disposed of.

The Health and Safety Officer is to be informed of any hazardous substances which it proposes to bring on to the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines.

- All substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key
- All hazardous substances e.g. bleach, solvents, glues containing solvents are to be used with care
- Always read the label before use and follow the manufacturer's instructions
- Avoid inhalation, ingestion and skin contact of all chemical substances
- Always wear the appropriate protective clothing e.g. gloves
- Products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic
- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident

In the interest of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative

Information sources

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.
The pre-school does maintain links with health visitors and gathers health information and advice from a range of health agencies.

Head Lice

Parents/Carers are requested to inspect their children's hair regularly and to inform pre-school staff if their child has head lice or has been treated. Parents will be informed confidentially if their child has head lice. Treatment must be carried out by the parent before the child returns.

Personal hygiene

To prevent the spread of all infection, adults in the group ensure the following good practices are observed. Hands washed after using the toilet and before handling food. Children encouraged to blow and wipe their noses when necessary and to dispose of their tissues hygienically. There are separate hand and washing up facilities.
Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections, including HIV, are transmitted.

Nappy changing area

Suitable areas for changing babies and young children have been designated. They are equipped with nappy changing mats and are near to wash basins and we have facilities for the disposal of wet and soiled nappies. Mats are to be wiped over with anti-bacterial spray after each use.

Employees are encouraged to make the nappy changing routine as much fun as possible whilst maintaining good hygiene standards, respect for the child and preserving his or her dignity. Only staff who are DBS checked may carry out nappy changing.

Children's potties are stored in the toilet area. Potties are to be cleaned and disinfected after use.

Wash basins taps are thermostatically controlled to maintain safe water temperatures and thereby prevent scalding.

Sleeping child

Children have the option to take a nap if they so wish. Beds are provided with clean fresh blankets in the sleep room. Precautions are taken to make sure that nothing can fall from the top onto the child. The member of staff that puts the child down to sleep is responsible for checking that child every 10 minutes and signing the log sheet. All the staff inside at the time should watch over the child. Bedding MUST be washed after each use.

Cleaning and clearing

Any spills of blood, vomit or excrement will be cleared with sanitizer, disposable towel and disposable gloves then disposed of in the clinical waste. Affected areas will be disinfected. Fabrics affected washed in hot water.
Clean spare clothes are available in case of accidents and plastic bags are available to put soiled clothes in.
Nappies are disposed of according to local guidance.
All surfaces cleaned with an appropriate cleaner regularly.

Food hygiene

We are registered as a food provider with the local authority Environmental Health Department. Where food is involved, adults will always wash their hands under running water before handling food and after using the toilet. Food preparation surfaces will be cleaned before and after use. A disposable apron, hairnet and gloves will be used for each snack preparation and disposed of after each use. Long hair to be tied back.

Never cough or sneeze over food. Always wash all fruit and vegetables under running water. Keep food covered. Use different cleaning cloths for kitchen and tables. The first person to enter the kitchen in the morning will carry out the kitchen opening and closing checks. Hot drinks must always be kept out of reach and in lidded cups for use within the main room – any other hot drinks in normal cups MUST be kept and drunk within the kitchen area.

Safety

The safety of young children is of paramount importance. To ensure the safety of both children and adults, the Pre-School will ensure safety in the following areas:

Environment

Safety checks on premises, both outdoors and indoors, will be made before every session with a checklist to adhere to.
All glass is safety glass.

When outdoors, children are kept in a safe area and constantly supervised. Space used for outdoor play will be checked before hand for any dangers and a check list completed. Equipment will be checked regularly, and any dangerous items will be repaired/discarded. The layout and space ratios will allow children and adults to move safely and freely between activities. There will be adequate systems and equipment for the detection and control of fire. Fire doors will never be obstructed, and fire exits will be easily identifiable. Electric points/wires and leads will be adequately guarded.

A record is kept of any checks by the fire safety officer and of fire drills and servicing of fire safety equipment. For the fire drill, a play assistant takes the register and the person in charge of the room is also the fire marshall and checks the building for children.

Any recommendations by the fire safety officer will be carried out. All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children. Large equipment will be erected with care and checked regularly. Equipment offered to children

will be developmentally appropriate. We recognise that materials suitable for older children may pose a risk to younger/less mature children. An internal safety gate is used in the kitchen area.

Electrical Safety

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves. PAT tests are carried out annually.

The following list shows examples of electrical faults.

- Equipment not working
- Loose wiring
- Broken casing around wires or appliances
- Electrical arcing (sparks)
- Plugs becoming warm

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, i.e.

