

Health and Safety policy

Any issues of health and Safety must be reported to the Preschool Manager. This preschool believes that the health and safety of children, staff and visitors is of paramount importance. We make our preschool a safe and healthy place for children, parents, staff and volunteers. 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.

All members of staff are responsible for health and safety. All members of staff are asked to do basic health and safety training

Our Health and Safety coordinator is Julie Russell

We work with regard for the HSE health and safety at work policy. Any reports to RIDDOR will be completed on line and emailed to; hseriddor@hse.gsi.gov.uk

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the preschool including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

COSHH

Chemicals are used in the process of cleaning and some are extremely hazardous. To comply with the control of substances hazardous to health regulations a list will be kept by the pre school for all hazardous or potentially hazardous substances that are used in the provision. The COSHH files is kept on the front desk.

In addition to chemicals, all body fluids are to be treated as substance hazardous to health and should be carefully dealt with using gloves. Blood products will be disposed of safely in the sani bin in the staff toilets.

All items that are on the COSHH list are to be placed in a high cupboard out of the reach of children. Always read the label before use.

All staff and volunteers will have access to the COSHH folder and will be given training on the use of the substances.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board.

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is PAT tested yearly by our local authority
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children can 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 fenced and the gate checked daily.
- Parents are advised of appropriate outdoor clothes. The preschool do have a small supply of spare clothing but if there isn't enough for every child they may have to be kept in on very hot or cold days if not appropriately dressed.

Hygiene

- We will 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.
- Any spills of blood, vomit, or body fluids are wiped up, and discarded in a sealed plastic bag and disposed of in the yellow-bagged bin in the children's and staff toilets.
- Floors and other areas are disinfected using hot soapy water and anti bacterial.

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

- 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. Hot drinks are on consumed in the kitchen or away from children.
- Snack and lunch times are appropriately supervised in line with the EYFS 2023, and children do not walk about with food and drinks.
- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- Any incidents of food poisoning affecting two or more children will be reported to Ofsted.

- All staff involved in food preparation will do training and hold a basic food hygiene certificate

Areas for rest and relaxation

There is an area inside and outside that children can use to rest and relax. If a child was to sleep they will be placed in the book corner or cosy area on sleep mats. Covered if need be. All staff will be made aware of sleeping children and regular checks will be carried out.

Nits and lice

If a child has nits or lice:

- We will give advice to the child's parent and recommend treatment be undertaken.
- We will not suspend the child or treat them any differently in a session.
- We will treat the matter as confidential.
- We will inform all parents of the problem, either verbally or by a poster on the notice board, or letter to monitor their own child.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- All warning signs are clear and in appropriate languages.
- The involvement of staff in accidents is recorded. The records are reviewed termly to identify any issues, which need to be addressed.

Records

In accordance with the welfare requirements, we keep records of:

- Adults authorised to collect children from pre-school;
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- 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.

- Risk assessment.
COSHH
Fire Risk assessment
- Record of visitors.
- Arrivals and departure procedure.
- Fire safety procedures.
- Fire safety records and certificates.
- Outings policy
- Vehicle records including insurance.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.

- Prior parents' permission for administration anti histamine and paracetamol.
- Accident record.
- Asthma policy/care plan
- Sick children.
- No smoking.
- Adverse weather and Safe in the sun policy
- Toileting policy

- Safe working Practices.

- Cleaning policy

- Infections control

- Healthy working place

- Serious injury/incident

Legionnaires – *we have a risk assessment for legionnaires. Tapes are turned on every Monday morning to clear the system.*

This policy was adopted on	1 st September 2023
Signed on behalf of the Pre School	Julie Russell
Date disseminated to staff	1 st September 2023
Date for review	September 2024

