



## Health & Safety Policy

### General

- Our Health and Safety Officer is Deb Trim. All areas of the pre-school are subject to a risk assessment, yearly, both indoors and out. The assessment identifies the areas of risk, which a child may come into contact with, when the risks were checked and by whom.
- Daily check list is completed each day, the daily check list includes the outside areas, the main hall, toilets and the equipment being used during that session. The check list ensures all equipment is fully checked before use for hazards or faults. Any such equipment is brought to the Managers attention and dealt with appropriately.
- All members of permanent staff will be qualified as paediatric first aiders.
- One member of staff will be appointed as Safety Officer, making sure that safety checks and cleaning of toys have been carried out as well as checking the first aid box once a term.
- The contents of the first aid box will be in accordance with the requirements of the

Health and Safety Executive. Contents are to be replaced as soon as possible after use, this is checked and updated by Health and Safety Officer.

- Written parental permission is requested to seek medical advice and/or to carryout emergency first aid treatment, permission is requested before the child attends their first session.
- Accident records are maintained by staff and signed by the parent when they occur.

### Medicine

- Medicines are stored in their original containers, clearly labelled and inaccessible to children.
- Medicines are not administered unless they have been prescribed for that child by a doctor, nurse, dentist or pharmacist with the exception of Calpol and piriton.
- The parent gives prior written permission to administer any medication.
- Written records are kept of all medicines administered to children, and parents sign

Written by:	Deb Trim
This policy was adopted by the pre-school on:	5 <sup>th</sup> Feb 2014
Signed off by the Manager of Frenchay Pre-School	Claire Frost
Next Review Date	January 2020
Links to EYFS	Safeguarding and promoting children's welfare. Suitable premises, environment and equipment.



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the record to acknowledge their entry.

- If the administration of prescription medicine requires technical/medical knowledge then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.

### **The Main Hall**

- Fire exits to be kept clear at all times.
- Main exits are fitted with safety doors.
- Electrical points are covered with safety sockets when not in use.
- Adults do not walk around with hot drinks. All hot drinks should be left in the kitchen area.

### **Other Hall areas**

- Children are not allowed within the kitchen and storage areas. Any child needing to leave the main hall to go to the toilet will be accompanied by a staff member.

### **Fire Safety/Emergency Evacuation**

- A fire drill will be undertaken each big term and recorded. As in line with our fire policy and procedure.
- The pre-school enforces a no smoking policy.

### **Toys**

- Equipment is checked for breakages before being used, a daily check list is carried out before each session
- Toys are to be cleaned and disinfected on a rota basis and after any serious outbreak of infectious illness with a dilute chlorine releasing agent such as Milton fluid or household bleach diluted to 1:100. Soft furnishings are either steam cleaned or boil washed.
- Children will be encouraged to respect toys at all times.

### **Outings**

All outings will be risked assessed prior to the outing including adult to child ratios, supervision of children, access to a mobile phone/walkie talkies, first aid kit, child records and contact numbers. The assessment will also take into account the nature of the outing to fully risk assess the hazards we may come into contact with, for example animals, water, age appropriate resources, eating and toileting facilities. Parental permission is sought prior to the child starting pre-school in regard to outings.

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