



## **Health and Safety Policy**

### **Rationale**

Selsdon Park Pre-School will take all practical steps to provide a safe and healthy working environment for staff and children and visitors to the Pre-School. Selsdon Park Pre-School places the health and safety of children, staff and parents and visitors to the Pre-School as its highest priority.

Selsdon Park Pre-School has written this policy to ensure that best practice and procedures are carried out at the Pre-School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework and Safeguarding and Welfare Requirements.

### **Aims**

- To provide a safe, clean and attractive environment for children, parents, staff and visitors to the Pre-School.
- To operate rigorous health and safety procedures which identify potential hazards and risks and take immediate action to remedy issue potential hazard.

### **Implementation of Policy**

#### **Selsdon Park Pre-School will;**

- Provide a safe and healthy environment for children, parents and staff to work, learn and play.
- Ensure members of staff are adequately trained to make them aware and alert to possible health and safety issues.
- Provide an environment that is safe and free from hazards and dangers.
- Use equipment and resources according to manufacturer's instructions and store all equipment and resources securely and safely.

### **Responsibilities – The Pre-School Manager**

- Ensure that the Health and Safety at Work Act and the Workplace (Health, Safety and Welfare) Regulations and their associated Approved Code of Practice will be complied with at all times.
- Appoint a member of staff with designated responsibility for health and safety at the Pre-School and ensure they are fully trained in health and safety and this is kept up to date.

***Selsdon Park Pre-School appointed Health and Safety Officer***

***is:*** \_\_\_\_\_

- Ensure individual members of staff are aware of their responsibilities in relation to health and safety linked to their role and accountabilities within the Pre-School.
- Ensure Risk Assessments are undertaken for all activities, services, resources and equipment in the Pre-School. They will also ensure that any actions identified to reduce possible risks are undertaken. Identify and implement the necessary actions to meet the health and safety objectives and standards required.
- If appropriate, set health and safety targets for staff as part of their Supervisions.
- Ensure adequate financial resources for health and safety training, equipment and resources.
- The manager is to undertake a full health and safety check every morning on entry to the Pre-School before the children begin arriving and to record these checks in a Daily Safety Checks folder.
- In the event that another member of staff opens the Pre-School, it is their responsibility to undertake the health and safety checks and record it. It is the Manager's responsibility to check this has been done. Immediate action must be taken to rectify any identified issues which could pose a danger to Pre-School users.
- Ensure that health and safety records are maintained thoroughly and made available to professionals, staff, parents and visitors.
- Ensure that children, parents, staff and visitors to the Pre-School are aware of the health and safety procedures and responsibilities.
- Ensure that the regulatory testing and inspections of premises and equipment are undertaken and records kept of the assessments and actions taken.
- Ensure that members of staff receive adequate training and communication concerning health and safety policies and procedures at the Pre-School.
- Ensure that all accidents and injuries are recorded and investigated to identify the cause of the problem and take any remedial action of required to prevent further harm.
- Ensure First Aid provision is excellent with the appointment of high trained and competent members of staff. The Pre-School Manager will ensure that First Aid boxes are well labelled and stocked with contents meeting current guidance.
- Ensure that evacuation procedures are clearly displayed and explained to all Pre-School users and that practice evacuations and drills are carried out regularly and recorded to identify and issues and concerns.
- Monitoring and reviewing the Health and Safety Policy and Procedures and recommending any modifications or amendments as appropriate.

## **Responsibilities - Pre-School Staff**

Members of Staff at the Pre-School have responsibilities in relation to ensuring the health and safety of Pre-School users and to assist with the effective implementation of the policy and procedures.

Pre-School Staff are required to report health and safety issues or concerns to the Pre-School Manager immediately.

