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 are 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: 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.

The majority of our staff hold a valid Paediatric First Aid certificate and unless they qualified 30/06/2016 need a valid Paediatric First Aid to be included in staff to child ratios. The managers/ leaders must also ensure that a Paediatric First Aider is on-site and available at all times children are present and for all off site visits. The manager is also responsible for ensuring that all Paediatric First Aid certificates are kept up to date.

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 bags and Boxes.**

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.

ALLERGIES, INTOLERANCES AND ANAPHYLAXIS

We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

To help minimise the risks we ensure that:

- All staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child.
- Staff will receive the appropriate training needed to deal with allergies and anaphylaxis
- We ask parents to share all information about allergic reactions and allergies and to inform staff of any allergies discovered after registration
- We share all information with all staff and keep allergy information in the kitchen and on each tray during snack and lunch time.
- Children with a diagnosed allergy will have an Individual Plan if appropriate and depending on the severity of the allergy to be agreed with their parents.
- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type.
- If a child has an allergic reaction a paediatric first aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book
- If an allergic reaction requires specialist treatment e.g. an EpiPen, we ask parents to supply two in-date adrenaline auto-injectors for each child who is prescribed them. The devices are kept unlocked and accessible to staff, out of children's reach, and are checked monthly for expiry.
- We hold antihistamine in our medication lock box for use in the case of a mild allergic reaction, we will always gain permission from parents or carers before administering any medication.
- Any medication administered will only be done by staff members holding a paediatric first aid certificate and will be recorded in our records.

PROCEDURE FOR SERIOUS REACTIONS

In the event of a serious allergic reaction and a child needing transporting to hospital the pre-school staff will:

- Call for an ambulance immediately if the allergic reaction is severe.
- The child's emergency contacts will be contacted.
- We recognise that witnessing someone having an allergic reaction may be upsetting for some children. In the even that a child has an allergic reaction we will move the other children to a different area and provide support and comfort.
- We will ensure the staff member accompanying the child takes with them any relevant information such as registration forms, relevant medication sheets and medication.
- Where a serious incident occurs and a child requires hospital treatment, Ofsted will be informed.

Reviewed October 2026
To be reviewed October 2027