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Play • Learn • Grow

Health and Safety Policy

Policy statement

First Step Pre-school Ltd are committed to ensuring that all practices are carried out within the requirements of the Health and Safety Act 1974 and the management of Health and Safety Work Act 1999.

First Step Pre-school Ltd has the responsibility to provide a safe environment, the Manager is responsible for Health and Safety concerns. Staff are aware of the environment the children spend time in and will report any hazards and potential risks. Our aim is to provide all staff with paediatric first aid training. All accidents and incidents are recorded and copies sent home with the child concerned. Staff are aware of how infections are transmitted and the importance of hygiene when dealing with bodily fluids.

First Step Pre-school Ltd use risk assessments to minimise injury and ill health to staff and children. (See Risk Assessment policy for further information)

Named Staff

Manager - Sue Ross has overall responsibility for Health and Safety

Deputy - Georgie Tucker Risk Assessments

Findings of Risk Assessments reported to Sue Ross

Team Leader Jade Bennett positive steps to promote Health and Safety within the Pre-school and report any concerns to Georgie Tucker and Sue Ross

Sue Ross and Georgie Tucker will implement any actions required

Insurance cover

We have public liability insurance and employers' liability insurance. Displayed on notice boards.

Risk assessment (see Risk Assessment Policy)

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers anyone using our premises;
- Deciding which areas need attention; and
- Developing an action plan, which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Training

- Our induction training for staff and students includes a clear explanation of Health and Safety issues so that all adults are able to follow our policy and understand their shared responsibility for Health and Safety.
- Records are kept of these induction training sessions and new staff and students are asked to sign the records to confirm that they have taken part.
- Health and Safety issues are explained to the parents/carers of new children so that they understand the part they play in the daily life of the Pre-school.
- Training records are kept in individual s personal files and on Single Central Record, Training will be identified and arranged accordingly

Children's safety

- We have a comprehensive Safeguarding Children and Child Protection Policy.
- Adults that are not DBS checked do not supervise children on their own.
- We aim to have a ratio of one adult to six children for 3-5 year olds and one adult to four children for 2 - 3 year olds.

Sun Safety

- When children are exposed to the sun, we aim to provide adequate shade.
We ask parents/carers to provide their children with the following items:
 - A sun hat covering as much of the face and neck as possible.
 - Suitable clothing and footwear for outdoor play.
 - Sun cream should be applied by the parent/carer before the children start the day at pre-school
 - For those children who stay all day, parents/carers will be asked to sign a consent form for staff to apply cream to their child. Staff will wear protective gloves to apply cream.
 - Parents will be asked to supply sun cream (original packaging) with their child's name on it.

Security

- Systems are in place for the safe arrival and departure of children. A register of both adults and children is completed on arrival, so that a complete record of all those present is available in the event of an emergency.
- The arrival and departure times of adults - volunteers and visitors - are recorded.
- The times of children arriving or leaving Pre-school will be noted on the register.
- In the event a child was lost or not collected then we would follow the procedures set out in our Missing Child policy.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.

Floors

- All floors are checked frequently to ensure they are clean, damaged or wet.

Kitchen

- Children do not have access to the kitchen.
- There are separate facilities for hand-washing.
- 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
 - are kept away from hot surfaces
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is serviced/certificated.
- Our boiler/electrical cupboard is not accessible to children.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Outside area

- The outside area is securely fenced, outside is checked daily for rubbish
- All outside activities are supervised at all times
- Digging areas and sandpits are checked regularly.

Hygiene

- We act on information received from external professional bodies to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine and a deep clean three times a year for the Pre-school which includes play room(s), kitchen, toilets and equipment.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Any bodily fluid cleaned and disposed of accordingly
- We implement good hygiene practices by:
 - cleaning tables regularly
 - checking toilets regularly
 - wearing PPE
 - providing tissues.

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 (see Equipment & Resources Policy).
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked, 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.
- Play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about Health and Safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink -- See Food and Drink policy

- Food safety and hygiene regulations are updated.
- Any hot drinks to be placed in lidded cups. Do not place hot drinks within reach of children.
- Snack times and lunch clubs are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food or drinks to which they are allergic.

Outings

- We have agreed procedures for the safe conduct of outings (see Outings and Transport Policy).
- Procedures to be followed from our Outings Policy.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
 - clearly displayed in the entrance areas;
 - explained to new members of staff, volunteers, parents/carers and visitors; and
 - practised a minimum of three times a year.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid

We require all permanent members of staff to be trained in Paediatric First Aid as soon as possible following appointment, if not already qualified. At least one member of staff with a current Paediatric First Aid certificate is on the premises or on an outing at any one time.

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.

Accident or Injury

At the time of admission to the Pre-school, we seek parents/carers written permission for emergency medical advice or treatment.

Accident and Incident Forms are kept in filing cabinet 1, all staff know how to fill them in, a copy will be given to parents. They are reviewed termly to identify any potential or actual hazards.

We will notify OFSTED and the Local Authority of any serious accident or injury to, or serious illness or the death of, any child in our care, within Statutory Requirements and act on the advice given.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a hospital; and
- Any dangerous occurrences (i.e. an event which does not cause an accident but could have done).
- Existing Injury -- A parent/carer will be asked to fill in and sign the incident form, recording all details of any injury sustained by the child.

Medication (see Administering Medicines policy)

Children's prescribed medication is stored in their original containers, are clearly labeled and are inaccessible to the children.

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

If the administration of prescribed medication requires knowledge, individual training is provided by a health professional.

Managing Children with Allergies

Parents will be asked if their child suffers from any known allergies. This is recorded, kept in their personal file and all staff are made aware. List of allergies by Snack Area and Main Board.

Staff will be trained to administer special medication in the event of an allergic reaction.

Extra care and vigilance will be taken to ensure that children with severe allergies are not at risk of an allergic reaction.

Infection Control

Parents/carers must keep their children at home if they have any infection and inform the Pre-school as to the nature of the infection. Parents/carers must not bring any child into Pre-school who has been vomiting or had diarrhea for 2 full days of the last attack. This rule also applies to anyone attending the pre-school, staff, visitors etc.

If a child becomes ill during a session the parent/carer will be contacted and requested to collect their child. Regular observations will be made on the child.

Safety of adults

- All warning signs are clear and in appropriate languages.
- The involvement of staff in any accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

Records

In accordance with the Statutory Framework for the Early Years Foundation Stage, 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;
- A register of attendance of children, staff, volunteers and visitors;
- Accidents and Incidents.

No Smoking

First Step Pre-school Ltd has a NO Smoking Policy. Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK.

Legal Framework

- Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH)002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Gov.uk Smoking at work

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	November 2021	(date)
Date to be reviewed	November 2022	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	