

St Helen's Pre-school Health and Safety Policy

An extensive annual risk assessment is carried out to identify aspects of the environment that need to be checked on a regular basis. These form the basis of the daily risk assessment to be completed by the manager/deputy before the start of each session, ensuring that hazards to staff and children are kept to a minimum.

Risk assessments are also carried out for outings, food allergies and on other occasions where some risk may arise.

Toys and equipment are checked each time they are used, cleaned if necessary and the manager notified of any damage. Damaged toys and equipment are immediately removed for repair or disposal, as appropriate. Larger scale cleaning takes place in the last week of term or as needed.

The premises are hygienic – following the requirements of the Health and Hygiene Policy. Any issues arising are referred to the Jubilee Hall committee via the pre-school committee representative. Hazards identified in the environment are made safe or, where appropriate, referred to the Jubilee Hall Committee for further action

Hazardous substances are stored out of the reach of children or in cupboards that are clearly identified with red ribbon (in the kitchen). Children do not have access to the kitchen except under supervision. All staff should ensure that they are aware of relevant COSHH regulations.

There is an accident/incident book for recording accidents and incidents occurring in pre-school, this is completed and signed by the member of staff witnessing the accident/incident and by the parent/carer collecting the child. The accident/incident book is checked regularly by the manager. Incident forms are available in the event of more major incident/accidents occurring (for example those resulting in the calling of an ambulance). Any incidents requiring the use of these forms will be reported to OFSTED – see illness and sickness policy.

Reasonable steps are taken to ensure the safety of children and staff in an emergency – following the requirements of the Emergency Evacuation procedure.

The layout of the environment, both indoors and outdoors allows children and adults to move safely and freely around the setting, excepting in the most severe weather, the garden doors will remain open to allow children to move freely between the indoor and outdoor environments. Children will not be either indoors or outdoors without adult supervision.

The boundaries of the Forest School area are marked with red ribbons, and children are reminded not to go beyond these.

Children are cared for on an adult/child ratio basis of 1:6 for children aged three and four and 1: 4 for children aged two. The legal ratios (1:8 & 1:4 or 1:13 if EYP is present) may occasionally be used for short periods of time. Forest school sessions will usually have an extra member of staff and will be planned and organised with the needs of the children present in mind.

A register of children, staff and other adults is taken at the start of each session with visitors to the pre-school signing the visitors' book. Visitors who are not known to the setting should expect to be asked for identification. Parents are asked to inform the setting of who will be collecting their child and should notify staff of any changes

Children are not allowed unsupervised access to storage areas.

Children are only allowed access to the kitchen under close supervision.

Children should never be left unattended in either indoor or outdoor areas of the preschool, and should be within sight or sound of an adult during Forest School sessions.

Confidential records and information are stored in a locked cupboard.

Policy reviewed and updated March 2015