### ***The Pre-School Staff MUST ensure that:***

- They read and understand the health and safety policy and the following related policies and procedures:
  1. *Emergency Evacuation Procedures*
  2. *Accident and Injury Procedures.*
  3. *Lone Working*
  4. *Risk Assessments associated with their specific role*
  5. *Offsite Visits.*
  6. *Security of the Premises*
  7. *Entry and Exit to the Pre-School*
  8. *Visitors Policy*

### ***Members of Staff must:***

- Ensure that the working environment is clean and tidy.
- Ensure toys and equipment are cleaned thoroughly once a week, or when needed and record this in a Cleaning Schedule.
- Ensure surfaces are wiped clean after every use or when needed including food surfaces, kitchen equipment, microwaves, fridges, utensils, children's tables and chairs.
- Ensure staff's handling food is fully trained in Food Hygiene and the Safer Food Better Business journal is maintained on a daily basis.
- Check resources, toys and equipment on a daily basis and throw away any broken or hazardous pieces. Inform Manager of broken equipment.
- Ensure the outdoor area is checked for hazards daily before children enter the premises and record this as part of the daily health and safety checks.
- Ensure all plug sockets not being used are covered with plug socket covers.
- Ensure all wires from electrical goods are out of reach of children and are untangled and maintained neatly.
  
- Listen to and act upon health and safety practice and updates issued by the Pre-School Manager.
  
- Take all reasonable and practical steps to ensure their own health and safety at work and for those under their direct care or supervision.
  
- Record accidents, injuries or health and safety related incidents according to the Pre-School procedures.

- Participate in professional development opportunities and relevant training when required to do so by the Pre-School Manager, and adhere to current health and safety legislation and guidance.

### **Protective Clothing**

Staff need to ensure they wear the appropriate protective clothing when carrying out the following duties:

- **Changing nappies and soiled clothes:** Protective disposable gloves and disposable apron. These must be used only once and then discarded. Changing surfaces must be wiped down before and after use with anti-bacterial spray and disposable paper towels.
- **Preparing food:** Protective disposable apron which must be used for only one food preparation i.e. lunch/children's cooking activity. Disposable hair net, which can be re-used by the same member of staff. Food preparation surfaces must be wiped down before and after use using anti-bacterial spray and disposal paper towels.
- **Dealing with other bodily fluids:** Including blood, vomit, excretion. Disposable gloves and disposable apron which should only be used once and discarded. Soiled paper towels should be discarded in a separate hazardous substances bin.

*See Hygiene and Cleanliness Policy for further details.*

### **Animals**

Selsdon Park Pre-School has a policy that no animals will be allowed on the premises without the prior knowledge and permission of the Pre-School Manager. If an animal does come onto the premises, a member of staff will immediately inform the Pre-School Manager who will ensure the children are safe, and then take appropriate action to deal with the situation.

If an animal enters the Pre-School as part of a planned activity the children will be encouraged to follow the guidance set out by the animal's owners and ensure that the children wash their hands after handling the animal.

### **Insurance**

Selsdon Park Pre-School will ensure that it has adequate insurance cover to ensure the health and safety of all Pre-School users children and staff.

- The Children Act and the Health and Safety at Work Act require public premises and places of work to have adequate insurance cover. The Pre-School will display its Public Liability Insurance Certificate in the main entrance of the Pre-School and copies are available upon request to the Pre-School Manager.

## **Liability**

- Under provisions contained in the Occupiers Liability Act the Pre-School has a duty to ensure that both children and any visitors are kept safe and will take every practical step to ensure this happens.

The Pre-School's full responsibilities and procedures in respect of Health and Safety are contained in this policy and in the following related policies and procedures:

- 1. Staffing**
- 2. Physical Environment**
- 3. Equipment**
- 4. Risk Assessment**
- 5. Fire Safety**
- 6. Health, Illness and Emergency**
- 7. Hygiene**
- 8. Managing Behaviour**
- 9. Child Protection**
- 10. Safeguarding**
- 11. Safer Recruiting**

***Any questions about this policy should be directed to the Pre-School Manager.***

Date written 5-9-16

Date for review 5-9-17