



Health and Safety Policy Policy No. 1C

Policy Statement

The health and safety of children, our staff, parents/carers, students, volunteers, committee members and visitors is of the utmost importance. We aim to make everyone involved in pre-school aware of issues regarding health and safety to enable children to thrive in a safe environment. We believe in creating experiential learning opportunities that inspire imagination and curiosity in a secure, controlled way whilst explaining the dangers of what might happen in certain circumstances. We aim to promote a 'can do' approach providing risk is assessed and controlled.

- We have a designated Health and Safety Officer;
Michaela Whiting
- We display the Health and Safety Executive poster
- We hold Public Liability Insurance and Employers' Liability Insurance, the certificate for which is displayed in the lobby area.

Premises

- Safety checks are made on a daily basis before children arrive which include;
 - cleanliness of kitchen and toilet areas
 - condition of play equipment
 - stocks of first aid equipment
 - fire-fighting precautions
 - condition and safety of the outdoor area
- We have an Exit/Entrance Policy to maintain the safety of the children.
- We have a Fire Drill and Evacuation Policy to maintain the safety of all.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Parents/carers are asked not to park on the street corner for the safety of children arriving and departing.
- There is no smoking allowed on the premises.
- There is a Smoking, Alcohol and Drugs Policy

Equipment and Materials

- Before purchase, equipment and resources are checked to ensure that they are suitable for the ages and stages of children who attend pre-school.
- Materials used by the children are non toxic, including paint and glue.
- Sand is suitable for children and checked to ensure cleanliness.
- Equipment is checked regularly to ensure cleanliness and safety and faulty items which cannot be repaired are discarded.
- Children are shown how to handle and store tools safely.



- All cleaning materials are kept out of the reach of children. All have COSHH papers which are kept in the 'Health and Safety' folder.

Safety of Adults and Children

- Induction procedures include guidance on health and safety procedures so that adults understand their shared responsibility towards this issue
- We promote the provision of healthy lunch boxes and provide parents with information on this in our 'Welcome Pack'
- Children are made aware of good health and safety practices during; Forest School, the use of our resources, eg climbing or woodwork equipment; adult led activities and our daily routine.
- There is a separate Forest School Policy.
- There is a separate Fire Drill and Emergency Evacuation Policy
- There is a separate Medicines, Ill Children and Accidents Policy
- A first aid box is available at all times.
- Children who are sleeping are checked regularly.
- Any circumstances which may be considered hazardous are to be reported to the manager and dealt with appropriately to make safe.
- The Management Committee is aware of its responsibility to minimize any potential risks and hazards and to provide and maintain, as far as reasonably practicable a healthy and safe environment for children, and adults.

Risk Assessments

- Risk assessments are reviewed regularly and are kept in the Health and Safety Folder.
- Visual daily risk assessments are made, and continue all day
- Forest School risk assessments are undertaken separately and stored in the Forest School box.

Records

- Any accidents are recorded in the accident book and RIDDOR forms are kept to be completed if necessary.
- A daily register of all children and adults is completed so that a complete record of all present is available in any emergency.
- All visitors are asked to complete the visitor's book.
- Parents/carers must list the adults who are allowed to collect their children from pre-school on the child's admission form.
- Lists of chemicals/cleaners (COSHH) are filed in the 'Health and Safety' folder.
- Risk assessments are reviewed regularly and kept in Health and Safety folder with Forest School assessments kept in the Forest School box.
- Forest School has its own designated handbook containing procedures
- Forest School consent forms are completed for all children attending Forest School

Hygiene

- We have a Food and Food Hygiene policy to ensure the safe storage, preparation and serving of food.
- We employ good hygiene practices by;



- a) regularly checking toilets are clean
- b) wearing protective clothing eg gloves/aprons where necessary
- c) changing children's clothes when necessary
- d) wiping tables between activities
- e) cleaning the premises daily
- f) making hand-washing an important part of the children's routine and encouraging them to learn about personal hygiene

Nappy Changing

- Children are to be changed or toileted within view of other staff members when required during each session. Encourage the children to learn to complete toileting tasks themselves and never close doors for privacy to protect yourself.
- protective clothing is to be worn during nappy changing (gloves, apron)
- changing mats are to be used and cleaned after each use with anti-bacterial spray.
- Toileting and nappy charts are to be ticked and signed.
- The cupboard in the changing area is to be replenished regularly with wipes, nappies and sacks.
- Wipes or cotton wool with water to be used when changing, at parent's discretion.
- Dispose of nappy into nappy sack and place in the nappy bin provided.

Manual Handling

- Loads should always be risk-assessed before they are moved or lifted using the following checklist;
 - a) Is the load heavy?
 - b) Is the load bulky?
 - c) Is the load difficult to grasp?
 - d) Are the contents unstable?
 - e) Does the load restrict your vision or movement?
 - f) Does the load require stooping, twisting, excess reaching, frequent physical effort?
 - g) Do you have a previous injury or disability?
 - h) Are you pregnant?

If you answered **yes** to any of the above, then ask for assistance.

- Always ensure you have clear vision, surfaces and surrounding areas are clear before any loads are moved.
- Take care when moving a load which is hot, sharp, or presents a chemical hazard.
- Wear sensible clothing, eg. Flat shoes or protective wear, if required.
- Use a stepladder when putting up and removing display work.
- Any injuries, no matter how insignificant they seem should be reported to the manager and entered in the Accident Book.

Manual Handling by Children

- Always encourage the children to test the weight of the item.
- Never leave a child when they are carrying an item.



- Never let the child over-reach or twist; carry an item that is too bulky, heavy for their capabilities or unstable and difficult to grasp.
- Report any injuries and complete the Accident book as required.

This policy was adopted at a trustees meeting of	Battle Pre-School Playgroup
Held on	12th September 2024
Minute Reference	Sept24 Item 10
Date to be reviewed	September 2026

