

**1.8 Health and Safety Policy**

At Woolston Preschool we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, students and volunteers and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within pre-school for the benefit of all staff, volunteers, students, our children and their families we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out in this policy and we make all necessary resources available to provide a safe environment.

**Legal Framework**

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

* The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2022
* The regulations of the Health and Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
* Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, the fire authority and the Health and Safety Executive.

**Aims and Objectives**

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the pre-school including outdoor spaces
* Always consider the wellbeing of the children and staff
* Establish and maintain safe working practices amongst staff and children
* Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the pre-school to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
* Maintain healthy and safe pre-school with safe entry and exit routes
* Adhere to effective procedures for use in case of fire and other emergencies and for evacuating the pre-schools premises, practise these procedures on a termly basis and include as part of staff induction to enable the safe and speedy evacuation of the preschools with all persons accounted for.
* Maintain a safe working environment for pregnant workers and for workers who have recently given birth, including undertaking appropriate risk assessments
* Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the pre-school are accessible (wherever practicable)
* Provide a safe environment for students or trainees in which to learn
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate response from manager
* Follow the EU Food Information for Food Consumers Regulations (EU FIC).These rules are enforced in the UK by the Food Information Regulations 2014 (FIR).

We believe the risks in the pre-schools environments are low and we will maintain the maximum protection for children, staff and parents.

**The pre-school will**:

* Ensure all entrances and exits from the setting, including fire exits are clearly identifiable and remain clear at all times.
* Regularly check the premises room by room and outside for structural defects, worn fixtures and fittings and electrical equipment taking the necessary remedial action
* Ensure that all staff, visitors, parents and children are aware of the fire procedures and that regular fire drills are carried out and recorded
* Include health and safety training in induction of new staff
* Have in place emergency evacuation plans to assist those with special needs and disabilities.
* Have the appropriate fire detection and control equipment which is checked regularly to ensure it is in working order
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear PPE where appropriate
* Ensure there are suitable hygienic changing facilities
* Prohibit smoking on site
* Encourage children to manage risks safely and prohibit running inside the premises
* Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure that there are no trailing wires. Have all electrical equipment PAT tested.
* Ensure all cleaning materials are placed out of reach of children and that they are kept in their original containers.
* Prohibit certain foods that may relate to children’s allergies
* Follow the allergies and allergic reactions policy for children who have allergies
* Ensure risk assessments are undertaken on the storage and preparation of food produced within the pre-school.
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
* Provide appropriately stocked first aid boxes and check their contents regularly. All staff members are responsible for restocking the first aid kit once they have used an item. Expiry dates of any items are checked by the setting supervisors monthly.
* Ensure children are supervised at all times
* Ensure no student or volunteer is left unsupervised at any times.
* Ensure that all members of staff at preschool hold a full paediatric First Aid certificate. We ensure that where possible there is an overlap of when our first aid is due for renewal, this ensures that there is always a full first aid qualified team on site.

**Responsibilities**

* Responsibility for Health and Safety in the preschool is that of the managers
* The Committee has overall and final responsibility for this policy being carried out at Woolston Preschool
* Any member of staff who notices a health and safety concern which they are unable to rectify must immediately report it to the appropriate person. Parents and visitors are requested to report any concerns they may have to the managers.
* All employees have the responsibility to cooperate with senior staff and the manager to achieve healthy and safe preschool and to take care of themselves and others. **Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.**

**Health and Safety Arrangements**

* All staff are responsible for general health and safety in the pre-school
* Risk assessments will be conducted on all areas of the pre-school, including all rooms, activities, outdoor areas, resources and cleaning equipment. These are reviewed at regular intervals and when arrangements change
* All outings away from the pre-school, however short, will include prior risk assessment
* All equipment, rooms and outdoor areas will be checked thoroughly by staff before children access them or the area. These checks will be recorded and initialled by the staff responsible. Unsafe areas will be made safe or will not be used
* We provide appropriate facilities for all children , staff and visitors to provide for their care e.g. easily accessible toilets, hand washing and fresh drinking water
* The pre-schools will adhere to the COSHH regulations
* All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.
* We have clear Accident and First Aid policies to follow in the event of accidents and injuries
* We review accident and incident records to identify trends which need addressing
* All health and safety matters are reviewed informally on an on-going basis and formally every six months or when something changes. Staff and parents will be informed of any changes.

Other relevant policies:

* Safeguarding Child and Child Protection
* Whistleblowing
* Missing Child
* Online Safety and Standards
* First Aid
* Nappy Changing and Toilet Training
* Physical Intervention
* Physical Play and Risk Taking
* Physical Contact
* Sickness and Infection
* Sun Cream and Sun Safety
* Coronavirus
* Administering Medicines
* Alcohol and Drugs Policy
* Bullying and Harassment
* Children with Allergies
* Accidents and Incidents (General)
* Accidents and Incidents (RIDDOR)
* Food Hygiene and COSHH
* Safety and Security on Premises
* Supervision of Children on Outings

**This policy was adopted at a meeting of Woolston Community Pre-School held in Jan 2013**

**Last updated: January 2024**

**Name of signatory:**

**Role of committee:** Chair

Date

Signature

**Woolston Preschool manager and DSL**

Name **Gemma Woodward**

Date

Signature