

# HEALTH AND SAFETY POLICY

## Statement of Intent

We aim to minimize the hazards and risks to make our Pre-school a safe and healthy place for children, parents, visitors, staff and volunteers.

All members of staff are responsible for health and safety. Health and safety training is updated at staff meetings and risk assessment procedures are regularly assessed.

## Risk Assessment

- We continually assess hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- We record the daily safety check taken prior to opening.
- Twice a year (spring and Autumn ) a full risk assessment is carried out.
- Reviewed annually –on renewal of insurance.

## Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed in the village hall lobby.

We meet the requirements laid out in the EYFS Framework, and Health and Safety Executive.

## Children's Safety

- All staff must be checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service and all employment checks must be completed prior to starting
- Records are kept of staff/student induction and any training courses attended by staff.
- 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.
- We have a no smoking/ vaping on the premises policy.
- All staff are aware of the procedures for child protection and the contact details for LADO and First Response.
- Whenever children are on the premises and the number falls below our child:adult ratio, at least 2 members of staff are present, of which one must be a qualified staff member and at least one staff member is first aid trained.
- All children are supervised by adults at all times.

# HEALTH AND SAFETY POLICY

## Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- Our systems prevent unauthorized access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are stored away and are not accessible to the children.

## Premises

- All floor surfaces are checked daily to ensure they are clean and not damaged.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- Toys and equipment are regularly cleaned and checked for damage.
- All equipment and resources are stored safely.
- Children do not have unsupervised access to the kitchen
- Cleaning materials and other dangerous materials are stored out of children's reach.

## Electrical/Gas Equipment

- All electrical/gas equipment conforms to safety requirements and is PAT checked annually.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- The temperature of hot water is controlled to prevent scalds.

## Outdoor Area

- Our outdoor area is securely fenced and is checked for hazards each morning.
- We make safe branches and poisonous plants which may be within reach of the children.
- No herbicides and pesticides are used by gardeners
- All outdoor activities are supervised at all times.

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## Animals

- Domestic pets are not allowed inside the hall while children are present unless invited by the Manager for educational purpose.
- Animals visiting the Pre-school are free from disease, safe to be with children and do not pose a health risk.
- Practitioners ensure that all children wash their hands after handling animals or their equipment.

## Fire Safety

### Emergency Evacuation.

- The Pre-school leader (Manager/Deputy) is responsible for implementing the emergency procedure.
- The four fire doors are clearly marked, never obstructed and easily opened from inside.
- The exits are: - front door
  - side door of main hall
  - kitchen
  - middle room door leading to garden
- One member of staff on duty inside will carry out a final search of the toilet/kitchen areas to ensure all children have been evacuated.
- The two garden staff on duty are responsible for leading the children to safety via either of the garden exits- one to lead the children, the other to check all children have evacuated, before joining the group at the meeting point.
- The meeting point is the bottom of the pre-school car park.
- A register will be called to ensure all children/adults are safe..
- The children will be led to a safe area (Barn Club) where parents will be called for collection.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer annually.
- Emergency evacuation is practiced and evaluated at least once every half a term.

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## Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, we keep records of:

- the names, addresses and telephone numbers of emergency contacts in care 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..

This Policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of Marlow Bottom Pre-school CIO