



## Health and Safety Policy

**Current legislation states that a health and safety policy should be in place in all childcare settings. We have separate procedures in place for identifying, reporting and dealing with hazards and faulty equipment which are contained within the settings documentation folder.**

### **General Statement of Policy**

Our Policy is to provide and maintain a safe and healthy environment for all our children and their families, staff and management members and visitors to the Pre-school. The policy and the way in which it has operated will be reviewed every year. Our setting also has public liability and employer's liability insurance. The certificate for public liability insurance is displayed.

### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. Overall and final responsibility for Health and Safety in this setting is that of the Pre-School Leader and Management Committee.

### **Staff and Management Committee responsibilities:**

The management and staff will ensure that health and safety remains our first priority.

Each staff member is responsible for health and safety, and must notify the appropriate person in the role of pre-school leader or Chair of the governing committee, if they notice a health and safety problem that they are not able to rectify. The management committee have an overall duty to act upon and oversee any health and safety problem that is brought to their attention. They need to ensure that risk assessments are completed and the appropriate policies are in place and implemented.

As a team we will strive to;

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

### **Local Inspector**

Health & Safety Executive Tel: 0845 345 0055

### **Fire**

We will abide by current legislation in regards to our settings roles and responsibilities in the event of a fire, including having the appropriate fire detection and control equipment which is in working order where the safety of the children and

workers is the top priority. We will also complete a fire risk assessment for our premises (*Avon Fire & Rescue has the most comprehensive and can be found on their website*)

**NB:** *If you are in rented premises your Landlord needs to of completed a risk assessment for the whole building. You then need to complete your own which should mirror theirs with additional measures detailed for the care of children.*

### **Premises and Outdoor Space**

We will abide by regulations as laid out in the EYFS and other current legislation when it comes to the Health and Safety of our premises and outdoor space. We make a commitment to ensuring our premises; outdoor space and equipment are safe and appropriate for their use. We will ensure rooms used by the setting will be used solely by the setting during the hours of operation. We will also ensure that space allocations meet the minimum requirements for children.

- Minimum of 2.3 m<sup>2</sup> per child for 3 - 7 year olds.
- Minimum of 2.5 m<sup>2</sup> for 2 years olds.
- Minimum of 3.5 m<sup>2</sup> for under 2's.

### **Materials and Equipment**

We believe a child's play experience will be considerably enhanced if they have access to a wide range of materials. All materials used in the setting will be children friendly and without exception the manufacturer's instructions of their use will be followed.

### **Staffing and Supervision**

We will abide by current legislation in regards to necessary staffing qualifications, safe recruitment and vetting of staff and staff induction training. Workers under 17 years of age are not counted in the staff:child ratio. Pre-school staff will be taken through an induction when they start which includes a clear explanation of health and safety issues. Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part.

### **Record Keeping**

We will abide by current legislation in regards to documentation, providers records, registration and information of children, staff and visitors. We will also ensure that all records will be held securely and kept confidential (except as legally obliged).

### **First Aid**

Please refer to our settings First Aid policy

In regards to allergies /Dietary / Medical Requirements/Care plans a record will be kept of all allergies and specific dietary or medical requirements of registered children. The Pre-School manager will make all Workers aware of any allergies or specific dietary or medical requirements of children in attendance.

We also hold a number of other policies, procedures and documents that support the general Health and safety of those who work in, attend and visit our provision, including:

Fire Safety

Smoking, alcohol and drugs policy

Recruitment policy and procedure  
Missing child policy/procedure  
Materials and equipment policy  
Uncollected Child Procedure  
Arrival and Departure Policy and Procedure  
First Aid policy  
Child Protection policy  
Safeguarding Overview  
Photography, Mobile Phone, Video and e-safety  
Confidentiality policy  
Registration policy/procedure  
Administration of Medication Policy/Care plans  
Sick children procedure.  
Risk Assessments  
Insurance certificates  
Staff handbook  
Record of completed fire drills.  
Staff/child/parent induction  
Visitor's book.  
Registration forms