**Health and Safety Policy**

**Statement of intent**

This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, and staff.

**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.

**Methods**

The member of staff responsible for health and safety is Keely Loughnane. She is competent to carry out these responsibilities. She updates her knowledge and understanding regularly.

**Risk Assessment**

Our risk assessment process includes:

* Checking for hazards and risks indoors and outdoors, and in our activities and procedures
* Our assessment covers adults and children.
* Deciding which areas need attention and developing an action plan which specifies the action required the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues which are checked:

* Daily before sessions begins;
* Weekly; and termly
* when full risk assessment is carried out.

**Insurance Cover**

We have public liability insurance and employers’ liability insurance. The certificate is displayed on the display board by the entrance.

**Raising Awareness**

* Our induction training for staff includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their share of responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of dangerous substances.
* Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
* As necessary, health and safety are discussed regularly at staff meetings.
* We have a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**Children’s safety**

* Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Services and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
* Adults do not normally supervise their own children.
* All children are always supervised by adults.

**Security**

* Systems are in place for the safe arrival and departure of children. The times of the children’s arrival and departure are recorded.
* Staff and visitors are recorded.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving the premises unnoticed.
* The personal possessions of staff are securely stored during pre-school operating hours.

**Doors**

We take precautions to prevent children’s fingers from being trapped in doors.

**Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen**

* All surfaces are clean and non-porous.
* There are separate facilities for hand washing and for washing up.
* Cleaning materials and other dangerous materials are stored out of children’s reach.
* When children take part in cooking activities, they: are supervised at all times; are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

**Electrical Equipment**

* All electrical equipment conforms to safety requirements and is checked regularly.
* Our boiler/electrical switch/meter cupboard is not accessible to the children.
* Fires, heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
* There are sufficient sockets to prevent overloading.
* The temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas including storage areas.

**Storage**

* All resources and materials which children select are stored safely.
* All equipment and resources are stored or stacked to prevent them accidentally falling or collapsing.

**Outdoor Area**

* Our outdoor area is securely fenced.
* Our outdoor area is checked for safety and cleared of any rubbish before it is used.
* All outdoor activities are always supervised.

**Hygiene**

* We regularly seek information from Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene.
* We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
* The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
* We implement good hygiene practices by cleaning tables between activities, checking toilets regularly; wearing protective clothing – such as aprons and disposable gloves as appropriate; providing tissues and wipes.

**Activities**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the pre-school.
* The layout of the play equipment allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All materials – including paint and glue are non-toxic.
* Sand is clean and suitable for children’s play.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children who are sleeping are checked regularly.
* Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

**Food and Drink**

* Staff that prepare and handle food receive appropriate training and understand – and comply with food safety and hygiene regulations.
* All food and drink are stored appropriately.
* Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
* Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
* Fresh drinking water is always available to the children.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

**Animals**

* Animals, resident or visiting the pre-school are free from disease, safe to be with the children and do not pose a health risk.

**Fire Safety**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/alarms and firefighting appliances conform to BSN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are: Clearly displayed in the premises; Explained to new members of staff and parents; Practiced regularly i.e., once every term.
* Records are kept of fire drills and the servicing of fire safety equipment

**First Aid and Medication**

* Members of staff who hold a current paediatric first aid training certificate are on the premises at all times.
* Our first aid kit: - Complies with the Health and Safety (First Aid) regulations 1981
* Is regularly checked by a designated member of staff and re-stocked as necessary
* Is easily accessible to adults; and
* Is kept out of the reach of children.

**Records**

In accordance with the welfare requirements, we keep records of:

* Adults authorised to collect children from pre-school.
* The names, addresses and telephone numbers of emergency contacts in case of children’s illness or accident.
* The allergies, dietary requirements, and illnesses of individual children.
* Incidents