

Health and Safety

(See also: Accidents and Emergencies, Medication and Sickness Policies)

This Pre-school is committed to the highest standards of health and safety for children, staff, parents and visitors. In order to ensure this, we will:

- Conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises. The risk assessment will cover outdoor and indoor spaces, furniture, equipment and toys. A record will be maintained of areas which have been checked.

The following areas will be considered when a risk assessment takes place:

- Boundaries and gates
- Water hazards, e.g. ponds, drains and pools
- Hazardous substances and equipment
- Hazardous plants
- Pets and other animals
- Electricity and gas
- Socket covers
- Doors, windows and glass
- Floors and stairs
- Stacked furniture
- Kitchen and food preparation/access to the kitchen
- Hot appliances
- Hygiene, cleanliness and minimising the risk of infection
- Outings and trips
- Fire safety
- Condition of prams, pushchairs, highchairs and low chairs
- Use of safety harnesses
- Condition of toys and other equipment
- Sandpits and their protection from contamination
- Furniture, equipment and toys
- The arrangements for monitoring children who are sleeping
- Linens such as bedding and towels
- Any hanging cords such as those on window blinds or drawstring bags

It is the duty of all staff to:

- Ensure that all children are supervised by adults at all times.
- Keep an accident book (see Accident and Emergency Policy)
- Maintain a system for children's arrivals and departures to ensure children's safety and make sure all staff members and parents are aware of this system.
- Check outdoor space daily before children are allowed to go outside.

- Ensure fire regulations are adhered to including regular fire drills and that all smoke alarms, fire extinguishers etc. are in working order.
- Ensure adults do not have hot drinks in the rooms where children are present.
- Maintain a correctly stocked first aid box
- Ensure that when potentially dangerous activities such as woodwork and cooking take place, these activities are closely supervised.
- Ensure that sleeping children are always within sight of an adult.
- Ensure that materials offered to children are developmentally appropriate, as equipment suitable for older children may pose a risk to less mature or younger children.
- Teach children hand-washing routines and other health related issues in a developmentally appropriate way.
- To ensure that when children are on outings a risk assessment has taken place to include staff ratios. This risk assessment may not be written but must have taken place and all staff must be aware of it.

It is the duty of the Manager to:

- Know and implement the Pre-school policies and national safety requirements relating to the premises, the staff and the children. This includes all new legislation as and when it becomes legally required.
- Ensure that fire and safety equipment conform to the required safety standards.
- Ensure there is a clearly understood evacuation procedure which is practiced on a regular basis.
- Ensure fire doors are clearly recognized and are free from obstructions.
- Ensure that the required number of staff have regular updated safety training from relevant agencies and receive certificates as evidence of this.
- Ensure insurance policies are relevant and up to date.
- Ensure that vehicles in which children are transported, and the driver of those vehicles, are adequately insured.

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