- No electrical equipment is brought in from home.
- Ensure that hands are dry before using an electrical appliance
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions
- Leads should never be pulled to remove a plug or to lift or move an appliance
- Switch off at the mains, unplug and pull away all electrical equipment (where appropriate) when not in use
- Sockets must not be overloaded using adaptors (when in doubt err on the side of safety/seek qualified advice)
- If extension cables are used, then these must be placed in such a way so not to cause a hazard to anybody else

All electrical equipment will be maintained and checked daily.

Supervision

All children will be always supervised and will always be within sight of an adult.
Children will leave the group only with authorised adults.
Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.

On outings the adult: child ratio will be the minimum set by guidelines depending on age, and we will have extra helpers depending on the number of children.
If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Whenever children are on the premises at least two adults will be present.

Adult Safety

All adults in the group, both staff and visitors will be aware of and respect the group's safety policies.
Adults in the group will have access to advice on safe lifting.
If adults need to reach up for stored equipment they will be provided with steps to stand on.
Heavy materials will be stored at floor level.

Lifting and Manual Handling

The Provision has a moral and legal responsibility to its employees, paid or voluntary; to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly, consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows.

- Keep the back straight
- Place the feet slightly apart
- Bend the knees
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible
- Do not twist the body during the lifting procedure

Management

Forms will be available at each session for the reporting of any accident/incident.
Regular safety monitoring includes checking of the accident records to see if the pre-schools risk assessment needs amending. All adults will be aware of the system in operation for children's arrivals and departures. Adults will not walk about with hot drinks they will be placed in the kitchen or on designated high shelves out of the reach of the children. Fire drills are held at least once a term. Evacuation Procedures will be clearly displayed.

A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in an emergency. The pre-school has a 'no smoking and vaping' policy that covers the entire building and grounds. A correctly stocked first aid box is always available and checked monthly. Holly, Zoe and Demleza are responsible for the First Aid Box. Fire extinguishers are checked annually and record of this kept. Smoke alarms and emergency lighting are checked monthly.

Special considerations

Some areas and activities pose hazards, which all staff are aware of. Children playing with or near water will be continuously supervised. There will be safe surfaces beneath and around all climbing equipment and such activities will be closely supervised. All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any purpose. Dangerous areas are closely supervised, and access is physically restricted.

Systems are in place to ensure that no child leaves the premises unattended. Staff are given an Induction, and the paperwork is signed and kept as proof.

Risk Assessments

Risk Assessments are held in the office Health and Safety file. These include:

- Outdoor Climbing Frame
- Causes of Fire
- Kitchen Equipment and Contamination
- Indoor Area
- Outside Play Area
- Climbing Trees
- Water Tray
- Visits
- Bodily Fluids
- Individual Risk Assessments for Medical Conditions.
- Pregnancy
- Small animals
- Babies/1 year olds

Holly, Zoe and Demelza update all Risk Assessments annually or when needed. If new equipment is introduced, it is not covered in any of the current Risk Assessments a new one will be made.

Fire safety and emergency evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, a local fire officer.

- The basis of fire safety is risk assessment. These are carried out by Holly, Zoe and Demelza
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke/heat detectors/alarms and fire fighting appliances conform to BSEN standards and are fitted to appropriate high-risk areas of the building. We have one

in the foyer, one in the kitchen, 2 in the main room, 1 in the mouse room, mouse food room, mouse sleep room and one in the Gruffalo room.

- Our emergency evacuation procedures are:
  clearly displayed in the premises
  explained to new members of staff, volunteers and parents; and
  practised regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure includes:
How children are familiar with the sound of the fire alarm
How the children, staff and parents know where the fire exits are.
How children are led from the building to the assembly point.
How they will be accounted for and by whom.
How long it takes to get the children out safely.
Who calls the emergency services and when in the event of a real fire.
How parents are contacted.
The fire drill record book contains:
Date and time of the drill
How long it took.
Whether there were any problems that delayed evacuation.
Any further action taken to improve the drill procedure.
How many children it includes.
The drill is done a.m. and p.m. any day of the week to ensure all staff and children have anticipated in at least one every half term. One person will be responsible for ensuring non mobile children are evacuated from building.

	2025	2026	2027	2028	2029	2030	2031
Chairs signature	AA	AC					
Managers signature	HA	HA					
Date of review	April 25	April 2026					
Date of next review	April 2026	April 2027					

Changes 2025	Name changes
Changes 2026	Smoke detector changes
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	