



Lyndhurst Pre-School

Health and safety policy

Statement of intent

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school 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;
- Our member of staff responsible for health and safety is **Liz Chick**;
- She is competent to carry out these responsibilities;
- She has undertaken health and safety training and regularly updates her knowledge and understanding;
- We display the necessary health and safety poster in our entrance area of Pre-School.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the entrance area of pre-school. We use the Risk Assessment Checklist provided by the Pre-school Learning Alliance and Royal and Sun Alliance Insurance as we are members of the Pre-School Learning Alliance.

EYFS Key themes and commitments

A unique child	Positive relationships	Enabling environments	Learning and development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and 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 issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school;

- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings;
- We operate a no smoking or vaping policy on site and whilst practitioners are in uniform representing the pre-school;
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the DBS and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting;
- All children are supervised by adults at all times;
- Whenever children are on the premises at least two adults are present;
- We work on a ratio of 7 children to 1 adult to ensure the safety of each child;
- The Accident book and the Pre-Existing Injury book are reviewed half termly by the Health and safety officer and any issues addressed.

Adult's safety

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment;
- When adults need to reach up to store equipment they are provided with safe equipment to do so;
- All warning signs are clear and in appropriate languages;
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed;
- We keep a record of all substances that may be hazardous to health- such as cleaning chemicals, or DIY products. This states what the risks are and what to do if they have contact with eyes or are ingested. It also states where they are stored;

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded;
- All volunteers and visitors must sign in and out of the building and remain supervised or in the presence of a DBS checked, employed member of staff;
- Our systems prevent unauthorised access to our premises;
- Our systems prevent children from leaving our premises unnoticed;
- The personal possessions of staff and volunteers are securely stored during pre-school sessions.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe;
- Windows are protected from accidental breakage or vandalism from people outside the building;
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

- We have slow shutting doors and take precautions to prevent children's fingers from being trapped in doors by ensuring only adults open and close doors. We have a doorstop when the door is open for free play.

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Snack Preparation area

- All surfaces are clean and non-porous;
- There are separate facilities for hand-washing and for washing up;
- Cleaning materials and other dangerous materials are stored out of children's reach;
- When children take part in cooking activities, they:
 - are supervised at all times, where appropriate protective clothing such as an apron;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly;
- Heaters, electric sockets, leads are properly guarded and the children are taught not to touch them;
- Heaters are checked daily to make sure they are not covered;
- There are sufficient sockets to prevent overloading and any unused sockets have plastic fillers in so children can't access the open sockets to prevent them from harm;
- The temperature of hot water is controlled to prevent scalds;
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely;
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing;
- All cleaning equipment is stored in a secure, locked cupboard.

Outdoor area

- Our outdoor area is securely fenced;
- Our outdoor area is checked for safety and cleared of rubbish before it is used;
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides;
- Where water can form a pool on equipment, it is emptied before children start playing outside;
- Our outdoor sand pit is covered when not in use and is cleaned regularly;
- All outdoor activities are supervised at all times.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene;
- We have a daily cleaning routine for the pre-school which includes play room(s), snack preparation area, toilets and nappy changing areas;
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings;
- The toilet area has a high standard of hygiene including hand washing and drying facilities;
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing sets of clean clothes;
 - providing tissues and wipes.

Activities and resources

- 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 learn about health, safety and personal hygiene through the activities we provide and the routines we follow;
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded;
- Large pieces of equipment are discarded only with the consent of the manager;
- The Early Years Foundation Stage curriculum encourages children to risk take and manage their own risk; when children are doing this, they are supervised continually to prevent them from harm and aid them to develop an awareness of what may harm them, and so how to appropriately risk take.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside;
- Smoke detectors/Fire alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate areas of the building and are checked as specified by the manufacturer;
- Our emergency evacuation procedures are approved by the main school Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents;
 - practised regularly;
- Records are kept of fire drills in the register;
- The servicing of fire safety equipment is monitored by St Michaels and All Angels school as the premises is rented.

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time, ALL our staff are qualified.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults;
- is kept out of the reach of children;
- No un-prescribed medication is given to children, parents or staff;
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

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.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children and if necessary stored in fridge.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. Once prior written consent from the parent has been received Sun cream can be administered when necessary. Staff will administer sun cream to the child's arms, legs and face. Staff will not be left alone when administering sun cream.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill at pre-school.

Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Records

In accordance with the National Standards for Day Care, 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;
- Incidents.

National Standard 7: Health

- Administration of medication;
- Prior parental consent to administer medicine;
- Record of the administration of medicines;
- Prior parental consent for emergency treatment;
- Accident record;
- Sick children;
- No smoking.

This policy was adopted at a meeting of Lyndhurst Pre-school Board of Directors

Held on

Signed on behalf of the Pre-School

We use the Risk Assessment Checklist provided by the Pre-school Learning Alliance and Royal and Sun Alliance Insurance as we are members of the Pre-School Learning Alliance

This policy was taken and adapted from the PLA Policy & Procedures