

Health and Safety – Policy and Practice

This policy describes how we plan to keep young children safe and to provide adequate control of the health and safety risks arising from our work activities.

We will consult with staff on matters affecting their health and safety. We are committed to promoting the well being of staff.

We will provide information, instruction and supervision of health and safety Issues to promote the safety of both children and adults, the pre-school will ensure that:

Everyone is safety conscious. Everyone is encouraged to prevent accidents and remove any hazards.

All children are supervised by adults at all times and will always be within sight of an adult.

Children will leave the group only with authorised adults.

Children do not have unsupervised access to kitchens/ cookers or any cupboards storing hazardous materials including matches. All staff use appropriate protection such as oven gloves when using the cooker.

Adults do not walk about with hot drinks or place hot drinks within reach of children.

Whenever children are on the premises at least two adults are present.

Activities such as cooking, woodwork and energetic play receive close and constant supervision.

On outings the adult/ child ratio will depend on the age of the children and we will adhere to Ofsted guidelines.

A risk assessment will take place before an outing.

If a small group goes out there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Children who are sleeping are checked regularly.

Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose risk to a younger/ less mature child.

All adults are aware of the system in operation for children's arrivals and departures a member of staff will be present at the door during these periods. Parents/carers will also sign their child in and out of the building.

Siblings of pre-school children are the responsibility of parents/carers at all times.

If you are unable to collect your child at the end of the session please inform the pre-school either in the morning when dropping your child off or by telephone during the session (01204 886276) and tell a member of staff who is picking your child up and a password. The named person must then let a member of staff know the password before your child can be released into their care.

If your child is going home at the end of the pre-school session with another child and their parent/carer please inform staff and your child will only be allowed to go home with the named person.

Safety checks on premises, both indoors and out are made before every session and any hazards rectified and recorded.

Equipment is regularly checked and any dangerous items replaced or discarded. All toys are washed or sterilized regularly; broken or damaged toys are removed immediately.

The layout and space ratios allow children and adults to move safely and freely between activities.

All dangerous materials, including medicines and cleaning materials are stored out of the reach of children. Rubber gloves are worn by staff when using cleaning substances such as bleach.

Large pieces of equipment are stored, moved, lifted and erected with care and safety, and are checked regularly.

A register is completed for both adults and children so that a complete record of all those present is available in an emergency.

Internal safety gates/ barriers are used as necessary.

The premises are checked before locking up at the end of the session

Outdoor space is securely fenced.

Fire doors are free from obstruction.

Fires/ heaters/ electric points/ wires/ and leads are adequately guarded.

Fire drills are held half termly

Plug sockets are covered.

Fire extinguishers are checked annually and staff know how to use them.

There is a no smoking in the building used by pre-school (please refer to smoking, drugs and alcohol policy).

A correctly stocked first aid box is available at all times.

All staff know how to complete the individual accident sheets for the reporting of any accident/ incident and are kept confidential as approved by Ofsted.

In the event of a major injury or reportable infectious disease, after the incident has been dealt with, the pre-school leader will report it to the Incident Contact Centre at RIDDOR on 0845 300 9923 and Ofsted on 0300 123 1231

Parents will be contacted immediately or other named contact if parents are unavailable, in the case of illness or an emergency.

We will review and revise this policy as necessary at regular intervals.